



Project Status Report

Status as of January 6, 2017

Prepared by; Christopher Mercer, iNtegrate 2 Project Director; Leslie Obourn, SCI Engagement Manager

Summary

Item	Current Status	Prior Status	Status Notes
Overall Status	Yellow	Yellow	The overall status for the project remains Yellow due to Time Tracking and Integrations (NSHE and Campus). Please refer to the detailed status below.
❖ Overall Status – Functional Lanes	Green	Green	HCM
	Green	Green	Payroll
	Yellow	Yellow	Time Tracking: The issues with contract negotiations with the first-place time clock vendor continue. As a mitigation, we continue to negotiate with the second-place time clock vendor as well. Daily updates are being provided on both negotiations and a contract is expected from one of the vendors by January 13 th . Both vendors have insisted that they can meet our P3 test cycle as long as the contracts are finalized next week.
	Green	Green	Financials: Status is Green. On-site System testing for P2 continued this week with the team making good progress to achieve a 84% pass rate. This is less than the goal of 90% for the week (13% Not Started). The team will continue to adjust testing assignments as necessary.
	Green	Green	Audit
❖ Overall Status – Technical Team	Yellow	Yellow	Integrations (NSHE): 2 NSHE integrations are behind schedule and we have taken steps to fast track the development to meet our P3 test cycle. The Troy Check Printing integration will be part of P4 testing since this exception was just recently approved.
	Yellow	Yellow	Integrations (Campus): The PMO continues to reach out to the campuses for a detailed status update regarding these integrations and will work with them to mitigate any issues.

Item	Current Status	Prior Status	Status Notes
	Green	Green	Conversion (Financials): Pre-Build activities for P3 are underway. Mappings for the FDM and several others are frozen and the crosswalks for extract programs will be produced the week of 1/9. P3 data extracts will be run on 1/11, and campus validation will occur between 1/12 and 1/19. This allows time for errors corrections in the data extract programs before the files are due on 2/1 to SCI.
	Green	Green	Reporting. We have defined a standard reports list and development is underway on HCM and Financial reports.
	Green	Green	Security
❖ Overall Status – Training & Outreach	Green	Green	Training: Overall status of Training is Green. Current Development Plan is being refined for relevance to NSHE. NSHE team finalized demonstrations for campus visits.
	Green	Green	Change Management/Communication
	Green	Green	Testing: Testing continues the team is 84% complete as of 01/09. The goal is 90% by this date, so ongoing monitoring and support is being provided for testers and designees to ensure continued progress.
Schedule	Yellow	Yellow	The status for Schedule remains at Yellow due to Time Tracking. Please refer to the detailed status below.
❖ Schedule	Green	Green	HCM
	Yellow	Yellow	Time Tracking: This item is at risk due to the difficulties in finalizing the vendor contract for time clocks. Both vendors insist that their time clocks can be configured and ready to support our P3 test cycle as long as the contract is signed by mid-January.
	Green	Green	Payroll
	Green	Green	Financials
	Green	Green	Technical Team: Tasks have been completed on time so far, and we are on track.
	Green	Green	Change Management/Outreach
	Green	Green	Audit
Budget	Green	Green	As of 11/30: SCI Hours % Complete: 64% of budget Project Plan % Complete: 70% complete
Personnel	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.

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	Green	Green	HCM
	Green	Green	Payroll
	Green	Green	Time Tracking
	Green	Green	Financials: Added new Financial Accounting and Banking team members to replace others who have left the project. Interviews are scheduled for the permanent financials lead position.
	Green	Green	Technical Team: We are in the process of scheduling interviews for our open Reporting position. A new job description is being drafted for the original position slated as a Security Administrator.
	Green	Green	Change Management/Outreach
Project Risk	Yellow	Yellow	The status of Project Risk remains at Yellow due to the Time Tracking and Technical areas. Please refer to the detailed status below.
❖ Project Risk	Green	Green	HCM
	Green	Green	Payroll
	Yellow	Yellow	Time Tracking: We continue to monitor the contract negotiations daily with the time clock vendors.
	Green	Green	Financials. We continue to monitor several specific risks & issues: 1) SREG Development 2) JV Load Approach
	Yellow	Yellow	Technical Team: We have some key risks with several NSHE and campus owned integrations that have impact on this pillar. These risks are being monitored closely to prevent any impact on the timeline. All risks are documented in JIRA.
	Green	Green	Change Management/Outreach: Continuing to assess Campus engagement and team preparedness.

Color Key	
Red	Project timeline is experiencing significant delay (4+ weeks) to schedule or project deliverables for critical tasks.
Yellow	Project timeline is experiencing a 2-4 week delay to the schedule or project deliverables for critical tasks.
Green	Project plans and activities are on schedule and issues and risks are being managed. Delays are less than 2 weeks for any critical tasks.

Key Accomplishments

Area	Accomplishment /Activity
All Teams	1. Supported System Testing.
HCM	<ol style="list-style-type: none"> 2. Core HCM <ol style="list-style-type: none"> a. Configuration: Addressed the following testing tickets: Updated SOC Job Classification Table with Mapping the Codes to IPEDS Codes (HCM-87). b. Configuration: NSHE Job Catalog_v12: Worked on 19 Job Profile Adds, 11 Job Profile Changes, and 2 Job Profile Removes. c. Configuration: Working on HCM, Compensation, and Talent Review Templates. d. Conversion: Supported the open issues SupOrg setup. e. Conversion: Conducted and Participated in bi-weekly P2 conversion calls. f. Conversion: Mike and Jeff are working through the Programmatic issues and Error Report Issues. Jeff released the Costing Allocation files for review. Mike has finished the coding changes for Position files. g. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. 3. Benefits <ol style="list-style-type: none"> a. Configuration: Addressed the following testing tickets: Migrated 8 MetLife Benefit Plans to NSHE2 (HCM-120). The details can be found in JIRA. b. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. 4. Recruiting <ol style="list-style-type: none"> a. Configuration: Working on Offer Letter solution. Met with Katrina to review the offer letter solution she is configuring in NSHE3. b. Testing: Monitored the HCM Testing Blue Jeans link Tuesday and Thursday and assisted testers at SCS and UNLV. 5. Absence Management <ol style="list-style-type: none"> a. Configuration: Continued to make configuration updates based on testing, and address any system testing tickets. b. Configuration: Met with Payroll team to discuss payments of Leaves of Absences. This should be working correctly for hourly employees. You will see payment for salaried employees, however the payroll team is still working on the monthly proration for the salaried employees. c. Reporting: Met with Absence SMEs to review updated leave liability reporting requirements. d. Configuration: Conducted and/or Participated in Cross Functional Meetings, Project Checkpoint, Leave of Absence Processing Working Session, Absence Weekly Meeting with SMEs. e. Testing: continued testing of awarding of 240 hours during job change, removed special DRI requirements that are no longer needed. Continue to work to determine if proration requested is possible to automate or if an adjustment will be needed. These tickets have now been placed on hold as it was discovered during our Absence weekly meeting that differing institutions process differently. Pat to discuss with HRAC before continuing any configuration changes.

Area	Accomplishment /Activity
Time Tracking	<ol style="list-style-type: none"> 1. Worked with Audra to trouble shoot multiple Time Tracking Tickets. 2. Attended meeting with Accu-Time to discuss Time Clock solution and pilot.
Payroll	<ol style="list-style-type: none"> 1. Payroll Parallel - P2 - Assigned Roles to team. 2. Discussed Academic Pay Accrued/Earned with John and Audra. Identified test employees to manipulate history. 3. DA Review for Payroll occurred. 4. Proration based upon PERs-able days in progress. Monthly period memo earnings has been built. Semi, in progress. Was hoping to avoid using memo earnings due to potential performance problems but NSHE nor GC DA Reviewers do not have an alternative. 5. Began Work Study Config - Federal. State is still in requirements. Met with integrations team to further discuss data available in PeopleSoft. Need FIN representative for next FWS meeting. 6. Steven/Audra configured Payroll Effect for LOA plans, and requested the Absence Management team test the LOA change and determine if ANY proration occurred for the LOA plans they've identified as Payroll Effected. 7. SCI met on payroll input of Time transaction coming from Thomas & Mack and payee input from the parking integration. 8. Discussed Fit/Gap issues surrounding Academic Pay. SCI is researching options to calculate academic days by semester for campus to calculate proration. Next steps are to write up the proposed Academic Pay solution and share with Workday for confirmation.
Financials	<ol style="list-style-type: none"> 1. Banking and Cash Settlement <ol style="list-style-type: none"> a. The first 2 days of bank statement loads from BofA have been successfully loaded for 1/3/17 and 1/4/17 activity for all institutions! b. Another ACH test file was run and adjustments were made. c. Daly communicated the first notice item request to the banking SME's and they are responding. d. Banking SME is continuing to clean up their old outstanding checks. 2. FDM <ol style="list-style-type: none"> a. Ongoing support to institutions for mapping. b. Gathered feedback from Controllers, etc. on addition of funds and ledger accounts for P3. c. The errors in WAX were reduced down to 18. During the 1-4-17 WAX meeting it was agreed that those errors would remain and default values would be used for those accounts in P3. 3. Financial Accounting <ol style="list-style-type: none"> a. Review and configure generic ISP Prototype. b. New Funds added to WAX and mapping spreadsheet to accommodate year-end adjustments. These funds and adjustment method will be compared against an alternative WD method in early January. c. Awaiting SCI feedback in preparation of the 1/9 intercompany meeting. d. Assist in coordinating asset purchase to receipt meeting to occur 1/9 meeting.

Area	Accomplishment /Activity
	<ol style="list-style-type: none"> 4. Budgets: NSHE6 updated with latest P2 configuration and budget data to begin Designee testing. 5. Business Assets <ol style="list-style-type: none"> a. Asset Class Mapping started. b. Tested option to use alternative book code for GASB asset adjustments. Will be reviewing this option versus the current option being tested. c. Alternative book code documentation preparation. d. Asset Data will be frozen & reports need to be run in Data Warehouse by all campuses. 6. Expenses <ol style="list-style-type: none"> a. Supported P2 System testing for Expenses, Procurement and Supplier Accounts. b. Worked on outstanding Jira Tickets. 7. Projects: Worked with SCI on validation when creating a project. 8. Procurement <ol style="list-style-type: none"> a. Debra has finished testing in WD. b. Number of open POs decreased by around 30% compared to previous extract. c. Exception EX-007 for the bidding system was fully approved. 9. Suppliers: Worked on SREG Worksheet for Rebecca to know which fields are required for Independent Contractor and Guest Speaker Suppliers before they go into WD. Assisted testers complete 1/4/17.
CM/Outreach	<ol style="list-style-type: none"> 1. Training <ol style="list-style-type: none"> a. Campus Demos finalized and rehearsed. Fictitious employees set up in NSHE2 for demo purposes. b. DRI Effort Certification Demo prepared. c. Curriculum plan development progress is continuing. d. Continued development of job aids by TLG team. 2. Testing <ol style="list-style-type: none"> a. Testing support & reporting: Followed up with testers where progress was off track. Produced nightly testing reports and addressed testing procedural issues with testers. Participated in functional team testing touch points. b. Team Support: Provided analytical reports to the teams on scenario coverage, age of fails, resolutions in progress, and retests, and tester progress. c. Continued detailed planning of E2E testing, including preparation of load template to support linking of test scenarios to integrations in JIRA. d. Test data monitoring and quality assurance: Monitored cancellations and postpones to ensure appropriate documentation of cancellation/postpone reason. Monitored On Hold items and updated status to support progression of testing. Monitored comments for passed items to ensure they get reviewed. Updated scenarios placed in failure status at some point during testing with failure reason. 3. CM-Communications <ol style="list-style-type: none"> a. Training Communication Strategy Approved. b. Training Communications Approved. c. IAV for Campus Demos between WNC Carson and WNC Fallon tested.

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> d. Playbacks Survey Report completed. e. WD Training Timeline and Glossary onesheet completed.
Audit	Continued to work with Tech Lead on the load of Business processes into JIRA.
Technical	<ul style="list-style-type: none"> 1. FIN Conversion: Taryn completed her validation of the FDM mappings in WAX. 2. Integrations <ul style="list-style-type: none"> a. Sent SFTP information to JP Morgan Chase to provide MasterCard for file transfer. b. Loaded Daily BAI files into Workday. 3. Reporting: Jira reporting project enhancements to capture additional detail for future testing.

Upcoming Activities

Area	Dates	Upcoming Activities
All Areas	11/14- 1/20	Conduct System Testing.
Core HCM	1/9-1/13	Complete 5 Feedback / Design Enhancements Changes.
Benefits	1/9-1/13	Complete 2 Feedback / Design Enhancements Changes.
Recruiting	1/9-1/13	Complete 5 Feedback / Design Enhancements Changes.
Absence Management	1/12	Review cat leave processing with Absence SMEs during next Absence meeting.
	1/8	Adjust accruals to accommodate for leaves of absences with an absence effect.
	1/16/	Complete DA review document and post to Workday.
	01/09	Development of DRI buy back requirements.
	Ongoing	Test proposed solution for Worker’s Comp buyback with Payroll.
Time Tracking	Ongoing	Stage NSHE1 for demo of work schedules.
	1/16	Complete DA Document and post to Workday.
	3/10	Collaborate with Workday on implementing Worktag brainstorm re: Worktags for those with multiple account lines.
	TBD	John to check on OT requirements for those getting paid less than 1 1/2 times the minimum wage - needs to meet with Legal (HCM-40). John updated Jira on 1/6 that he is waiting on legal opinion.
Payroll	1/13	Create Payroll Parallel Plan draft.
	1/13	Pay History - More discussions planned the week of 1/9 onsite with John/Audra and Michelle.
	1/12	Customer DA Review meeting scheduled for 1/12.
	1/10	PERS status code meeting scheduled for 1/10 to continue work on PERS Integrations.
	1/13	SCI to provide Academic Pay Fit/Gap document.

Area	Dates	Upcoming Activities
Banking and Cash Settlement	1/11	PayModeX integration assistance: NSHE is creating invoices for suppliers with a PayMode settlement type for each institution for further testing of the PayMode integration.
	1/13	Positive Pay, ACH integration testing to be expanded across all institutions.
	Ongoing	Gathering transaction information to start configuring first notice rules specific to each institution.
	1/27	PS Check detail will be brought into WD so auto reconciliation will incorporate the PS student checks. (JIRA TCH-1911)
	1/11	The question of whether or not a separate bank account necessary for the separation of PS and WD checks will be addressed. (JIRA FIN-2013)
	1/13	Discuss testing ACH/Posi Pay integrations.
FDM	1/6	P3 mapping updates reviewed and error checked for crosswalks.
	1/30	Schedule follow up meeting with controllers and others impacted re: the addition of any other funds, ledger accounts, etc..
	1/30	Develop schedule for continued mapping in WAX.
Financial Accounting	1/30	Testing F&A Lab UNLV use allocations utilizing location codes.
	1/30	Validation of data is ongoing.
	1/30	Continue to develop use cases and test ISP functionality.
	1/30	Review and developing month end and year end checklist after the holidays.
	1/30	Review and discuss the intercompany of UNLV and Thomas and Mack.
Budget	1/13	Complete initial Budget documentation.
		Working on fringe rates and earning codes.
		Develop Budget Designee tests.
		Revising extracts with a shared budget structure.
		Load Summer School budgets through EIB.
	TBD	All designees test their functions with budget controls.
Business Assets	9-Jan	Meeting with UNLV regarding Asset/Purchasing issues.
	13-Jan	Test Multi Book Setup in Different Tenant.
	13-Jan	Grant Asset Issue for Inactive grants. Need a BP for Grant Assets when grant is going to be closed.
	13-Jan	Asset Class conversion planning (must address asset class).
	23-Dec	Need to configure P2 for asset disposal item to alert OSP when gain on sale of Grant asset exists.
	13-Jan	Asset conversion EVL (extract, validate, loop) scheduled for January 5. Asset processing freeze 1 - 5 Jan.
Customer Accounts	TBD	Identify reports and screens to be customized for segment security and to separate grant/sponsors from customers.
Expenses	Ongoing	JIRA tasks during P2 testing.
	TBD	Testing Financial Admin Assistant Role.
	1/31	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.

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	1/31	Mass Close of Spend Authorizations - Not relieving encumbrances.
	1/20	Review and work through change order requests.
	1/13	Employee Payment Election- On Agenda for Controllers meeting on 1-11.
	1/9	Print Layout for Expense Report.
Projects	Ongoing	Discussed the idea of expanding Project Groups to help with the funding on projects. IE: Capital Improvement-State Appropriation.
	13-Jan	Further discussion required for Project roles having adequate access to invoice detail. IE: Project Manager will need to see the invoice detail to be able to review the project in the level of detail necessary for a thorough review. This will be an issue for other functional areas also.
	TBD	Validate project budget conversion for current FY and MY (part of the Fin Budget).
Grants & Effort Reporting	6-Jan	Test Location Worktags - F & A Allocation. Tested general concept with Cynthia. Correct amounts calculated. Will do more in depth testing.
	9-Jan	Grants Conversion Strategy Kick-Off Meeting to take place week of January 9 for historical life-to-date grant financial information. Campus FDM/Accounting, GL and System IT support/resources will be needed as this is a coordinated effort between institution SMEs, SCI and project team.
Procurement	ongoing	Continue working on open JIRA tasks.
	1/6	Development of PO Layout.
	1/19	Discuss PCard configuration.
	3/1	Procurement and Supplier Accts continue work with SReg team.
	1/19	Procurement designees are scheduled for WD training in January.
	3/1	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
	1/13	Review RFQ configuration in WD because of exception approval.
Suppliers	1/31	JIRA tasks for SREG.
	On-going	Working with UNLV SME on cleaning up the outstanding checks in advantage.
	1/20	Review P2 Test failures and correct or instruct as they occur onsite and Blue Jeans.
	2/28	Began preparation of test for P3.
	2/1	SREG Development Meetings FIN-1895 file SREG-Workday required & optional fields for suppliers.
	1/31	PaymodeX Prep.
	30-Mar	Problem with control total on supplier invoice when calculating 1042S withholding tax- Shaun and Matt are logging it with Workday.
FIN Conversion	1/9 & 1/10	Produce Crosswalks.
	1/11	Run P3 FIN Extracts.
Integrations	Dec/Jan	Support integration testing in System Test.
	January	Finalize I-9/e-Verify process and integration requirements.

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Area	Dates	Upcoming Activities
	January	Continue Development on the integration to load Parking deductions from the T2 system for UNLV.
	January	Continue Development on the integration to load Time Entry data for Thomas and Mack into Payroll Input.
	January	Finalize the Student Employment process and integration requirements.
	January	Begin design of the PeopleSoft Student Financials integrations.
	January	Begin working with MetLife on the Enrollment and Payroll deduction integrations.
	January	Continue Development on integration to PayMode (Supplier Payments).
	January	Continue discussions on the PCard and Travel Card processes/integrations.
	Jan/Feb	End to End Testing Scenario preparation.
	Jan/Feb	Finalize solution for Grant In Aid and work with teams to complete design.
Reporting	Dec - Jan	(In Progress) 42% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (10% in progress, 32% in review).
	1/16	Data Governance Meeting (bi-weekly).
	1/11	Reporting lane meeting with campuses (bi-weekly).
Training	11/28 - 02/15	Continue job aid assignment and review in preparation for E2E testing.
	11/28 - 01/15	Continue curriculum plan - development: next step plan mode of training, analyze campus role profiles.
	1/12 - 2/8	Campus demos.
	2/9/2017	ESC Presentation on CM/Training.
Testing	1/9- 1/20	Complete documentation to support Unit Testing sign-off.
	1/9- 1/20	Continue providing support to testers and designees as testing activities continue.
	1/9- 1/20	Continue monitoring of testing progress and reaching out to testers. Continue monitoring of On Hold items to ensure timely updates to Not Started status.
	1/9- 1/20	Continue monitoring canceled and postponed scenarios to ensure they have a supporting comment.
	1/9- 1/20	Provide nightly testing recaps and participate in functional team testing touch point meetings.
	1/9-1/13	Conduct End-to-End overview/approach sessions with functional teams.
	1/9- 1/20	Monitor comments in passed items.
	1/9- 1/31	Continue planning for P3/End to End Testing and Payroll Parallel Testing.
CM-Communications	11/21 - 1/20	Daily testing recaps to Project.
	11/28 - 1/13	Toolkit #3 in production.
	thru October 2017	Weekly Project Update.
	1/12- 2/8	Campus Demonstrations.
	2/9	ESC Presentation on CM/Training.

Area	Dates	Upcoming Activities
	1/10, 1/12, 1/17	Training Communications Email Campaign.

Planned Time Away

Dates	Team Member	Planned Time Away
January 2 – 20	Cynthia Washburn	PTO
January 13, 2017	Roberta Roth	PTO
February 17, 2017	Roberta Roth	PTO
February 20-24	Mark Sonntag	PTO
May 1- 14	Elora Paik	PTO
May 15 – 26	Mike Johnson	PTO

Key Issues <A systematic and comprehensive plan has been developed and will be put in place to address the issues, as well as the timeline that we are now be driving to>

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
FIN-1732	Payroll Commitments	High	Steve Creswell	3/30/17	Brainstorm submitted, conducted initial meeting with Workday. Additional meetings have been scheduled and this Brainstorm has been escalated. This is a BLOCKER and must be resolved prior to go live.
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	High	John Doetch	3/30/17	NSHE has updated the Brainstorm with additional details to be discussed in an upcoming meeting with Workday.

Risks

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
TCH-327	Time frame for Time Clock integrations only leaves about 1 month to develop and test based on the current time frame.	High	High	Matt Garland	Contract is in final negotiations.
TCH-326	Student Employment/Work Study integrations does not have requirements fully vetted which means that development for these integrations cannot start. This means that this will not be ready for P2 and is at risk even for P3.	Medium	Medium	Matt Garland	Requirement gathering continues and a meeting was held last week to discuss the status and to continue the development effort.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
Run P2 Data Extracts & Validate	Green	September 30, 2016	100%	9/30/2016
System Testing Planning & Scenario Creation	Yellow	November 4, 2016	100%	11/11/2016
System Test Prep - Train SMEs for Testing	Green	November 18, 2016	100%	11/18/2016
Build P2 Tenant	Green	October 21, 2016	100%	10/21/2016
P2 Manual Configuration and Smoke Testing	Green	October 28, 2016	100%	10/28/2016
P2 Playbacks	Green	November 11, 2016	100%	11/11/2016
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 20, 2017	84%	
P2 Data Scorecard Review	Green	January 20, 2017		
Payroll Parallel (P2) Begins	Green	January 27, 2017		
Run P3 Data Extracts & Validate	Green	January 16, 2017		
Build P3	Green	February 6, 2017		
P3 Playbacks	Green	March 13, 2017		

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Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
E2E Testing (P3) Begins	Green	March 13, 2017		
Payroll Parallel (P3) Begins	Green	March 13, 2017		
UAT Round 1 (P3) Begins	Green	April 3, 2017		
UAT Round 2 (P4) Begins	Green	June 19, 2017		
End-User Training Begins	Green	August 7, 2017		