

Master Readiness Workplan

Date released/ re-released	Applicable Organization / Audience	Task ID	Task Name	Task Description	Task Supporting Documents	Task Planned Start Date <i>(dates subject to change)</i>	Task Planned End Date <i>(dates subject to change)</i>
8/16/2019	Pilot, Wave, FFMS	FUNC02	Participate in Chart of Accounts Design Kickoff	Participate in the Chart of Account Design Kickoff to understand the Chart of Accounts design for Florida PALM.	- Meeting Invitation	Wed, 9/4/2019	Wed, 9/18/2019
8/16/2019	Pilot	COMM02	Share and Review Pilot Organization Interface Package	Share Pilot Organization Interface Package with planned participants for review to prepare for the Pilot Organization Interface Meetings to validate use of Florida PALM interfaces.	- Interface Package	Mon, 9/9/2019	Fri, 9/20/2019
8/16/2019	Pilot	FUNC03	Provide Feedback on Current List of Florida PALM Reports	Review the list of Florida PALM reports and provide the Florida PALM Project with the organization's additional report requests.	- Communications	Wed, 9/11/2019	Thu, 11/7/2019
8/30/2019	Pilot, Wave, FFMS	RDNS04	Identify Initial Group of Super Users	Identify experts in the organization's functional and technical areas to be Super Users. Super Users will be invited to participate in Florida PALM activities, train end users, and provide end user support before, during, and after go live.	- Task Instructions	Mon, 9/16/2019	Fri, 10/11/2019
8/16/2019	Pilot	TECH02	Confirm Pilot Organization use of Florida PALM Interfaces	Provide list of Florida PALM interfaces that will be used at Pilot Wave go live with the organization's business system(s).	- Task Instructions - Survey	Mon, 9/16/2019	Fri, 10/11/2019

Indicates when a task was released or re-released in the MRW

Unique ID assigned to each task

Brief explanation of the task

Date the task is planned to start

Task target group

Short, descriptive name for the task

Identifies what additional materials are needed to support task completion

Date the task is planned to end

Readiness Dashboard

Current Master Readiness Workplan activity associated with each Readiness Category

Comments explaining the readiness activity status

[Organization Name] - [Month] Dashboard			
Readiness Category	Readiness Activities	Status	Comments
Sponsorship (SPON)			
Communications (COMM)			
Functional (FUNC)			
Readiness (RDNS)			
Training (TRNG)			
Technical (TECH)			
Overall Status			

Categories used to group MRW tasks

Color represents the overall status for each readiness category:

- Green – On Track
- Yellow – At Risk
- Red – Over Due