



BUSINESS
APPLICATIONS
SOLUTION

One Commerce

Business Applications Solution (BAS) Program

Sunflower Real Property Training Kickoff

**UNITED STATES DEPARTMENT OF COMMERCE
OFFICE OF FINANCIAL MANAGEMENT**

February 25th, 2021



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Closeout / Q&A

Expected
Structure.
Unexpected
Flexibility.



Today's Presenters

YOUR REAL PROPERTY LEADERSHIP AND TRAINING LEADS



Andy Blumenthal
BAS Deputy PM



Dana Ni
A2D DOC Training Lead



Breion Goodson
A2D AFS Training Lead



Michael Tanner
A2D AFS Lead



Real Property Training Presentation



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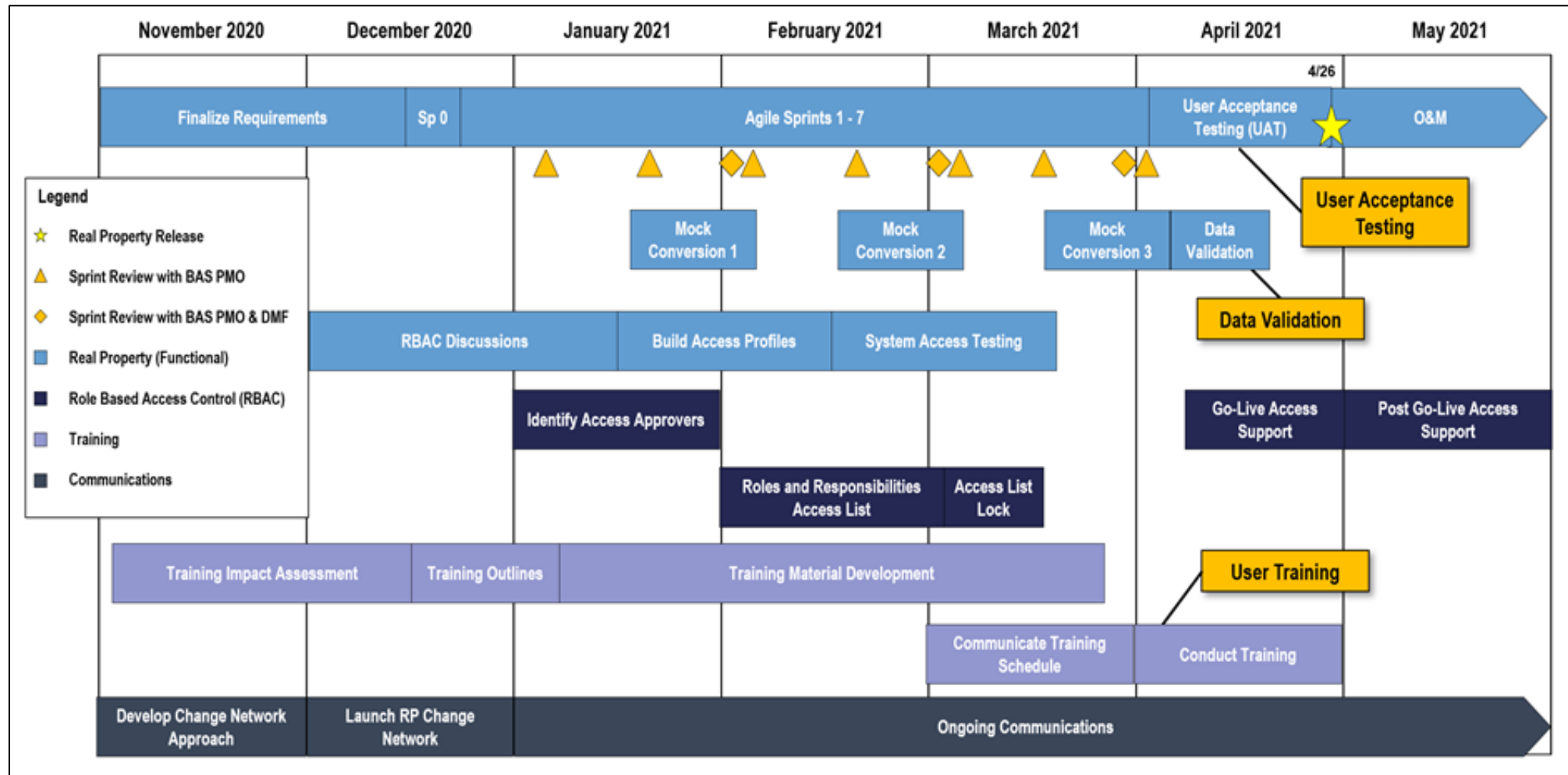
Training Sessions and
Evaluation

Expected
Structure.
Unexpected
Flexibility.



REAL PROPERTY TRAINING SCHEDULE

PROJECT PLAN





REAL PROPERTY TRAINING

TRAINING DATES



April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Training Session #1 (April 12 - April 16)

Training Session #2 (April 19 - April 23)



REAL PROPERTY TRAINING

INSTRUCTIONAL MATERIALS



➤ **Real Property Participant User Guide**

A user manual with step-by-step instructions on how to complete real property tasks and activities in Sunflower. This guide includes training exercises and reviews.

➤ **Real Property Training Presentation**

The presentation utilized to facilitate the training sessions. The presentation contains the training agenda, topics, screenshots, training exercises, and reviews.

➤ **Real Property Job Aids**

A one-page reference tool that provides simple, brief instructions for accomplishing a specific Real Property task in Sunflower.

➤ **Real Property Recorded Video**

A recorded video of the actual training class for reference after the session.



REAL PROPERTY TRAINING COMMUNICATIONS



Save the Date



SAVE THE DATE

SUNFLOWER REAL PROPERTY TRAINING

SESSION 1: APRIL 12 – 16, 2021 OR
SESSION 2: APRIL 19 – 23, 2021

Beginning April 26, 2021, DoC is implementing Sunflower Real Property! Sunflower provides detailed information and powerful capabilities to enable effective property management. Sunflower Real Property solutions support lease management, rent billing and reconciliation, financial reporting, and executive order compliance.

Please **save the date** for training to learn how to manage your real property assets in Sunflower! Learn how to track details about real property leases, occupancy agreements (OA), and service agreements. In addition, learn how to reconcile your rent with Sunflower's GSA Rent on the Web (ROW) integration, as well as how to generate FRPP/RP reporting!



Did You Know?
Over 50% of Federal cabinet level agencies manage their assets in Sunflower!

WHO: Current Users of Federal Real Property Management (FRPM)

WHAT: Sunflower Real Property Training

WHEN: April 12-16, 2021 OR April 19-23, 2021

WHERE: Our VIRTUAL Classroom

WHY: To Learn How to Manage Real Property in Sunflower

HOW: Register via the DoC Commerce Learning Center (CLC) beginning March 15, 2021

Registration Announcement



SUNFLOWER REAL PROPERTY TRAINING

Join us for training!
Beginning April 26, 2021, DoC is implementing Sunflower Real Property! Sunflower provides detailed information and powerful capabilities to enable effective real property management. Sunflower Real Property solutions support lease management, rent billing and reconciliation, financial reporting, and executive order compliance. Please join us for virtual Sunflower Real Property training in April 2021 to learn how to manage your real property assets in Sunflower!

Registration is now open!
Please register for Sunflower Real Property training via the [DoC Commerce Learning Center \(CLC\)](#). Search "Sunflower Real Property Training" to view available sessions. Space is limited so please register as soon as possible! Please contact Dana Ni at dni@doc.gov or Breion Goodson at bgoodson@doc.gov with any questions!

Manage Real Property Assets

Track Leases and Occupancy Agreements

Reconcile GSA ROW Bills

Record Operating Costs

Generate FRPP/RP Reporting

APRIL 12-16, 2021 OR
APRIL 19-23, 2021

9AM-4PM (ET)

REGISTRATION REQUIRED





REAL PROPERTY TRAINING REGISTRATION



Commerce
LEARNING CENTER
YOUR DEVELOPMENT. OUR FUTURE.

SINGLE SIGN ON
Select your agency below

BEA Census ITA
NTIA NIST NOAA
USPTO

HCHB & USER ID SIGN IN

USERNAME
Enter your username

PASSWORD
Enter your password

SIGN IN Forgot Password...

Training registration is via the DoC Commerce Learning Center (CLC). Users can begin registering March 15, 2021.

Training materials will be made available in the CLC.

Training materials will also be available on the BAS Page of the CSC Portal for personal reference.



REAL PROPERTY TRAINING

TRAINING MATERIAL PILOT



Objective: Provide Real Property Change Agents with an overview and snapshot of the Real Property Training materials and delivery methods.

**Real Property
Change Network
March Session**

**March 25, 2021
10AM-12:30PM**

Information Covered	Change Agent Input
Overview of training class structure	Feedback regarding structure / time allotted for each session as related to end user needs.
Demonstration snapshot	Feedback regarding end user needs during key areas of demonstration. Feedback regarding additional end user needs for clarity.
Exercise snapshot	Feedback regarding accuracy of “real world” scenarios.
Learning review snapshot	Feedback regarding training course completion / summary content as related to end user needs.



REAL PROPERTY TRAINING APPROACH



**Our goal is to
create a dynamic
learning experience
that results in
increased learning
retention and
engagement.**





REAL PROPERTY TRAINING DELIVERY



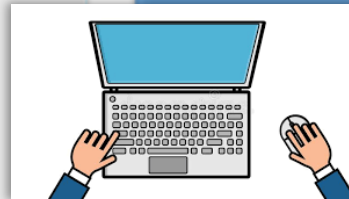
Virtual



Instructor-Led



Small Groups



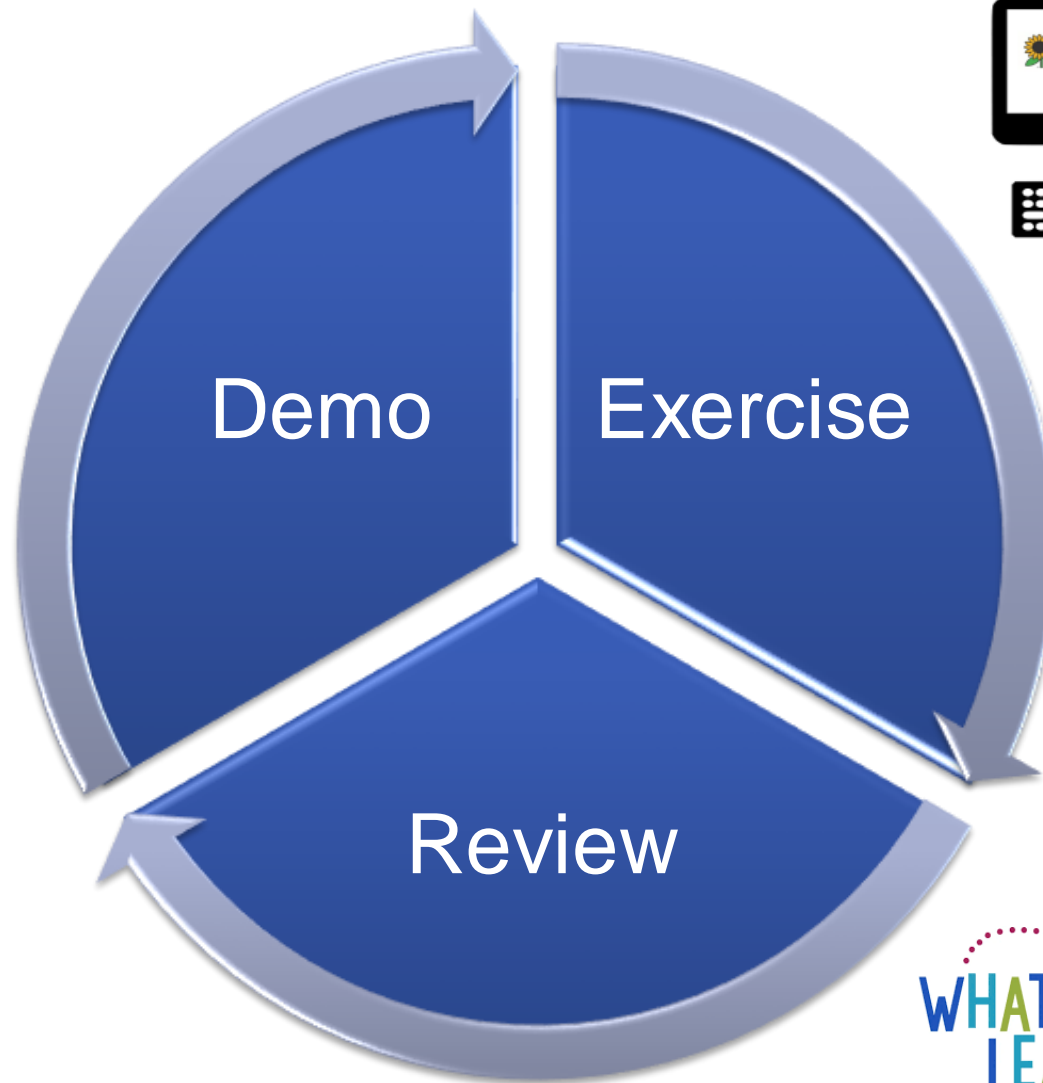
Hands-On



REAL PROPERTY TRAINING FORMAT

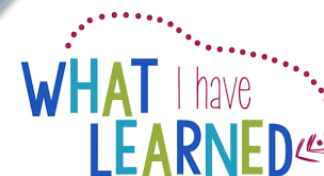


**Demonstration
of the learning
objective**



**Practical real-world
application of the
learning objective**

**Retention of the
learning objective**





REAL PROPERTY TRAINING

CONTENT



REAL PROPERTY TRANSACTIONS

- Create, View, Update, and Capitalize Real Property Records
- Create, View, and Update Complexes and Installations
- View Real Property History and Timeline
- Create Space Planning Requests
- Generate FRPP Reporting

AGREEMENTS AND BILLING

- Create, View, and Modify Lease Agreements, Bills, and Charges
- Create, View, and Update Service Agreements
- Create, View, and Edit Occupancy Agreements

DATA TOOLKIT

- Cleanse Real Property Data
- Populate and Process Real Property Templates
- Identify and Resolve Errors



REAL PROPERTY TRAINING

CONTENT



FINANCIAL FUNCTIONS

- Create and Maintain Financial Aspects of Real Property Assets
- Maintain General Ledger and General Journal Activities
- Generate Financial Asset Reporting

REAL PROPERTY REPORTING

- Generate Standard Real Property Reports
- Generate Business Intelligence (BI) Real Property Reports



REAL PROPERTY TRAINING

REAL PROPERTY CHANGE NETWORK (RPCN)



RPCN Involvement in OCM Real Property Training

March 2021



Review Training Materials

- View Participant User Guide
 - Exercises – real world scenarios
 - Review Assignments
- View Instructor's Guide (Presentation)

April 2021



Shadow Training

- Listen to end user feedback and retention during training
- Enforce learning to develop as a BAS SME
- Help identify community members who may need additional guidance after Go-Live
- Shadow training is not required but encouraged



REAL PROPERTY TRAINING EVALUATION



Survey Questions

Question 1.

The learning objectives were clearly defined at the beginning of the course.

Strongly Disagree Disagree Neutral Agree Strongly Agree
☐ ☐ ☐ ☐ ☐

Question 2.

The training effectively met the learning goals and objectives.

Strongly Disagree Disagree Neutral Agree Strongly Agree
☐ ☐ ☐ ☐ ☐

Question 3.

The length of this course was sufficient for me to learn the content.

Strongly Disagree Disagree Neutral Agree Strongly Agree
☐ ☐ ☐ ☐ ☐

Question 4.

There was ample opportunity in the course to practice the skills learned.

Strongly Disagree Disagree Neutral Agree Strongly Agree
☐ ☐ ☐ ☐ ☐

Question 5.

There was ample opportunity in the course to ask questions.

Strongly Disagree Disagree Neutral Agree Strongly Agree
☐ ☐ ☐ ☐ ☐

Question 6.

The provided materials assisted in my learning.

Strongly Disagree Disagree Neutral Agree Strongly Agree
☐ ☐ ☐ ☐ ☐

Question 7.

I am confident I will be able to apply what I learned in the training.

Strongly Disagree Disagree Neutral Agree Strongly Agree
☐ ☐ ☐ ☐ ☐

Question 8.

What did you enjoy most about the training?

Question 9.

What could have been improved?

Question 10.

Overall, how would you rate your training experience?

Excellent Very Good Good Fair Poor
☐ ☐ ☐ ☐ ☐

Optional: Please provide any additional comments or feedback for the training.

**Attendees will
complete an
evaluation in
the CLC to
receive course
credit.**



BAS Newsletter

Real Property Edition



REAL PROPERTY TRAINING KICKOFF

BAS NEWSLETTER INTRODUCTION



- Quarterly publication provided to the BAS user community – user perspective
- BAS topics of current interest with references to additional information
- Articles provided by Subject Matter Experts (SMEs)
- Newsletter sent to full BAS user community and posted on BAS Website

REAL PROPERTY SPECIAL EDITION

- Timed to address common questions about the upcoming Real Property Sunflower implementation
- Describes upcoming key activities (and dates) leading to Go-Live and beyond
- Provides information for asking questions about Real Property transition to Sunflower



BUSINESS
APPLICATIONS
SOLUTION

One Commerce

EXPECTED STRUCTURE. UNEXPECTED FLEXIBILITY.

Department of Commerce Business Applications Solution (BAS)

 ***News on the Go***

This is a *Special Edition* Newsletter focused on the Real Property transition to Sunflower.

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 - Meet the Real Property Team and Change Agents
 - Real Property Timeline
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- **Pre-Go-Live Activities**
 - User Acceptance Testing
 - Real Property User Access
 - Sunflower Real Property Training
- **Post Go-Live**
 - Real Property Reporting
 - Data Migration and Validation
 - Sunflower Support
- **Getting Answers to Your Questions**
- **Upcoming BAS Information Events**

Leadership Corner - Sunflower Real Property is Going Live

Written by: Lindsay Hochberg, BAS Project Manager

Greetings to all from the BAS PMO! We hope that you had a wonderful and peaceful holiday season with your friends and families. We hope that everyone stayed safe and is enjoying the new year so far!



This is an exciting quarter for the BAS Program! As you will read throughout this newsletter, the BAS Program is all about Asset Management. At the end of April, our Real Property Management community across the agency will be deployed into the Sunflower Asset Management System and will be the first group to go live in a system under the BAS program umbrella. We are very excited to complete the implementation work and achieve this milestone for our stakeholder community!

We also want to sincerely thank all of our real property subject matter experts, leaders, policy makers, and system users for all of your dedication and support over the past year. We appreciate all of the discussion and questions in our workshops, decision making forums, and deep dive conversations. Your hard work and valuable input will result in an agreed upon single configuration of Real Property Management within Sunflower and standardized business processes across the bureaus. We wish you all the best in the coming weeks as you complete training in the new system and we are excited to support you into production!

Thanks again to all of our partners who continue to work hard to make the BAS Program a success!



Meet the Team

The PMO staff is growing! Meet three members of the BAS PMO Acquire to Dispose

Bobby Rivera

BAS Acquire to Dispose (A2D) Manager

As the BAS Acquire to Dispose Manager, Bobby is responsible for implementing the Core application – Sunflower, consisting of personal, fleet, and real property workstreams. He is looking forward to establishing a workstream dedicated to improving the Department's Core application systems and processes.

Prior to joining DOC in 2016, Bobby spent 10 years as a Marine in the logistics and transportation field, and 3 years with the Department of Defense (DoD). Within DOC, Bobby was responsible for the lifecycle management of all accountable property acquired by First Responder Network Authority (FirstNet). He also served as the Property Accounting Officer (PAO), managing the day-to-day-configuration and database management of the Department's Personal Property Management System (PPMS) Sunflower.



Gina Grant

BAS A2D Program



Gina joined the BAS Project Management Office to provide support to the Acquire to Dispose workstream, leveraging her existing partnerships with the Bureaus and applying her extensive property management experience and knowledge of business processes across the Bureaus to plan, develop, and evaluate the recommended standard configuration and design for the Sunflower property solution.

Gina has over 18 years of Federal Government service and is experienced with industry-wide asset management systems such as the Sunflower Personal Property Management System (PPMS) for tracking lifecycle and financial asset data and has provided functional and technical guidance for new or enhanced information systems software. She assisted in migrating over 166,000 property assets from a legacy asset management system onto the Sunflower Enterprise PPMS.

Beth Schwartz

BAS A2D Detailee

Beth is on detail to the BAS Acquire to Dispose team to provide subject matter expertise for real property. Beth has been with NOAA's Office of the Chief Administrative Officer, Real Property Management Division (RPMD) as a real property specialist since 2011. As part of the RPMD team Beth has worked on issues such as complex land transfers, data integrity and transparency, lease acquisitions, and NOAA's submission to the Federal Real Property Profile. She has twenty-seven years of experience in the government, working at the General Services Administration, the Department of State, and the Library of Congress prior to joining NOAA.

Meet Your Change Agents

The Real Property Sunflower Team has also created a network of Change Agents to assist and support you during the transition to Sunflower.

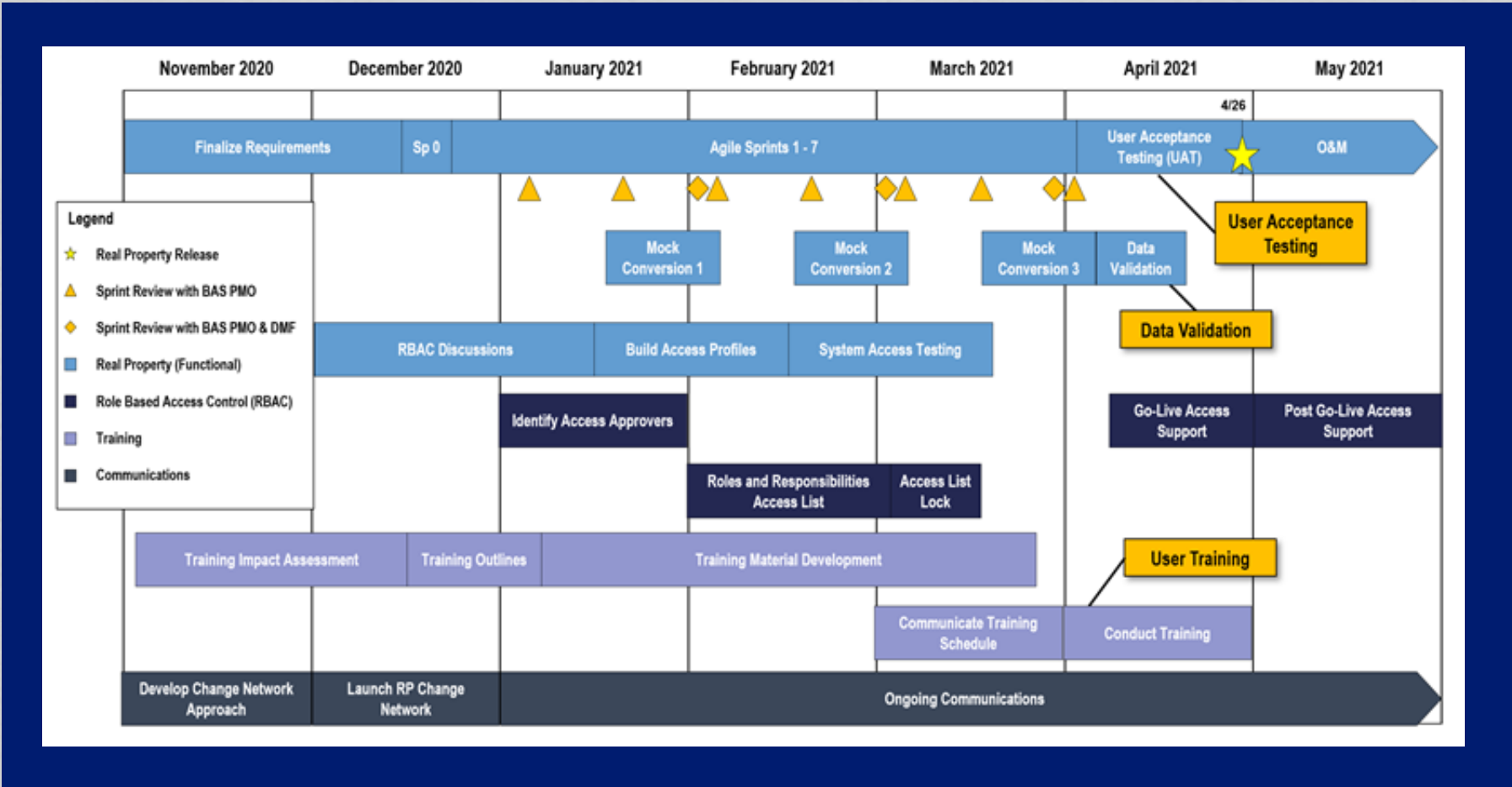
OFEQ	<ul style="list-style-type: none">• Mohamed Balhis• Cassandra Duncan
NOAA	<ul style="list-style-type: none">• Sheryl Donath• Bethany Schwartz
NIST	<ul style="list-style-type: none">• Elaine Oliver• Thi Tran
Census	<ul style="list-style-type: none">• Trent Nickels

- Provide you the latest information on key activities and information you need to transition to Sunflower
- Direct your questions to the appropriate individuals for resolution
- Will review the training materials and assist in defining training scenarios that are meaningful to you
- Serve as Tier 0 support for you post-training and post Go-Live

Real Property Timeline

Prepared by: *Mike Tanner, Accenture Federal Services (AFS) Property Manager*

The current Real Property Timeline with key activities highlighted



Real Property Features

Written by: **Mike Tanner, AFS Property Manager**

The Acquire to Dispose team has scheduled seven two-week sprints to meet the 218 Real Property requirements planned for the April 2021 release. The team is in its fifth sprint, with the remaining sprints covering the following topics:

- Sprint 5 (2/22 – 3/5) – Finance and Rent on the Web
- Sprint 6 (3/8 – 3/19) – General Asset Requirements
- Sprint 7 (3/22 – 4/2) – Reporting



RTM Columns	Description	Implemented Feature Category	Comment
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The team is scheduling monthly Configuration Validation Sessions (CVS) with the Real Property community and Decision Making Forum (DMF), with the next session scheduled for 3/3. These sessions provide the DMF with an opportunity to review the business process flows and configurations within Sunflower and to validate that the completed configurations meet the Real Property requirements. Configurations from Sprint 5 and 6 will be reviewed in the third CVS, which will be held at the end of March.

The April 2021 release will provide the Real Property community with functionality to manage Real Property assets, leases, utilization, and projects, and the team will continue analyzing Big BAS interfaces (e.g., EBS) after the April 2021 release. The team is also finalizing the process for submitting enhancements to Sunflower Real Property and will share additional details as soon as they are finalized.

The Real Property community can view the current requirements in the Requirements Traceability Matrix (RTM) posted on the BAS website.

User Acceptance Testing

Written by: *Mike Tanner, AFS Property Manager, and Mike Scarlato, AFS Stakeholder Management*

User Acceptance Testing (UAT) will provide members of the Real Property community with an opportunity to validate Sunflower functionality and migrated Real Property data prior to the April release. UAT is scheduled for 4/5 – 4/9, and the Acquire to Dispose team will invite the DMF, Real Property Change Agents, and additional members of the Real Property community to participate in UAT. The Acquire to Dispose team will provide step-by-step test scenarios for many common Real Property transactions, enabling testers to complete these transactions through hands-on activities in the test environment. Participation will be optional, but we encourage the invitees to participate and share their feedback.



Real Property User Access

Written by: *Erynn Wahlgren, AFS Role Based Access Control*

Role Based Access Control (RBAC) for Sunflower is the process by which the BAS implementation team will assign Sunflower roles to Real Property end users. This will ensure users have the functions and accesses needed to securely perform their job duties within Sunflower. DMF representatives or user supervisors will map the users' current roles and access to the corresponding Sunflower roles and accesses. Users will receive their accesses by April 5 and have the opportunity to confirm that their provided roles and accesses are correct during UAT. Instructions will be provided for submitting access problems identified pre Go-Live as well as post Go-Live.



Sunflower Real Property Training

Written by: Dana Ni, BAS PMO Training, and Breion Goodson, AFS Training

Sunflower Real Property training is coming!

Current Real Property users are invited to attend Real Property Training to learn how to manage real property assets in Sunflower! Attendees can register for training beginning March 15 in the DOC Commerce Learning Center (CLC). The training schedule is still pending, but instructor-led, virtual classes will be offered between the weeks of April 12-16, 2021 and April 19-23, 2021.

During the training sessions, Real Property users will learn how to manage their real property in Sunflower, including:

- How to create and modify real property assets, complexes, and installations
- How to create and edit lease agreements, bills, and charges
- How to create and update service agreements
- How to create and manage occupancy agreements and Rent on the Web bills
- How to generate Sunflower real property reports

As part of the training, attendees will engage in real-world scenarios, provided by the bureaus' Real Property Change Agents, using test data to apply their learning. In addition, users will participate in interactive review activities to ensure their understanding and retention of the learning objectives. Attendees will receive various instructional materials, including a detailed user manual, for use during and after the session. These will also be posted on the CSC (Commerce Business Systems Solutions Center) Portal, along with recordings of the Training classes upon course completion.

During these virtual trainings, the training team looks forward to building the Sunflower Real Property knowledge that users will need.

Real Property Reporting

Written by: Mike Tanner, AFS Property Manager, Danielle Lyons

Sunflower Real Property offers a suite of real-time, standard reports to manage and track real property assets and activities. Users enter desired criteria or parameters to generate reports that provide insight and analysis into key performance metrics for self-assessment and operational decision making. With April's Sunflower Real Property implementation, users will have access to a variety of property, finance, billing, and agreement reports to easily view and manage their real property data.



To further expand upon Sunflower's standard reporting capabilities, users will also have the ability to run reports from the business intelligence tool, Sunflower Analytics. Sunflower Analytics enables users to view real property information in easy-to-read charts and graphs, view trending of data over time, drill down from summary data, incorporate reports into portals and dashboards, and easily share reports with other users. Users will have the opportunity to run reports in Sunflower Analytics that are similar to their current Real Property reports, and the Real Property Operations and Maintenance (O&M) team can create additional reports through help desk tickets, as needed.

In addition, Real Property reporting needs will continue to be assessed beyond the initial Sunflower Real Property implementation to ensure each bureau has the necessary data to effectively and efficiently manage their real property.

Current Real Property users are encouraged to attend Sunflower Real Property training in April to learn more about Sunflower Real Property reports.

Data Migration and Validation

Written by: *Mike Tanner, AFS Property Manager*

The Acquire to Dispose team is conducting test data migrations in the Sunflower Real Property development environment and have loaded all Real Property assets into this environment, and additional real property records (leases, financial data, etc.) will be loaded shortly. The team expects to complete the remaining mock migrations in March and will refresh the test environment's data before UAT begins in April, at which time Bureaus will have an opportunity to validate the data migration.



Sunflower Support

Written by: *Mike Tanner, AFS Property Manager, and
Mike Scarlato, AFS Stakeholder Management*

BAS PMO is finalizing the support model for Sunflower Real Property's post go-live support, which will include a tiered help desk to provide functional and technical support. This model will also include the process for submitting and prioritizing enhancements for Sunflower Real Property releases between the April 2021 release and the full BAS release in 2022. BAS PMO will provide additional details on this model once it is finalized.

In addition to providing help desk support, BAS PMO will equip the Real Property Change Agents with materials to support frequently asked questions at the Bureau level. These Change Agents will be your champions in the transition to Sunflower Real Property and a conduit for sharing feedback with the BAS PMO.

Getting Answers to Your Questions

As Sunflower development and implementation continue to ramp up, so do the number of questions that we are receiving from you. It is a top priority for us to provide you the information you seek. For this reason, we are providing multiple venues for you to direct your questions.



First is the “Submit a BAS Question” option in the Questions About BAS on the BAS Website, where you can directly submit your questions. You will receive an answer to your question, which will also be discussed during our next BAS Q&A Office Hour session and posted in the BAS Question and Answers (Q&As) file in the same section. All Real Property Q&As can be located here by filtering on Real Property in the Category column.

A second option available is to provide your questions to your Real Property Change Agent (listed in the Change Agent section above). Your Change Agent will forward your question to the appropriate Subject Matter Experts for the answer.

After Go-Live, the Sunflower Support team will be added as an additional resource for your questions.

Upcoming BAS Information Events

To keep informed about what's happening with BAS or to get more involved, consider attending one or more of the upcoming events. For more information on an event, visit the [BAS website Event Calendar](#).

EVENT	DATE	TIME
Town Hall	April 27, 2021	1:00 – 2:30 PM
BAS Q&A Office Hours	May 11, 2021	1:00 – 2:00 PM

We've added upcoming Common Solution Communication Events to the BAS website. Check it out for more details.



REAL PROPERTY TRAINING KICKOFF

THANK YOU! AND Q&A

