



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 during the month after publishing.

✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	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
	Register for electronic invoicing (cxml) session	FIN/PRO	All agencies using TeamWorks	CFOs and any representatives they include	nextgen@sao.ga.gov	More information will be announced in March through email	
	Attend an FDM Mapping Template Updates Q&A session	FIN	All	CFO	nextgen_fdm@sao.ga.gov	More information will be announced in March through email	
	Complete FDM Template Updates	FIN	All agencies using TeamWorks Financials	CFOs and FDM Contacts	Nextgen_fdm@sao.ga.gov	3/28/2025	Instructions will be delivered by email
	Complete Teamworks historical data requirements form	FIN	All	POCs, CFOs, and Contracts lead	nextgen@sao.ga.gov	3/28/2025	Instructions will be delivered by email
	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: https://service.doas.ga.gov/app/AskN_extgenSupport For Strategic Sourcing Events: https://service.doas.ga.gov/app/AskN_extgenSupport 	Ongoing in March	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	





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
	Identify Security Role Mapping participants	Technical	All	Agency Security Partners and POCs	nextgen@sao.ga.gov	3/7/2025	Instructions will be delivered by email
	ADP Tax Reporting: Validate list of employees conducting work outside of Georgia	HCM	All	HRDs	TaxServices@sao.ga.gov	Instructions and due dates will be delivered by email	
	Respond to request for mitigating controls or deconflict roles from SOD (Segregation/Separation of Duties) analysis	HCM	Only contacted agencies	Agency Security Partner and HRDs	NextGen_SecMap@sao.ga.gov	Instructions and due dates will be delivered by email	
	ADP Tax Reporting: Complete three ADP onboarding forms	HCM	All	CFOs	TaxServices@sao.ga.gov	Instructions and due dates will be delivered by email	
	Register for the GA@WORK Security Education and Role Mapping Kickoff Sessions	Technical	All	Agency Security Partners and identified Security Stakeholders	NextGen_SecMap@sao.ga.gov	More information will be announced in March through email	
	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	
	Complete benefits eligibility data clean-up in TeamWorks	HCM	All	POCs and HRDs	https://service.doas.ga.gov/app/AskNextgenSupport	Instructions and due dates will be delivered by email	





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 during the month after publishing.

✓	Request	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Complete the Employees without Email Form	All	Agency POC	Nextgen_training@sao.ga.gov	3/7/2025	Employees Without Email *If you have already completed this, please disregard.
	Attend the NCN Halftime Report	All	All NextGen Change Network members	nextgen@sao.ga.gov	3/14/2025	Supporting information is on meeting invitation
	Share and complete the GA@WORK Training Facilitator Form with your training leads	All	Agency POC	Nextgen_training@sao.ga.gov	3/19/2025	GA@WORK Training Facilitator Form
	Attend the NCN Meeting	All	All NextGen Change Network members	nextgen@sao.ga.gov	3/25/2025	Supporting information is on meeting invitation
	Complete your agency Change Network worksheet. Submit your changes using the Change, Add, Remove NCN form	All	Agency POC	nextgen@sao.ga.gov	3/25/25	NCN Workspace Reference Materials Change Add Remove NCN Form
	Distribute the My Profile video and flyer to your agency	All	Agency Change Network	nextgen@sao.ga.gov	3/31/2025	HCM Video Series folder
	Report your Super Bowl progress	All	Agency POC	Access on NCN Workspace	3/31/2025	NCN Workspace SharePoint Site

