

An <Agency> *Deployment Plan Questionnaire* worksheet has been published to your Agency Deployment folder in Smartsheet. Use this worksheet to share your Deployment Plan and Cutover Checklist (RW Task 586) progress update.

Worksheet responses will be displayed on your Monthly Progress Report dashboard and are required for completion in your Monthly Progress Report.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Deployment

Reporting Period	Deployment Plan Progress	Cutover Checklist Progress	Roles and Responsibilities Progress	Have you identified your Deployment Coordinator?	Downtime Fin Processing Alternatives Progress	Overall Confidence in Completing Plan Timely	Overall Confidence in Completing Plan Sufficiently	Comments

Figure 1: DEMO Deployment Plan Questionnaire

Worksheet Instructions

Review instructions below on how to complete your <Agency> *Deployment Plan Questionnaire* worksheet.

- **Reporting Period** (locked from editing)
 - Prepopulated with the current reporting period.
- **Deployment Plan Progress** (required)
 - Select a progress update that best describes the status of your Deployment Plan.
- **Cutover Checklist Progress** (required)
 - Select a progress update that best describes the status of your Cutover Checklist.
- **Roles and Responsibilities Progress** (required)
 - Select a progress update that best describes the status of your Deployment Plan Roles and Responsibilities table.
- **Have you identified your Deployment Coordinator?** (required)
 - Select either 'Yes' or 'No' as to whether or not your agency has identified Deployment Coordinator.
- **Downtime Financials (Fin) Processing Alternatives Progress** (required)
 - Select a progress update that best describes the status of your agency identifying the impacted disbursements and receipts and alternatives for the planned downtime period.
- **Overall Confidence in Completing Plan Timely** (required)
 - Select a confidence level that best describes your agency's ability to complete the Deployment Plan and Cutover Checklist on time.
- **Overall Confidence in Completing Plan Sufficiently** (required)
 - Select a confidence level that best describes your agency's ability to complete the Deployment Plan and Cutover Checklist sufficiently.
- **Comments** (Optional)
 - Use this field optionally to describe why your agency chose specific answers.