

What should you be doing during the “down” time?

- ▶ Preparing your ABS by loading seed files
- ▶ Creating Allotment files
- ▶ Preparing for deposit catch-up
- ▶ Preparing your testers by:
 - setting expectations
 - providing user stories
 - providing agency-specific information (ChartFields and other config values)
- ▶ Extending or expanding change management activities among agency users and other stakeholders
- ▶ Anything that doesn't require access to Florida PALM, such as:
 - Cleansing data in legacy systems
 - Updating agency documentation for systems and processes
 - Preparing Agency-specific learning materials
 - Cutover and Deployment planning
 - ABS cutover and downtime
 - Planning for catch-up activities
 - Planning for agency operations for the brief window without an accounting system