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Subject: Go-Live Prep Tasks
Date: Monday, March 14, 2022 1:20:59 PM

Project Coordinators and Organization Administrators,

As we enter the Wave 1 Go-Live preparation phase, there are a few project tasks we want you to be prepared for.

We're recommending (not requiring) that the items below be completed by 5/3/2022. We ask this so that your agency can test them as part of upcoming agency validation sessions:

1. **If applicable, build agency approval paths, custom columns, and other configurations.** Request a meeting with us if you need instructions or assistance.
2. **Review and finalize your Future Agency Processes spreadsheet.** The Future Agency Processes were created during your Core Team process design. We recommend having a good understanding of your agency's finalized processes before going into validation. The Future Processes spreadsheet is in Workday under Core Team Resources by Agency in the Future Processes folder.
3. **Review your agency Parking Lot and take care of any follow-up items.** The Parking Lot was created as part of your Core Team process design sessions and can be found in Workday under Core Team Resources by Agency in the Parking Lot folder.

Please reach out if you have questions about these items or if I can be of further assistance.

Sincerely,

Adam Helvey



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