



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 Supervisory Organization (SupOrg) Office Hours	HCM	Agencies who have not completed their SupOrg design	HRDs	nextgen_suporg@sao.ga.gov	9-12 p.m., daily through 2/06/2025	Refer to email communications
	Participate in User Acceptance Testing (UAT)	HCM	All	Agency identified testers	nextgen_testing@sao.ga.gov	Ends 2/07/2025	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	2/07/2025	Refer to email communications
	Complete Supervisory Organization Design in Org Studio	HCM	Selected agencies who have not completed their SupOrg design	HRDs	nextgen_suporg@sao.ga.gov	2/14/2025	Refer to email communications
	Microsoft 365 Integration Meetings	HCM	Select agencies	Active Directory Administrator (IT), HRDs are copied	Nextgen_pmo@sao.ga.gov	Through 2/21/2025	Supporting information is on meeting invitation
	Benefits Eligibility Data Clean-Up	HCM	More information and details will be made available				
	ADP Tax Reporting	Payroll	More information and details will be made available				





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✓	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	POCs	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 3 rd 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 2/28/2025	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





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✓	Request	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Attend the Townhall	All	Agency Heads	nextgen@sao.ga.gov	2/07/2025	Supporting information is on meeting invitation
	Attend the NCN Halftime Report	All	Agency POCs only	nextgen@sao.ga.gov	2/14/2025	Supporting information is on meeting invitation
	Attend the NCN Meeting	All	All NextGen Change Network members	nextgen@sao.ga.gov	2/25/2025	Supporting information is on meeting invitation
	Evaluate your own agency Change Network	All	Agency POCs	nextgen@sao.ga.gov	2/28/2025	NCN Workspace Reference Materials
	Review the My Profile video and materials	All	All NextGen Change Network members	nextgen@sao.ga.gov	2/28/2025	HCM Video Series folder
	Report your Super Bowl Progress	All	Agency POC	Access on NCN Workspace	2/28/2025	NCN Workspace SharePoint Site

