



This checklist is a tool intended to help POCs visualize ongoing project requests. Continue to track individual request progress with the workstream. Please note additional requests may be made throughout month.

✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Attend the April 9 GA@WORK Security Preview Day – Attendance is highly encouraged	All (HCM, FIN, PRO)	All	Agency Security Partners and identified Security Stakeholders	NextGen_SecMap@sao.ga.gov	4/9/2025	Refer to email communications and meeting invite
	Attend Security Role Mapping Support/Working Sessions (Optional)	All (HCM, FIN, PRO)	All	Agency Security Partners (Current ASOs)	NextGen_SecMap@sao.ga.gov	Schedule of available sessions will be distributed to ASPs beginning 4/10	
	Complete Security Role Mapping	All (HCM, FIN, PRO)	All	Agency Security Partners (Current ASOs)	NextGen_SecMap@sao.ga.gov	5/9/2025	Agency security partners (Current ASOs) will receive templates

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	Complete benefits eligibility data clean-up in TeamWorks (Benefit Program Eligibility)	HCM	All	HRDs	https://service.doas.ga.gov/app/AskNextgenSupport	4/15/2025	Refer to your email for job aids and more
	ADP Tax Services: Complete three ADP onboarding forms	HCM	All	CFOs	TaxServices@sao.ga.gov	4/15/2025	Refer to email communications
	Integration testing and confirmation as part of UAT	HCM	Selected agencies with integrations to confirm	CIO/IT	nextgen_integrations_team@sao.ga.gov , and direct communications between integration teams and agencies	Refer to email communications	





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	Participate in System Integration Testing (SIT) Cycle 2	FIN/PRO	All - Testers	Agency identified testers	nextgen_testing@sao.ga.gov	3/10/2025 – 4/4/2025	Refer to email communications
	Continue data clean-up	PRO	All	APO/CUPO and P-card administrators	<ul style="list-style-type: none"> For P-cards: cardprograms@doas.ga.gov For PO & Supplier Invoices: nextgen@sao.ga.gov For Supplier Contracts: nextgen@sao.ga.gov For Strategic Sourcing Events: https://service.doas.ga.gov/app/AskNexTgenSupport 	Ongoing in April	Refer to December APO/CUPO follow-up email communications for slides
	Integration testing and confirmation as part of SIT	FIN/PRO	Selected agencies with integrations to confirm	CIO/IT	nextgen_integrations_team@sao.ga.gov , and direct communications between integration teams and agencies	Refer to email communications	





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	Attend the NCN Office Hours (Optional)	All	All NextGen Change Network members	nextgen@sao.ga.gov	4/01/2025 4/03/2025	In the March NCN Recap email, all NCN members were invited to join us in understanding how to use the new tools "Agency Stakeholder Analysis" and "NextGen Agency Comms Tracker"
	Complete the Employees without Email Form	All	Agency POC	Nextgen_training@sao.ga.gov	4/09/2025	Employees Without Email *If you have already completed this, please disregard
	Share and complete the GA@WORK Training Facilitator Form with your training leads (Optional)	All	Agency POC	Nextgen_training@sao.ga.gov	4/09/2025	GA@WORK Training Facilitator Form
	Attend the NCN Halftime Report (Optional)	All	All NextGen Change Network members	nextgen@sao.ga.gov	4/11/2025	Supporting information is on meeting invitation
	Attend Townhall	All	Agency Head with POCs	nextgen@sao.ga.gov	4/14/2025	Sent in Outlook meeting invitation and mentioned in March NCN meeting
	Attend the NCN Meeting	All	All NextGen Change Network members	nextgen@sao.ga.gov	4/22/2025	Supporting information is on meeting invitation. At least one person from your agency should attend or rewatch the recording
	Prepare your distribution list to send the Change Readiness Assessment (CRA)	All	POCs and Change Agents	nextgen@sao.ga.gov	4/22/2025	This CRA survey is open to all employees at your agency. We recommend leveraging distribution lists that you have been using to share out about GA@WORK (e.g., videos)
	Send the CRA survey	All	POCs and Change Agents	nextgen@sao.ga.gov	4/22– 5/5/2025	On 4/14, POCs will receive a communication toolkit via email and in the NCN Workspace , which will include a Start Here guide and an email announcement template.
	Report your Super Bowl progress	All	Agency POC	Access on NCN Workspace	4/28/2025	NCN Workspace SharePoint Site
	Share the Training Support Center on the GA@WORK Resource Library with your teams	All	All NextGen Change Network members	nextgen@sao.ga.gov	4/30/2025	GA@WORK Resource Library

