

<b>Date</b>	01/30/2020	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	Florida PALM – 1650 Summit Lake Drive, Suite 200		
<b>Objective</b>	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		
<b>Invitees</b>	Project Readiness Team, Agency CCN liaisons, and FFMS CCN liaisons.		

<b>Activity</b>	<b>Description</b>	<b>Timing</b>
Guided Tours	Participate in 10-minute guided tour	Every 10 minutes
Q&A	Meet the Project Sponsor and Project Director: <ul style="list-style-type: none"> <li>- Scott Fennell, Florida Department of Financial Services, Deputy Chief Financial Officer over Operations</li> <li>- Melissa Turner, Florida PALM Project Director</li> </ul>	Drop-in
Guided Demonstrations	See guided demonstrations of key Florida PALM transactions: <ul style="list-style-type: none"> <li>- Creating an Encumbrance</li> <li>- Processing a Voucher</li> <li>- Entering a Deposit</li> </ul>	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: <ul style="list-style-type: none"> <li>- Configuration approach</li> <li>- Updated Chart of Accounts design</li> <li>- Conversion approach</li> <li>- Interface approach</li> </ul>	Drop-in