

Task Instructions

Task ID: 587-C

Task Name: *Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects*

Task Start Date: August 11, 2025

Midpoint Data Refresh Date: Data pulled September 28, updating October 6, 2025

Task Due and Close Date: October 29, 2025

Project Impact: *Direct*

Task Instruction Updated: 10/6/2025

Summary of Change: Updated the midpoint data refresh dates and added two new columns to the PCC001 worksheet, *New Project ID* and *New Project Description*, for use when a FLAIR Project ID or Description contains special characters.

Task Description

Provide the agency-specific conversion values needed for Projects (PCC001) for Mock Conversion 4.

Task Overview

As described in the [Agency Data Readiness Guidance](#) document, agencies are responsible for evaluating and managing their data to ensure agency data readiness for conversion activities. This includes agency managed data in FLAIR and enterprise systems. You have prepared for conversion activities through a series of previous RW Tasks (514, 517, 526, 529, 542, 545, 555, and 571) requiring you to:

- Understand the planned conversions for Florida PALM;
- Identify which conversions are needed for your agency (i.e., some agencies do not have active customers or projects that need to be converted);
- Analyze your related data and develop an agency-specific Data Readiness Plan;
- Perform data cleansing of the identified data groups to prepare for conversion activities (e.g., update, remove or inactivate all unnecessary information); and
- Complete data cleansing activities after reviewing results of Mock Conversion 1 and 2.

The Project is performing tests with agency data to see if it can be successfully converted into Florida PALM. This process is called Mock Conversion. The [Conversion Approach](#) describes how the Project will complete multiple cycles of Mock Conversion activities where agency data will be **extracted** from source enterprise systems (e.g., FLAIR and People First), **transformed** from the legacy data structure to the Florida PALM data structure, and **loaded** to Florida PALM.

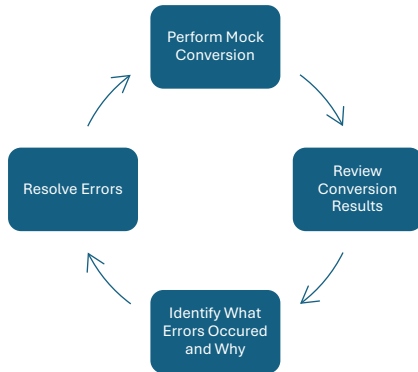


Figure 1: Mock Conversion Cycle

With each cycle of Mock Conversion, the Project will provide you with the results of the conversions for your agency through a series of related RW Tasks (555, 571, 587, 597). You must review your agency's results to understand the data that is being converted and the errors that occurred during the conversion, if any. This is your opportunity to perform additional data cleansing in the source systems to improve the success rate of the data load results for the next Mock Conversion cycle and ultimately for the final conversion at go-live in January 2027.

RW Task 587 has been separated into multiple subtasks for ease of data management and agency progress reporting. Subtasks A-C have planned dates, as indicated in Table 1.

Table 1: Data Cleansing RW Subtasks

Subtask	Task Overview	Planned Dates
587-A	Agencies will be required to review the Mock Conversion 3 results for AMC001, CTC001, GLC001, GMC001, KKC001, PCC001, PCC002 and POC001, and perform any necessary data cleansing.	Aug. 11, 2025 – Nov. 7, 2025
587-B	Agencies will be required to review the Mock Conversion 3 results for APC001, review and confirm agency Supplier record data and review and confirm confidential suppliers.	Aug. 11, 2025 – Oct. 17, 2025
587-C	Agencies will be required to provide necessary data for Project records in preparation for Mock Conversion 4.	Aug. 11, 2025 – Oct. 29, 2025

Midpoint Data Refresh

It is the Project's goal to provide timely and accurate data requests to agencies. As agencies and the Project prepares for additional Mock Conversions, User Acceptance Testing, and cutover activities, the need to keep source data (e.g., FLAIR data) and Florida PALM data in sync becomes greater; therefore, the Project and agencies must increase the frequency of data updates. As began with the prior conversion task, this task and continuing through the final conversion task prior to cutover, these worksheets will remain available to agencies for continued, ongoing maintenance and updates.

The Project will, at defined points, add additional FLAIR values from legacy records subject to conversion, which require agency-provided conversion values. A data refresh will be provided while this task (RW Task 587-C) is open. You must take action for any new FLAIR data, as of Friday, September 26, 2025, (pulled on Sunday, September 28, 2025) that has been added to your worksheets.

Agency Impact: Agencies may be required to provide additional data compared to the initial amount at the task release. Agencies cannot submit the task (Task 587-C) as 100% complete until after the Midpoint Data Refresh has been released. If any agency submits the task as 100% complete prior to the release of the Midpoint Data Refresh, the Project will reset the task status to 75%, requiring the agency to resubmit the task after the data refresh.

Task Elements

This task contains two parts:

1. Review the Mock Conversion 3 PCC001 results
2. Provide Projects data required for Mock Conversion 4

Review the Mock Conversion 3 PCC001 Results

The [PCC001 – Projects \(for accounting purposes\) Conversion](#) will provide agencies with the ability to migrate Project information, currently in FLAIR, to Florida PALM. This conversion will consume non-financial data pertaining to projects and insert the data into the Florida PALM Project Costing records. Review your conversion results that have been loaded into the Mock Conversion 3 folder in Secure File Share and perform any necessary data cleansing in FLAIR (RW Task 587-A).

NOTE: The following agencies are participating in the PCC001 conversion: APD, DACS, DCF, DEM, DEP, DJJ, DMA, DMS, DOE, DOEA, DOH, DVA, EOG, FDC, FDLE, FDOT, FLHSMV, FWC, SCS.

Provide Projects Data Required for Mock Conversion 4

The (Mock 4) (Agency) PCC001 - Projects worksheet represents a core conversion for Florida PALM. Column/field definitions and instructions are provided below.

Error Messages	Mock 3 Conversion Load Status	Convert Value	PC Business Unit	Project	New Project ID	Project Description	New Project Description

Figure 2: Projects Conversion Worksheet (Panel 1)

Project Type	New Project Type	Project Start Date	New Project Start Date	Project End Date	New Project End Date	Comments

Figure 3: Projects Conversion Worksheet (Panel 2)

Conversion Value Definition

Convert non-financial data pertaining to Projects into the Florida PALM Project Costing module.

Business Process and Subprocess

The PCC001 Projects conversion can be found in the following business process and subprocesses:

Table 2: Projects Business Process and Subprocess

Business Process	Business Subprocess
90.1 Create and Maintain Projects	90.1.1 Add and Modify Project
	90.1.2 Add or Modify PC Activity

Conversion Value Purpose and Use

The conversion values are imperative for the transition from FLAIR to the Florida PALM for Projects. This workbook contains agency Project records. Agencies must provide values for **Project Type, Project Start Date, and Project End Date** fields if the cell contains no data. Agencies must provide new values for **Project ID and Project Description** if the FLAIR Project ID and Project Description contains prohibited spaces or special characters.

Failure to establish Project Type, Project Start Date, and Project End Date values and failure to correct prohibited spaces or special character use will result in:

- Project records not being converted into Florida PALM for go-live; or
- Information being converted that is incorrect or that needs to be updated.

The PCC001 conversion establishes valid Project ChartField values for agency use. These Project ChartField values are being utilized across agency worksheets (Figure 4) to ensure the most current information is available in associated ChartField drop-down selections as you complete RW Task 662 – Submit Updated Configuration Workbooks and RW Task 661 – Update Conversion Field Mapping.

Failure to complete the <Agency> PCC001 – Projects worksheet will result in Project ChartField values being unavailable for selection by your agency in the related worksheets.

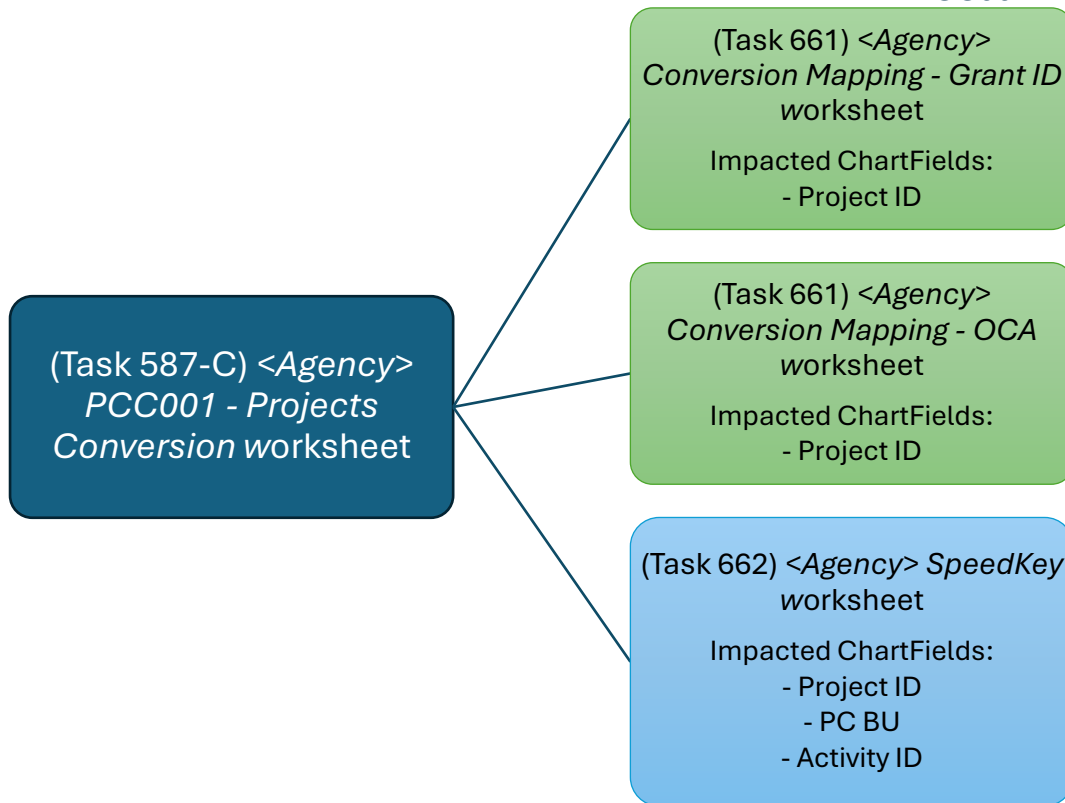


Figure 4: Cross-worksheet Connections for PCC001

Assumptions

The following assumptions are considered when defining converted Projects:

- Converted Projects must be active with a Status Code of "A" within FLAIR
- All new Projects needed for conversion into Florida PALM must be added to FLAIR as Project ID

Conversion Field Details

Agencies will review Project records that successfully loaded in Florida PALM during Mock Conversion 3. Table 3 below provides:

- A list of the field names included in the <Agency> PCC001 – Projects worksheet
- Field descriptions
- Indication if the field is required or optional in Florida PALM and within the worksheet
- Field type and field length
- Indication if the field value input is provided by the Project or if the agency needs to provide a response or information

Valid Field Types include:

- Character – The field can include numbers, letters, spaces, or symbols
- Date – The field must contain an 8-digit date (i.e., MM/DD/YYYY)

Valid Field Value Inputs include:

- Agency Indicated – Select “Yes”, “No” or “Update” in this field
- Agency Provided – Provide (required or optional) information in this field, in accordance with the field type and field length requirements
- Agency Specified – Select from the available drop-down values
- Project Provided – Information is provided in the field; some are locked (i.e., not editable) and some are unlocked (i.e., available for edit)

Table 3: Project ChartFields Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Error Messages	Real-time “[RT]” and/or interfaced “[API]” messages which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.	N/A	N/A	N/A	Project Provided
Mock 3 Conversion Load Status	Indicates the status of the Project record for Mock Conversion 3: “Successful”, “Excluded”, or “Error(s)”.	Required	Character	10	Project Provided
Convert Value	Convert Value: “Yes”, “No” or “Update”.	Required	Character	6	Agency Indicated
PC Business Unit	Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions for Project-related ChartFields.	Required	Character	5	Project Provided
Project	Represents the Project ChartField which is used to capture a planned undertaking of something to be accomplished or produced, having a beginning and ending date, for which expenditures/costs and	Required	Character	15	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	revenues are to be tracked. <i>NOTE: The use of special characters and spaces are prohibited.</i>				
New Project ID	Value is required to be entered here if the current Project ID has special characters as noted in the Error Messages column and if the agency wants the Project to be converted to Florida PALM. <i>NOTE: The use of special characters and spaces are prohibited.</i>	Required or Optional (Based on prior column dependency)	Character	15	Agency Provided
Project Description	Briefly defines the Project's purpose. This field is also used as the Project's Title. <i>NOTE: The use of special characters other than an underscore (_) is prohibited.</i>	Required	Character	30	Project Provided
New Project Description	Value is required to be entered here if the current Project Description has special characters as noted in the Error Messages column and if the agency wants the Project to be converted to Florida PALM. <i>NOTE: The use of special characters other than an underscore (_) is prohibited.</i>	Required or Optional (Based on prior column dependency)	Character	30	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Project Type	Identifier of the type of Project. (Valid options are provided in Table 4 below.)	Required	Character	5	Project Provided
New Project Type	Value is required to be entered here if the response in the Convert Value column is "Update" and the value in the Project Type column is missing or incorrect.	Required or Optional (Based on prior column dependency)	Character	5	Agency Specified
Project Start Date	Represents the Project Start Date. The Start Date has to be before or equal to Project's Activity Start Date. Project Start Date should be before the Project End Date.	Required	Date	10	Project Provided
New Project Start Date	Value is required to be entered here if the response in the Convert Value column is "Update" and the value in the Project Start Date is missing or incorrect.	Required or Optional (Based on prior column dependency)	Date	10	Agency Provided
Project End Date	Represents the date that the project ends. The end date has to be greater than or equal to Project's Activity End Date.	Required	Date	10	Project Provided
New Project End Date	Value is required to be entered here if the response in the Convert Value column is "Update" and the value in the Project End Date column is missing or incorrect.	Required or Optional (Based on prior column dependency)	Date	10	Agency Provided
Comments	Agency comments	Optional	Character	254	Agency Provided

Table 4 provides a list of the available Project Type values and descriptions.

Table 4: Project Types

Project Types	Description
FCO	Fixed Capital Outlay
GRANT	Grant
OPER	Operating
IT	Information Technology
ADMIN	Administrative
EDUC	Education
CMNTY	Community

NOTE: A Project that utilizes FCO funding **MUST** be identified as an FCO Project Type.

NOTE: When establishing new Projects in FLAIR, be aware that spaces and special characters are prohibited in the Project value fields, and the only allowable special characters in Project Description fields are underscores. Existing Projects with special characters will need to be corrected in FLAIR, or in the PCC001 worksheet, in order to be available for use in Florida PALM Project ChartField values.

Project Costing Screens

The following provides an example of the page(s) where the agency defined Project values will be in Florida PALM.

Figure 5: Project Page in Florida PALM

The screenshot shows the FloridaPALM web interface. At the top, there's a search bar and navigation tabs. The 'General Information' tab is active. The project ID is 43PC2024EGRANT. The description is 'E Grant Implementation'. The integration is 43000. The project type is GRANT. The percent complete is 0.00. The start date is 07/02/2024 and the end date is 07/02/2024. The processing status is Pending. Below the form, there's a 'Project Schedule' section and a 'Description' section with a text area and a character count of 254 characters remaining.

Figure 6: Project Page in Florida PALM

Workbook Instructions

The below information provides detailed instructions on how to complete the <Agency> PCC001 - Projects worksheet.

Successful Conversions

Your agency's Projects that were successfully converted in Mock Conversion 3 are listed in your worksheet with a *Mock 3 Conversion Load Status* of "Successful". For each Project successfully converted:

1. Review the list of successful Project conversions.
2. Update the *Convert Value* column to "Yes" if your agency needs the Project converted in the next mock conversion and all information is correct, and no updates are needed. The *New Project ID*, *New Project Description*, *New Project Type*, *New Project Start Date*, and *New Project End Date* fields should remain blank, as indicated by grey conditional formatting.
3. Update the *Convert Value* column to "No" if your agency no longer needs to convert the Project and would like it excluded from the next mock conversion. The *New Project ID*, *New Project Description*, *New Project Type*, *New Project Start Date*, and *New Project End Date* fields should remain blank, as indicated by grey conditional formatting.
4. Update the *Convert Value* column to "Update" if your agency still wants to convert the Project in the next mock conversion but needs to make changes to the Agency Specified and/or Agency Provided fields. Update any of the following.

- a. Update the Project ID in the *New Project ID* column if the current Project ID contains special characters as noted in the Error Messages column.
 - i. A new Project ID can **only** be provided if the current Project ID has special characters.
 - b. Update the Project Description in the *New Project Description* column if the current Project Description contains special characters besides an underscore, as noted in the Error Messages column.
 - i. A new Project Description can **only** be provided if the current Project Description has special characters.
 - c. Update the Project Type from the provided values in the *New Project Type* column if the value in the *Project Type* column is missing or incorrect.
 - i. Any Project that will utilize FCO funding **MUST** be a “FCO” Project Type.
 - d. Update the date value in the *New Project Start Date* column if the value in the *Project Start Date* column is missing.
 - e. Update the date value in the *New Project End Date* column if the value in the *Project End Date* column is missing or incorrect.
 - f. Review and correct any errors identified in the *Error Messages* column.
5. Add comments *optionally* for your internal purposes.

Error Messages	Mock 3 Conversion Load Status	Convert Value	PC Business Unit	Project	New Project ID	Project Description	New Project Description

Figure 7: PCC001 – Projects Conversion Worksheet (Panel 1)

Project Type	New Project Type	Project Start Date	New Project Start Date	Project End Date	New Project End Date	Comments

Figure 8: PCC001 – Projects Conversion Worksheet (Panel 2)

NOTE: If it is determined that your agency will need to add a new Project that is not listed, you must first add the Project ID in FLAIR. Your workbook will be periodically updated with new FLAIR data until the final conversion at go-live. After each data refresh, you will be asked to provide the additional values needed for Florida PALM conversion. If new Projects are not added in FLAIR before final conversion, the Project will not be converted to the Project Costing module in Florida PALM.

NOTE: When establishing new Projects in FLAIR, be aware that spaces and special characters are prohibited in the Project value fields, and the only allowable special characters in Project Description fields are underscores. Existing Projects with special characters will need to be corrected in FLAIR, or in the PCC001 worksheet located in Smartsheet, in order to be available for use in Florida PALM Project ChartField values.

Excluded Conversions

Any Projects your agency indicated to not include in conversion in prior RW Task 571 - Complete Data Cleansing Based on Mock Conversion 2 – Projects (PCC001) were excluded from Mock Conversion 3. These Projects are listed in your worksheet with a *Mock 3 Conversion Load Status* of “Excluded”. For each Project excluded from conversion:

1. Review the list of excluded Project conversions.
2. Update the *Convert Value* column to “No” if your agency still does not need to convert the Project. The *New Project ID*, *New Project Description*, *New Project Type*, *New Project Start Date*, and *New Project End Date* fields should remain blank, as indicated by grey conditional formatting.
3. Update the *Convert Value* column to “Update” if your agency wants to convert the Project.
 - a. Update the Project ID in the *New Project ID* column if the current Project ID contains special characters as noted in the *Error Messages* column.
 - i. A new Project ID can **only** be provided if the current Project ID has special characters.
 - b. Update the Project Description in the *New Project Description* column if the current Project Description contains special characters besides an underscore, as noted in the *Error Messages* column.
 - i. A new Project Description can **only** be provided if the current Project Description has special characters.
 - c. Update the Project Type from the provided values in the *New Project Type* column if the value in the *Project Type* column is missing or incorrect.
 - i. Any Project that will utilize FCO funding **MUST** be a “FCO” Project Type.
 - d. Update the date value in the *New Project Start Date* column if the value in the *Project Start Date* column is missing.
 - e. Update the date value in the *New Project End Date* column if the value in the *Project End Date* column is missing or incorrect.
 - f. Review and correct any errors identified in the *Error Messages* column.
4. Add comments *optionally* for your internal purposes.

Conversion Errors

Any Projects that did not successfully load for Mock Conversion 3 are identified with a *Mock 3 Conversion Load Status* value of “Error(s)”. For each Project in error:

1. Review the Project records that received an error during Mock Conversion 3.
2. Compare the errors in the worksheet to those identified in the Mock Conversion 3 <Agency> PCC001 Error File located in your agency specific Florida PALM Secure File Share portal.
 - a. Sort by Project ID to find the corresponding error.
 - b. For each Project ID, review the Error Message in the <Agency> PCC001 Error File and make the required updates in the <Agency> Projects – PCC001 Conversion Workbook.

No. of Total Errors		: 639					
<Error Type>,<Record Type>,<Line Nbr>,<Business Unit>,<Project Id>,<Field Name>,<Field Value>,<Error Message>,<End Indicator>							
E,H,	001, 12345	12345678912,	START_DT,2024-07-24,	Start Date is after	End Date for Project		in the file uploaded,Z
E,H,	012, 12345	14582697412,	START_DT,2023-03-07,	Start Date is after	End Date for Project		in the file uploaded,Z
E,H,	015, 12345	15742698351,	START_DT,2024-05-20,	Start Date is after	End Date for Project		in the file uploaded,Z
E,H,	105, 12345	15863958742,	START_DT,2024-05-17,	Start Date is after	End Date for Project		in the file uploaded,Z

Figure 9: PCC001 Error File

No. of Total Errors		: 639					
<Error Type>,<Record Type>,<Line Nbr>,<Business Unit>,<Project Id>,<Field Name>,<Field Value>,<Error Message>,<End Indicator>							
E,H,	001, 12345,	12345678912,	START_DT,2024-07-24,	Start Date is after	End Date for Project		in the file uploaded,Z
E,H,	012, 12345,	14582697412,	START_DT,2023-03-07,	Start Date is after	End Date for Project		in the file uploaded,Z
E,H,	015, 12345,	15742698351,	START_DT,2024-05-20,	Start Date is after	End Date for Project		in the file uploaded,Z
E,H,	105, 12345,	15863958742,	START_DT,2024-05-17,	Start Date is after	End Date for Project		in the file uploaded,Z

Figure 10: PCC001 Error File

- Update the Convert Value column to “No” if your agency does not need the Project converted. The *New Project ID*, *New Project Description*, *New Project Type*, *New Project Start Date*, and *New Project End Date* should remain blank, as indicated by grey conditional formatting.
- Update the *Convert Value* column to “Update” if your agency wants to convert the Project and provide the values needed in the Agency Specified and/or Agency Provided fields.
 - Update the Project ID in the *New Project ID* column if the current Project ID contains special characters as noted in the Error Messages column.
 - A new Project ID can **only** be provided if the current Project ID has special characters.
 - Update the Project Description in the *New Project Description* column if the current Project Description contains special characters besides an underscore, as noted in the Error Messages column.
 - A new Project Description can **only** be provided if the current Project Description has special characters.
 - Update the Project Type from the provided values in the *New Project Type* column if the value in the *Project Type* column is missing or incorrect.
 - Any Project that will utilize FCO funding **MUST** be a “FCO” Project Type.
 - Update the date value in the *New Project Start Date* column if the value in the *Project Start Date* column is missing.
 - Update the date value in the *New Project End Date* column if the value in the *Project End Date* column is missing or incorrect.
 - Review and correct any errors identified in the *Error Messages* column.
- Add comments *optionally* for your internal purposes.

New Projects

In an effort to reduce Project record errors in Mock Conversion 4, a new data set was pulled from FLAIR on September 28, 2025 (data as of Friday, September 26, 2025). Any new Projects your agency has added to FLAIR between the months of July and September 2025 was added to your <Agency> PCC001 – Projects worksheet” during the Midpoint Data Refresh releasing on October 06, 2025. Any new Projects that are added during the Midpoint Data Refresh will require action by your agency in the workbook to indicate if the Project should be included or excluded in Mock Conversion 4.

NOTE: Florida PALM is creating a default project (e.g., 43OUTSTNDNGWRNT) for each agency to account for outstanding warrants with a FCO Category of '08' and '14' converted from FLAIR through the APC004 conversion, where a FLAIR Project ID was not recorded. If the outstanding warrant needs to be cancelled or escheated in Florida PALM after go-live, the default project is needed to account for the Florida PALM FCO Project combo edit used to successfully post the transaction. The default project start and end dates will be aligned with the escheatment process timing, and the Project will be monitored for closing if the outstanding warrant clears the bank. The Mock 4 PCC001 Smartsheet data will include this default project that may be used on the APC004 conversion if the agency has an outstanding warrant in future conversions. This record can be found in a locked row at the top of your agency's PCC001 – Projects Conversion worksheet in Smartsheet.

NOTE: Within the worksheet, for any field which requires agency input, even those with other field selection dependencies, the cell will turn yellow while empty, indicating that action must be taken by the agency.

NOTE: It is recommended that you update Project Start Date and Project End Date in FLAIR as well to reduce data errors during future conversion.

NOTE: When establishing new Projects in FLAIR, be aware that spaces and special characters are prohibited in the Project value fields, and the only allowable special characters in Project Description fields are underscores. Existing projects with special characters will need to be corrected in FLAIR, or in the PCC001 worksheet, in order to be available for use in Florida PALM Project ChartField values.

How will agencies use this information?

Agencies will use the data in the <Agency> PCC001 – Projects worksheet to understand the Projects that were converted, excluded or in error for Mock Conversion 3. Providing updated Projects data in the <Agency> PCC001 – Projects worksheet will help agencies understand the projects that are expected to be converted in Mock Conversion 4.

What will the Florida PALM Team do with this information?

This task has a direct impact to the Florida PALM Project. The Florida PALM team will use your projects data in the <Agency> PCC001 – Projects worksheet for Mock Conversion 4.

The Project team will also review your task submission based on the following criteria to confirm completion:

Table 5: Task Completion Rubric

Task Completion Rubric
All required columns in the <Agency> PCC001 – Projects worksheet in Smartsheet are complete.
There are no error messages in the <i>Error Messages</i> column.
The Task Tracker has been marked as 100% complete for this task.

Task Instructions

Collaborate with your CCN and functional and technical SMEs to review the PCC001 results for Mock Conversion 3. Confirm the projects you want included in Mock Conversion 4 and provide the necessary projects-related data in the <Agency> PCC001 – Projects worksheet. Review your workbook after the midpoint data refresh and provide any necessary data for any new projects added to your worksheet.

NOTE: Due to this task being timebound, the task will be closed at the close of business on the due date; therefore, late submissions and resubmissions after the due date will not be permitted.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory > (Mock 4) (Agency) PCC001 - Projects

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 5 above.

Table 6: Summary of Task Completion Steps

Summary of Task Completion Steps	
1)	Collaborate with your CCN and functional and technical SMEs to review the Mock Conversion 3 PCC001 results.
2)	Confirm the projects to be converted in Mock Conversion 4 and provide the necessary data required for conversion within the Agency) PCC001 - Projects worksheet.
3)	After the midpoint data refresh, provide any necessary data for any new projects that have been added to your worksheet.
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 October 29, 2025 .
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.

Supporting Materials & Resources:

- [PCC001 Supplemental](#)