

Task Instructions

Task ID: SPON60

Wave: Financials

Audience: All Agencies

Task Name: Review and Confirm Change Champion Network and Super Users

Task Type: Sponsor

Task Due Date: September 30, 2021

Task Overview

The Change Champion Network (CCN) and Super Users are agency designated individuals responsible for coordinating and completing agency Florida PALM activities. Your agency's CCN supports your agency's business transformation efforts and readiness to transition to Florida PALM.

You initially assigned individuals to CCN and Super User roles based on areas of expertise of Cash Management business processes and resource availability. With a successful transition to Florida PALM for the CMS Wave and completion of Lessons Learned from the CMS Wave Transition (SPON58), you should have an understanding of the activities that will need to be completed for the Financials Wave (July 2024) and the knowledge, skills, and abilities (KSAs) of the individuals needed to support those activities.

Confirm or update your agency's primary and backup CCN roles. Review the [Change Champion Network Roles and Responsibilities](#) for a better understanding of each role. For awareness, a new CCN role has been added for a Project Management Liaison.

Confirm or update your agency's Super Users. Super Users support your agency CCN, end users, and Teir 0 Support Team and should be knowledgeable and available to assist with your transition to Florida PALM. While reviewing your current Super Users, also assign at least one Super User for each Florida PALM Module Workgroup listed below. They should be considered knowledgeable in the following business areas and have the availability to work with Business and Technical Liaisons to analyze the changes between current and future business processes.

- Accounts Payable and Purchase Orders
- Assets
- General Ledger
- Commitment Control
- Projects and Grants
- Accounts Receivable, Billing, and Cash Management

What will Florida PALM Team do with this Information?

The Florida PALM Team will use the CCN information provided as point of contact to coordinate Florida PALM activities. CCN rosters will be updated on Florida PALM website.

Task Instructions

Please work within your Agency Sponsor to complete each of the items involved with this task.

Instructions

- 1) *Work with your Agency Sponsor to review and update the current primary and backup CCN and Super User assignments.*
- 2) *Complete the Change Champion Network and Super User template with the following information:*
 - a. *Agency*
 - b. *Change Champion Network Role*
 - c. *Primary/Backup,*
 - d. *First Name*
 - e. *Last Name*
 - f. *Email Address, and*
 - g. *Phone number.**Add and remove table rows as necessary.*
- 3) *Submit the completed Change Champion and Super User Template to FloridaPALM@myfloridacfo.com by **September 30, 2021.***

Supporting Materials

[Change Champion Network and Super User Template](#)
[Change Champion Roles and Responsibilities](#)