

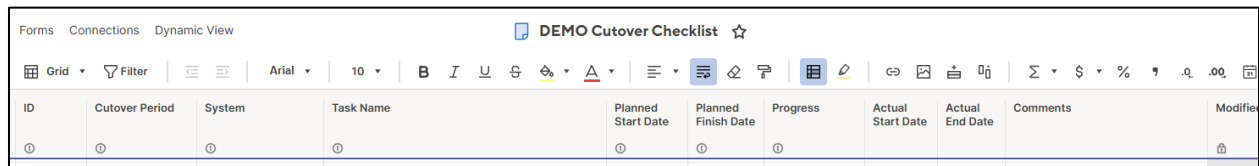
Cutover Checklist Supplemental

An <Agency> Cutover Checklist worksheet has been published to your Agency Deployment folder in Smartsheet. Document your tasks and share progress from your Cutover Checklist that was submitted in RW Task 586 Deployment Plan and Cutover Checklist.

Worksheet responses will be calculated on your Monthly Progress Report dashboard.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Deployment



ID	Cutover Period	System	Task Name	Planned Start Date	Planned Finish Date	Progress	Actual Start Date	Actual End Date	Comments	Modified

Figure 1: DEMO Cutover Checklist

Worksheet Instructions

Review instructions below on how to complete your <Agency> Cutover Checklist worksheet.

- **ID**
 - Create a unique number for this task.
- **Cutover Period**
 - Select whether the task is for Pre-Cutover, Cutover, or Post-Cutover.
- **System**
 - Indicate the applicable system or indicate N/A, if this is not related to an agency business system.
 - Agency Tier 1 systems should be included, at a minimum, since those will directly interface with Florida PALM. Cutover activities for other systems should also be included, where they have implications on agency readiness for go-live.
- **Task Name**
 - Describe a brief name for the task.
- **Planned Start Date**
 - Indicate the anticipated start date.
- **Planned Finish Date**
 - Indicate the anticipated finish date.
- **Progress**
 - Select a progress update that best describes the status of the task.
 - Available options are Not Started, In Progress, Running Late, Complete.
- **Actual Start Date**
 - Indicate the actual start date.
- **Actual End Date**
 - Indicate the actual end date.
- **Comments** (Optional)
 - Use this optional field to describe why your agency chose specific answers.