GA@WORK

How to use the Agency Readiness Checklists

Each month Agency Readiness Checklists are shared to POCs to provide a consolidated view of the project requests agencies are asked to complete to prepare for the implementation of GA@WORK.

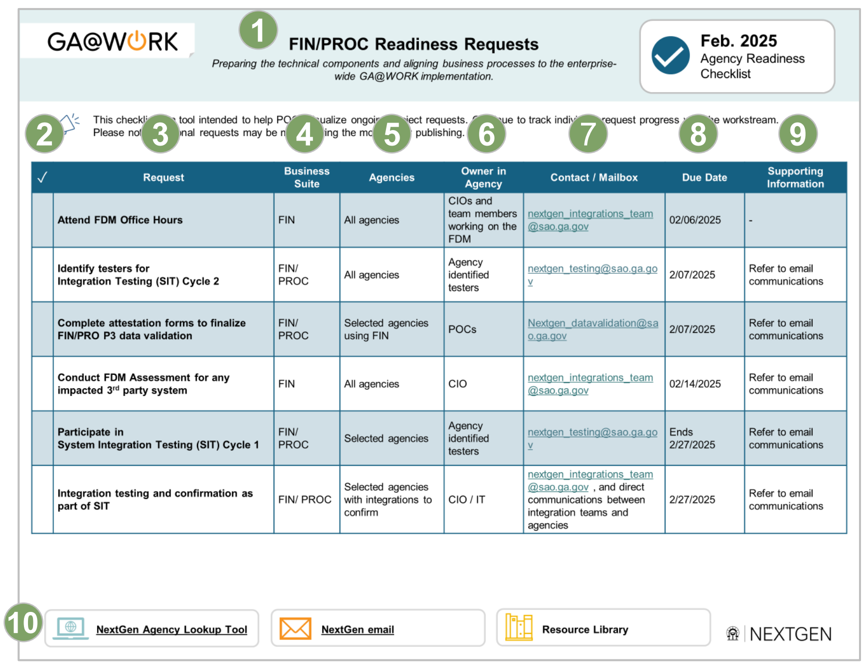
Agencies need to continue to report progress and completion of requests with the team owning the request. You do not need to submit this checklist to the project team.

At the end of the month, POCs will receive a pulse check survey to share any feedback they would like to share with the project.

The delivery cadence for agency readiness checklists is as follows:

- Start of the month, you will receive the checklist.
- Throughout the month, use the checklist as a reference tool.
- End of the month, complete your pulse check within 1 week after you receive it.
- Monthly, a report will go to agency heads and POCs about requests that are not completed.

Understanding the checklist fields:


GA@WORK

1 **FIN/PROC Readiness Requests**

Preparing the technical components and aligning business processes to the enterprise-wide GA@WORK implementation.

Feb. 2025 Agency Readiness Checklist

2 This checkli… 3 …tool intended to help PO… 4 …ualize ongoi… 5 …ject requests. … 6 …ue to track indiv… 7 …request progress … 8 …he workstream. 9
Please not… …nal requests may be n… …ing the mo… …publishing.

√	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Attend FDM Office Hours	FIN	All agencies	CIOs and team members working on the FDM	nextgen_integrations_team@sao.ga.gov	02/06/2025	-
	Identify testers for Integration Testing (SIT) Cycle 2	FIN/ PROC	All agencies	Agency identified testers	nextgen_testing@sao.ga.gov	2/07/2025	Refer to email communications
	Complete attestation forms to finalize FIN/PRO P3 data validation	FIN/ PROC	Selected agencies using FIN	POCs	Nextgen_datavalidation@sao.ga.gov	2/07/2025	Refer to email communications
	Conduct FDM Assessment for any impacted 3rd party system	FIN	All agencies	CIO	nextgen_integrations_team@sao.ga.gov	02/14/2025	Refer to email communications
	Participate in System Integration Testing (SIT) Cycle 1	FIN/ PROC	Selected agencies	Agency identified testers	nextgen_testing@sao.ga.gov	Ends 2/27/2025	Refer to email communications
	Integration testing and confirmation as part of SIT	FIN/ PROC	Selected agencies with integrations to confirm	CIO / IT	nextgen_integrations_team@sao.ga.gov , and direct communications between integration teams and agencies	2/27/2025	Refer to email communications

10 NextGen Agency Lookup Tool | NextGen email | Resource Library | NEXTGEN

#	Description
1	The focus of the checklist. There are **three** compiled checklists that are prepared each month – HCM/Payroll, FIN/PROC, and OCM
2	A field for you (POC) to check when the request is complete for your own use. **Remember** to notify completion of the request back to the requester as you have been.
3	The title of the request
4	As applicable, the business suite (HCM/PAY/FIN/PROC) is identified
5	As applicable, the agencies that need to complete the request are identified
6	The person/group in the agency who is responsible to complete the request
7	The NextGen email address affiliated with the request
8	The due date of the request
9	As applicable, links or references to any supporting information
10	Helpful links