Business Applications Solution (BAS) Program

Sunflower Real Property Training Pilot

UNITED STATES  DEPARTMENT OF COMMERCE
OFFICE OF FINANCIAL MANAGEMENT

March 25, 2021
REAL PROPERTY TRAINING

WELCOME – TODAY’S PRESENTERS

Andy Blumenthal
BAS Deputy PM

Dana Ni
A2D DOC Training Lead

Breion Goodson
A2D AFS Training Lead

Robin Hawkins
A2D Training Delivery

Mike Scarlato
AFS Stakeholder Management Lead
How does this Training Pilot impact your role as Change Agents?

- **Spread Key Information**: Gain additional exposure to training logistics and scheduling.
- **Facilitate User Journey**: Provide feedback for training delivery to best relate to end user communities.
- **Build Your Expertise**: Gain additional system exposure to develop expertise for role as BAS SME.
Training registration is via the DOC CLC. Users can search for Sunflower Real Property Training, then request the desired session.
A detailed training agenda is available for the class dates and times, associated roles, and learning objectives.
**REAL PROPERTY TRAINING**

**AGENDA**

Day One covers Sunflower navigation and entry of complexes and Real Property assets.

### SUNFLOWER REAL PROPERTY

**TRAINING SESSION ONE**

**APRIL 12 - 15, 2021**

**10AM-5PM (EDT)**

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**MICROSOFT TEAMS:** [CLICK HERE TO JOIN THE MEETING]

**SUNFLOWER TEST ENVIRONMENT:**

[HTTPS://SUNFLOWERTST.EAS.COMMERCE.GOV]

<table>
<thead>
<tr>
<th>DAY ONE</th>
<th>ROLES</th>
<th>OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME &amp; INTRODUCTION</td>
<td>ALL ROLES</td>
<td>• To Welcome New Learners to Training</td>
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<tr>
<td>SYSTEM FUNDAMENTALS</td>
<td></td>
<td>• To Manage Expectations and Return the Course Format and Structure</td>
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<tr>
<td>10:00AM-11:00AM</td>
<td></td>
<td>• To Introduce the Sunflower Real Property Solution</td>
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<tr>
<td>REAL PROPERTY</td>
<td>REAL PROPERTY QUERY</td>
<td>• To Understand the Benefits of the Sunflower Real Property Solution</td>
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<tr>
<td>TRANSACTIONS</td>
<td>ONLY, REAL PROPERTY MANAGER,</td>
<td>• To Access and Navigate the Sunflower Tools</td>
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<tr>
<td>11:15AM-1:00PM</td>
<td>SPACE MANAGER, OPERATING</td>
<td>• To Create a Complete to Link Real Property Assets to One Another</td>
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<tr>
<td></td>
<td>COST MANAGER, PROJECT</td>
<td>• To Enter, Manage, and Update Key Components or Information about Real</td>
</tr>
<tr>
<td></td>
<td>MANAGER, REAL PROPERTY</td>
<td>Property Assets, including Location, Size, Space Allocation, Surveys/</td>
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<tr>
<td></td>
<td>QUESTOR, REAL PROPERTY</td>
<td>Assessments, Projects, Operating Costs, and Performance Measures</td>
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<tr>
<td>2:00PM-3:00PM</td>
<td>QUESTOR, REAL PROPERTY</td>
<td></td>
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<tr>
<td>3:00PM-5:00PM</td>
<td>QUESTOR, REAL PROPERTY</td>
<td></td>
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<tr>
<td>BREAKS/LUNCH</td>
<td>QUESTOR, REAL PROPERTY</td>
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<tr>
<td>11:00AM-11:15AM</td>
<td>QUESTOR, REAL PROPERTY</td>
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<tr>
<td>1:00PM-2:00PM</td>
<td>QUESTOR, REAL PROPERTY</td>
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<tr>
<td>3:30PM-4:30PM</td>
<td>QUESTOR, REAL PROPERTY</td>
<td></td>
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</tbody>
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Day Two covers installations, FRPP reporting, capitalization, and commercial lease agreements.
Day Three covers commercial lease billing and financial assets and functions.
REAL PROPERTY TRAINING
AGENDA

Day Four covers standard and business intelligence reporting, the data migration toolkit, and go-live support.
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Day Five* covers the GSA Rent on the Web (ROW) process.

*This is an optional day of training on Friday, April 16.
Attendees will complete a pre-training checklist to ensure access to the Sunflower TEST environment, Forms, and Reports.
A training presentation will be used to facilitate the session. It will introduce the learning objectives, content areas, exercises, and review activities.
A user guide will be utilized throughout the training to provide step by step instructions, exercises, and review activities.
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FORMAT

Demo

Exercise

Review

Demonstration of the learning objective

Practical real-world application of the learning objective

Retention of the learning objective
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SNAPSHOTS

Let's take a snapshot of what the training will look like!
Upon course completion, users’ transcript status will reflect Pending Evaluation until the training survey is completed (or 30 days).
Attendees will receive access to the Sunflower Test environment. Users will be assigned all Sunflower Real Property roles in order to complete the presented learning objectives.
Register for Real Property Training (if you have not done so already)

For Change Agents: Register for second training session if desired

Be on the lookout for upcoming UAT communications from the BAS Team

Be on the lookout for upcoming Training communications from the BAS Team
REAL PROPERTY TRAINING
QUESTIONS

Q&A