



## Performance Management Agency July 2013 "Go Live" Checklist

**Purpose:** To provide a checklist for State of Florida agencies to use in completing readiness activities prior to the July 2013 People First System Performance Management Release.

Clean-Up Activities	Due Date	Completed By (initials)
<input type="checkbox"/> <p><b>1. Work E-mail Address</b></p> <ul style="list-style-type: none"> <li>a. Update all invalid Work E-mail addresses</li> <li>b. Update all missing Work E-mail addresses for employees with computer access</li> </ul>	March 31	
<input type="checkbox"/> <p><b>2. Ongoing Work E-mail Address Updates</b></p> <ul style="list-style-type: none"> <li>a. Ensure all E-mail addresses are updated when changes are required or when new employees with computer access are hired</li> </ul>	April 1 - June 1 for Implementation; Must be Completed Ongoing Thereafter	
<input type="checkbox"/> <p><b>3. Supervisor and Organization Relationships</b></p> <ul style="list-style-type: none"> <li>a. Confirm all supervisor/employee relationships are accurate</li> <li>b. Confirm all organization code relationships are accurate</li> </ul>	March 31	
<input type="checkbox"/> <p><b>4. Ongoing Supervisor and Organization Relationship Updates</b></p> <ul style="list-style-type: none"> <li>a. Ensure supervisor/employee relationships are correct as positions are created, abolished and updated</li> <li>b. Ensure all organization code relationships are kept up to date</li> </ul>	April 1 - June 1 for Implementation; Must be Completed Ongoing Thereafter	
<input type="checkbox"/> <p><b>5. Appointment Status Screen</b></p> <ul style="list-style-type: none"> <li>a. Career Service Probationary Employees with Appointment Status Expiration Date Equal to 12/31/9999</li> <li>b. Career Service Probationary Employees with Past Appointment Status Expiration Dates Exceeding 15 Days</li> <li>c. Other Appointment Status Employees with Past Appointment Status Expiration Date</li> <li>d. Permanent and Exempt Employees with Incorrect Appointment Status Expiration Date</li> </ul>	June 1 for Implementation; Must be Completed Ongoing Thereafter	

Communications		Dates	Completed By (initials)
<input type="checkbox"/>	<b>1. Agency and Class Specific Performance Expectations</b> <ol style="list-style-type: none"> <li>Provide the initial agency performance expectation(s) to the People First team (Steve Eaton).</li> <li>Identify who will be responsible for verifying/updating the agency performance expectations for each performance evaluation plan year</li> <li>Provide the class code(s) for employees in each agency that will be included in the off-line evaluation plan</li> <li>Provide the initial class code specific performance expectations as well as who will be responsible for verifying/updating class code specific performance expectations for classes that will use the off-line performance evaluation plan for each plan year</li> </ol>	February 28	

User Acceptance Testing (UAT)		Dates	Completed By (initials)
<input type="checkbox"/>	<b>1. Agency UAT Sessions</b>	April 15 – 26	

System Training		Dates	Completed By (initials)
<input type="checkbox"/>	<b>1. Train-the-Trainer Sessions (DMS – Led)</b>	May 6 – 7	
<input type="checkbox"/>	<b>2. Train-the-HR Sessions (DMS – Led)</b>	May 8 – 17	
<input type="checkbox"/>	<b>3. Agency Training for all Managers and Employees (Agency – Led)</b>	May 13 – June 13	

Transition Plan		Dates	Completed By (initials)
<input type="checkbox"/>	<b>1. Agency Transition Plan to move to the July 1, 2013 Evaluation Cycle is in Place</b>	June 1	

**Initial Agency Readiness Certification – Due April 15**

Signing below attests that your agency has completed all readiness activities that are due before April 15, (items contained in this document, as well as additional items your agency deems necessary) in preparation for the implementation of the Performance Management process in the People First system. For user-acceptance testing this certification indicates that the agency has registered for and will participate in user-acceptance testing.

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Agency \_\_\_\_\_

**Final Agency Readiness Certification – Due June 1**

Signing below attests that your agency has completed all readiness activities (items contained in this document, as well as additional items your agency deems necessary) in preparation for the implementation of the Performance Management process in the People First system. If the agency has not completed their system training of all agency staff by June 1, the certification indicates that the agency has an established system training plan that will be completed by June 13.

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Agency \_\_\_\_\_