

Task Instruction Addendum

555-B Task Addendum Release: November 8, 2024

Task ID: 555-B

Task Name: Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)

Task Start Date: October 28, 2024

Task Due Date: November 22, 2024

Project Impact: Direct

Task Instruction Update

The initial release of this task required you to Review Mock Conversion 1 results for AMC001, CTC001, GMC001, POC001, and PCC002 and perform data cleansing activities to prepare data for Mock Conversion 2.

This change, or addendum, to the initial instructions for Task 555-B removes AMC001 and POC001 from the list of Conversion Results for review. AMC001 and POC001 Conversion Results will be released as part of Subtask 555-C as outlined below in Table 1. Please note, the deadline for task 555-B has not changed.

Table 1: Subtask Overview

Subtask	Subtask Overview	Planned Dates
555-A	Review the Conversion Approach to prepare for Mock Conversion activities. Review Mock Conversion 1 results for Projects - (PCC001), perform data cleansing and provide agency-specific conversion values.	Oct. 7, 2024 – Nov. 22, 2024
555-B	Review Mock Conversion 1 results for CTC001, GMC001, and PCC002 and perform data cleansing activities to prepare data for Mock Conversion 2.	Oct. 28, 2024 – Nov. 22, 2024
555-C	Review Mock Conversion 1 results for AMC001 and POC001 and perform data cleansing activities to prepare data for Mock Conversion 2.	Nov. 8, 2024 – Dec. 6, 2024

Mock Conversion Update

The Project has completed Mock Conversion 1 for the conversions listed below in Table 2. The data used for Mock Conversion 1 was as of September 7, 2024.

Table 2: Mock Conversion 1 List for Task 555-B

Conversion ID	Conversion Name	Source System	Applicable Agencies
CTC001	Contracts	FLAIR	All Agencies – except LEG
GMC001	Grants (for accounting purposes)	FLAIR	AHCA, Citrus, COM, DACS, DCF, DEP, DFS, DJJ, DLA, DMS, DOE, DOEA, DOH, DOR, DVA, EOG/DEM, FCOR, FDC, FDLE, FDOT, FLHSMV, FSDB, FWC, JAC, SCS

Conversion ID	Conversion Name	Source System	Applicable Agencies
PCC002	Projects Life-to-Date Balances	FLAIR	APD, COM, DACS, DCF, DEP, DFS, DJJ, DLA, DMS, DOAH, DOE, DOH, DOR, DOS, DVA, EOG/DEM, FDC, FDLE, FDOT, FLHSMV, FSDB, FWC, JAC, LEG, SCS

Data Cleansing Update

After reviewing your Mock Conversion 1 results, it is time to cleanse your agency’s data based on the conversion errors and your agency’s Data Readiness Plan. You should reference the related supplemental guidance for the corresponding conversion, as well as the [Agency Data Readiness Guidance](#) document to support your understanding of the conversions, errors, and the necessary actions required. Using those documents, make the appropriate updates in the source system for each conversion applicable to your agency (CTC001, GMC001, PCC002).

As a reminder, the Project team will review your task submission based on the following criteria to confirm completion:

Table 3: Task Completion Rubric

Task Completion Rubric
In the Mock Conversions workbook in Smartsheet, for CTC001, GMC001, or PCC002, a Mock 1 – Data Cleansing Status of ‘Complete’ has been selected or ‘N/A’ if the conversion is not applicable to your agency.
Task tracker must be marked as 100% complete.

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 3 above.

Table 4: Summary of Task Completion Steps

Summary of Task Completion Steps
1) Review the conversion results for CTC001, GMC001 and PCC002, and complete data updates in source systems, as necessary.
2) Review your Data Readiness Plan and update, as necessary.
3) Provide your Data Cleansing Status in your Mock Conversions Worksheet in Smartsheet.
4) Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator and Technical Readiness Team.
5) Complete task by November 22, 2024 .
6) When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.
7) If you have questions regarding this task, participate in the Thursday Task Talks or contact your Readiness Coordinator.