



## KNOW

**Read Luma Project news and updates in this column.**

Due to the rising concern of in-person meetings, several Luma activities will be offered remotely for all non-project employees to promote a safe and healthy environment for collaboration.

**Chart Of Accounts (COA):** An email was sent to the identified Subject Matter Experts from your agency with workbooks and resources to begin their dimension build out following the kick-off meeting. Information on Luma COA can be found at <https://www.sco.idaho.gov/LivePages/luma-chart-of-accounts-agency-dimension-build-out.aspx>

**Technical Meeting for Integrations and Conversions:** by 3/19 an email will be sent to identified technology SME's within your agency to invite them to remotely attend the integrations and Conversion informational meeting.

**Change Readiness Assessment:** The Luma OCM team will be sending out a Change Readiness survey later this week to a sample group of finance, budget, and procurement employees of your agency. This survey will aid in the identification of agency readiness throughout the Luma business process transformation.

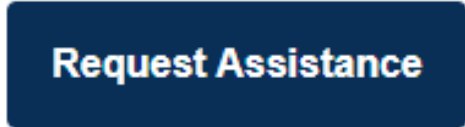


## DO

**Meet with employees and leadership in your agency to discuss these messages or action items.**

**Chart Of Accounts (COA):** Ensure your COA subject matter experts are making progress with their dimension build-out.

Should they require assistance they can utilize this link to request assistance:



This link was also provided to all identified SME's previously.

Our team will schedule one-on-one remote meetings to aid in the build-out based on requests for assistance.

**Budget Survey:** Ensure your agency has responded to the Luma Financial Plan survey, this survey will be utilized to categorize how agencies are appropriated and identify the most common timing, tools, and methods used to develop financial plans.

**Next Change Liaison Remote Meeting:**  
**April 2, 2020; 2:00 PM – 3:00 PM**



## SHARE

**Focus on the details on the "Know" section.**

The Luma project is still moving forward and will continue to do so as the State navigates through this tumultuous time.

We are making every effort to protect the health and safety of all project members while continuing to offer engagement opportunities to state agencies.

At this time the project maintains an on time and on budget status.

We would also like to take this opportunity to thank all Change Liaisons and Subject Matter Experts from every agency for their flexibility and understanding.

Within this ever-changing environment, we will do our best to keep you as up-to-date as possible.

Thank you all for your continued support and engagement.



## REPORT

**Report feedback to the project team or complete action items the Luma project team is requesting from your agency.**

Please report back any feedback you have received from the Chart of Accounts kick-off.

Also encourage attendees to utilize this anonymous feedback form to provide feedback to the team so we can continue to improve upon our presentations.

<https://app.smartsheet.com/b/form/aaac3391f2384dff87714d375daa3240>