**Date** | 01/30/2020  
**Time** | 2:00 – 4:00 p.m.  
**Location** | Florida PALM – 1650 Summit Lake Drive, Suite 200  
**Objective** | Provide an opportunity for the Change Champion Network (CCN) to tour Florida PALM project site, meet the Project Team and engage opportunities to learn more about Florida PALM  
**Invitees** | Project Readiness Team, Agency CCN liaisons, and FFMIS CCN liaisons.

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<tr>
<th>Activity</th>
<th>Description</th>
<th>Timing</th>
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<tr>
<td>Guided Tours</td>
<td>Participate in 10-minute guided tour</td>
<td>Every 10 minutes</td>
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| Q&A | Meet the Project Sponsor and Project Director:  
- Scott Fennell, Florida Department of Financial Services, Deputy Chief Financial Officer over Operations  
- Melissa Turner, Florida PALM Project Director | Drop-in |
| Guided Demonstrations | See guided demonstrations of key Florida PALM transactions:  
- Creating an Encumbrance  
- Processing a Voucher  
- Entering a Deposit | Every 15 minutes |
| Collaboration Station | Share ideas and participate in discussion related to communication and engagement | Drop-in |
| Communication Station | View communication materials and website content and participate in a hands-on QR code demonstration | Drop-in |
| CCN Member Panel | Listen to CCN Members as they discuss how they engage their Change Champion Networks, Super Users, and Sponsors and how they are preparing their organizations to transition to Florida PALM | 2:30 – 3:00 p.m.  
3:15 – 3:45 p.m. |
| Open Discussions | Participate in an open forum with team members to discuss approaches and questions:  
- Configuration approach  
- Updated Chart of Accounts design  
- Conversion approach  
- Interface approach | Drop-in |