CHANGE CHAMPION NETWORK TOWN HALL

SEPTEMBER 24, 2019
Agenda

- Project Update
- Readiness Support
- Break
- Networking Activity
- Super Users
- Change Management
- Florida PALM Website
PROJECT UPDATE
Project Update

Project Timeline

Fiscal Year

Phase 1

90 Months

Pilot
55 Months

8/2020: Ready for Integration/Interface Testing

2/2021: Ready for User Acceptance Testing

6/2021: Ready for Implementation

Solution Confirmation
9 Months

Initial Functionality (Select organizations)

A focus will be placed on readiness activities for the next waves

Wave 1
15 Months

Initial Functionality (1/2 organizational users)

Wave 2
15 Months

Initial Functionality (1/2 organizational users)

Wave 3
21 Months

Payroll functionality (all organizations)

Phase 2
21 Months

Remaining functionality (all organizations)

Production Support
72 Months

We are Here!

Change Champion Network Town Hall 9/24/2019
# Project Update
## Six Month Look Ahead

### 2019

<table>
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<tr>
<th>Activity</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tbody>
<tr>
<td><strong>Interim Process Models</strong></td>
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<td>Meetings with A&amp;A, OIT, TRS, and FFMIS</td>
<td>Workgroups with Pilot and Wave organizations</td>
<td>Workshops and Support Sessions with Wave Organizations</td>
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<td><strong>Interface Inventory</strong></td>
<td></td>
<td>Share interface approach with Sponsors Meetings to identify interfaces needed from FLAIR/CMS</td>
<td>Meetings with FFMIS to Validate Interfaces</td>
<td>Meetings with OIT to Validate Interfaces</td>
<td>Pilot Meetings</td>
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<td><strong>Conversion Inventory</strong></td>
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<td>Share Conversion Approach with Sponsors</td>
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<td><strong>Chart of Accounts</strong></td>
<td>FLAIR COA Usage Questionnaire with all organizations</td>
<td>COA Design Meetings with A&amp;A, OIT and TRS</td>
<td>COA Design Kickoff with all organizations</td>
<td>COA Design Workshops with FFMIS</td>
<td>COA Design Workshops with Pilot and Wave Organizations</td>
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<td><strong>Security (I&amp;AM)</strong></td>
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<td>Conduction Identify Provider Survey</td>
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<td><strong>Training Needs Assessment</strong></td>
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<td>Survey with All Organizations</td>
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READINESS SUPPORT
Readiness Support
Master Readiness Workplan

UNDERSTANDING
Understand what is being asked and when

PLANNING
Internal planning tool

TRACKING
Track status of tasks
Readiness Support
Readiness Dashboard

**READINESS**
Use to determine current organization readiness

**MITIGATION**
Use to collaborate on steps needed to complete outstanding tasks

**VIEW**
Use to see a summary view of current tasks
Readiness Support

Readiness Survey

Elapsed Time

Support for Change

- Awareness
- Understanding
- Acceptance
- Commitment

Build Stakeholder involvement and ownership by generating awareness, understanding, acceptance, and commitment leading to action.

Agency Sponsors

Change Champion Network Liaisons

Agency End Users
BREAK
NETWORKING OPPORTUNITY
SUPER USERS
Super Users
Super User Journey

- Participate
  Participate in Florida PALM activities and support completion of Master Readiness Workplan tasks.

- Develop Knowledge
  Build an understanding of the Florida PALM Solution.

- Train
  Provide training or support for organization’s end users.

- Deployment Support
  Provide on-site support after transition to Florida PALM.

Steps:
1. Participate
2. Develop Knowledge
3. Train
4. Deployment Support
Super Users
Super User Areas of Expertise

- Business Systems
- Change Management
- Data Management and Interfaces
- Reporting
- Account Management, Financial Reporting, and Budget Management
- Disbursements and Asset Accounting and Management
- Revenue Accounting and Accounts Receivables
- Treasury and Cash Management
Super Users

Super User Expectations

- Provides functional and technical expertise within the organization
- Builds a comprehensive understanding of the Florida PALM Solution
- Provides on-site support to organization’s end users
- Supports completion of Master Readiness Workplan tasks
- Participates in Florida PALM workshops, workgroups, and activities
- May train organization’s end users

9/24/2019
CHANGE MANAGEMENT
Change Management
Change Success Factors

VISION
Direction
+ Communication

LEADERSHIP
Sponsorship
+ Change Champions

RESOURCES
Training
+ Processes and Procedures

COLLABORATION
Teamwork
+ Accountability

ENERGY
Commitment
+ Visibility
FLORIDA PALM WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/
NEXT STEPS
Next Steps

- Watch for the Master Readiness Workplan tasks
- Review the updated Florida PALM website
- Work with your Readiness Coordinator
Q&A
CONTACT INFORMATION

CONTACT US
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PROJECT WEBSITE
WWW.MYFLORIDACFO.COM/FLORIDAPALM/