

<b>Date</b>	12/05/2018	<b>Time</b>	8:30 a.m. – 12:00 p.m.
<b>Location</b>	Department of Revenue Building 2, Rooms 1220 & 1221 2450 Shumard Oak Boulevard Tallahassee, Florida 32399		
<b>Objective</b>	Leading Practice Workshop (LP1) – Chart of Accounts Design		
<b>Invitees</b>	Selected Agency and Department of Financial Services Representatives		
<b>Attachments/        Related Documents</b>	Pre-Read Materials – COA Design Leading Practice Workshop.ppt		

<b>Topic</b>	<b>Facilitator</b>	<b>Allotted Time</b>
Introduction and Context	Project Team	8:30 a.m. – 8:50 a.m. (20 minutes)
Brainstorming Activity	Project Team	8:50 a.m. – 9:20 a.m. (30 minutes)
Presentation of Design Principles and Leading Practices	Project Team	9:20 a.m. – 10:05 a.m. (45 minutes)
<b>Break – 15 minutes</b>		
Break Out and Group Discussion	Project Team	10:20 a.m. – 11:50 a.m. (90 minutes)
Wrap up and Next Steps	Project Team	11:50 a.m. – 12:00 p.m. (10 minutes)