

## Task Instructions

**Task ID:** RPTG10

**Wave:** Central

**Audience:** Select Agencies – DBPR, DOH, FLHSMV, DLA, DMS, FDOT, EOG, DACS, LEG, FDLE

**Task Name:** Identify and Prepare the Reporting Workgroup Participants

**Task Type:** Reporting

**Task Due Date:** February 26, 2021

### Task Overview

The Project Team will establish and lead a Reporting Workgroup for the Central and Departmental Waves made up of participants from representative agencies. Workgroup meetings are currently planned to occur once a month beginning in April 2021. Workgroup meetings will be used to:

- discuss agency reporting needs,
- demonstrate Florida PALM reporting tools and functionality,
- evaluate the Florida PALM Report Inventory, and
- share reporting samples.

Workgroup participants are expected to share this information within their agencies and may also be asked to provide input, complete surveys, and share updates with the Executive Steering Committee.

Please **identify two workgroup participants** to represent your agency in the Reporting Workgroup. The first workgroup is planned for April 15, 2021. Participants are expected to have reporting responsibilities and a role in Florida PALM for the Central and Departmental Waves and include those who:

- are familiar with the Central and Departmental Wave reports,
- are familiar with your agency's current reporting processes,
- may be a current Change Champion Network (CCN) Super User, and
- will work within your agency to share information with appropriate organization staff.

### What will Florida PALM Team do with this information?

The Florida PALM Team will send meeting invitations to the identified participants to attend the Reporting Workgroup.

### Task Instructions

Please work within your CCN and staff familiar with Central and Departmental reporting functions to select your workgroup participants.

#### Instructions

- 1) Work within your agency to identify two participants to attend the Reporting Workgroup.
- 2) Complete a [participant survey](#) and provide agency name, participant's first and last name, and email addresses by **February 26, 2021**.

### Supporting Materials

Participant Survey: <https://www.surveymonkey.com/r/WYZ668J>