



## Project Status Report

Status as of January 27, 2017

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

### Summary

Item	Current Status	Prior Status	Status Notes
<b>Overall Status</b>	Yellow	Yellow	The overall status for the project remains Yellow due to Integrations (NSHE and Campus). Please refer to the detailed status below.
❖ <b>Overall Status – Functional Lanes</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Yellow	<b>Time Tracking:</b> Accu-Time has been selected as the time clock vendor and configuration of the Pilot test clock is underway. The team is identifying Time Clock populations and security configuration.
	Green	Green	<b>Financials:</b> Overall Status is Green. P2 System testing is 100% complete. Several change requests and postponed scenarios are being pushed to P3 testing, although not a significant amount. The focus for the following week is on P3 preparation activities including finalizing conversions, remaining functional configuration in several areas, security gathering, and P3 testing preparation. The team started unit testing in the Budget area which will continue in the week of 1/30.
	Green	Green	<b>Audit</b>
❖ <b>Overall Status – Technical Team</b>	Yellow	Yellow	<b>Integrations (NSHE):</b> 2 NSHE integrations are behind schedule and we have taken steps to fast track the development to meet our P3 test cycle.
	Yellow	Yellow	<b>Integrations (Campus):</b> The campuses have now been given requirements for updating the project’s JIRA system to allow for more timely updates and easier assistance with developing mitigation strategies. Only two campuses current have integrations at risk. The PMO will continue to work with them until resolved.
	Green	Green	<b>Conversion (Financials)</b>

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Item	Current Status	Prior Status	Status Notes
	Green	Green	<b>Reporting</b>
	Green	Green	<b>Security</b>
❖ <b>Overall Status – Training &amp; Outreach</b>	Green	Green	<b>Training:</b> Overall status of Training is Green. Current Development Plan by process and roles in progress. NSHE team continues campus demos. Thirteen demos completed to-date.
	Green	Green	<b>Change Management/Communication</b>
	Green	Green	<b>Testing:</b> Overall status of Testing is green. System Testing has ended. The close-out of System Testing continues. End to End Testing preparation efforts are underway.
<b>Schedule</b>	Green	Yellow	The status for Schedule is Green. Please refer to the detailed status below.
❖ <b>Schedule</b>	Green	Green	<b>HCM</b>
	Green	Yellow	<b>Time Tracking:</b> The overall schedule for Workday Time Tracking and Time Clocks is on track.
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Financials</b>
	Green	Green	<b>Technical Team</b>
	Green	Green	<b>Change Management/Outreach</b>
	Green	Green	<b>Audit</b>
<b>Budget</b>	Green	Green	As of 12/31: SCI Hours % Complete: 67% of budget Project Plan % Complete: 73% complete
<b>Personnel</b>	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.
❖ <b>Personnel</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>
	Green	Green	<b>Financials</b>
	Green	Green	<b>Technical Team:</b> 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	<b>Change Management/Outreach</b>

Item	Current Status	Prior Status	Status Notes
<b>Project Risk</b>	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.
❖ <b>Project Risk</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Time Tracking:</b> The Time Tracking Configuration and Schedule have moved to green, and the Project Risk will move to green once the Technical Integration detailed schedule is confirmed.
	Green	Green	<b>Financials.</b> We continue to monitor several specific risks & issues: 1) JV Load Approach
	Yellow	Yellow	<b>Technical Team:</b> 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	<b>Change Management/Outreach:</b> 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
HCM	<ol style="list-style-type: none"> <li>1. Core HCM                             <ol style="list-style-type: none"> <li>a. Configuration: Prototyped Security Partner configuration options. Presented the options to the team on Thursday, January 18th. The team approved Security Partner Option 3 on January 26th and NSHE is configuring the solution.</li> <li>b. Configuration: Addressed the following testing tickets: Fixed notification in Resignation BP (TST-12329 &amp; TST-12380), Updates to License BP &amp; Certification BP to include Contingent Workers (TST-12799), Configured Inbox Filter for Benefits Partner (WCR-144), Updated Position Restrictions BP to no longer make the Compensation Sub-Process Optional and Added a New Position Reason (TST-15986), Worked through</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	<p>resolution on the following tickets and the resolution resulted in knowledge transfer or training: TST-15081, TST-12581, and TST-14577. The details can be found in JIRA.</p> <ul style="list-style-type: none"> <li>c. Conversion: Conducted and Participated in bi-weekly P2 conversion calls.</li> <li>d. Conversion: NSHE is working through the Programmatic issues and Error Report Issues. The conversion team is working hard at validating NSHE data files for the P3 build. The team has signed off on 5 files for the P3 build.</li> <li>e. Conversion: Reviewed Service Dates file, Personal Info file, Education file and User Accounts file. Supported &amp; worked with Anthony and Matt G on the Campus SupOrg Validation tool.</li> <li>f. Conversion: Working Conversion JIRA tickets reported by the SME Validation team.</li> </ul> <p>2. Benefits</p> <ul style="list-style-type: none"> <li>a. Configuration: Worked through resolution on the following tickets and the resolution resulted in knowledge transfer or training: The details can be found in JIRA.</li> <li>b. Conversion: Mike and Jeff are working through the Programmatic issues and Error Report Issues. The conversion team is working hard at validating NSHE data files for the P3 build. The team has signed off on 5 files for the P3 build.</li> <li>c. Conversion: Working Conversion JIRA tickets reported by the SME Validation team.</li> </ul> <p>3. Recruiting</p> <ul style="list-style-type: none"> <li>a. Configuration: Working on Offer Letter solution. Met with Katrina to review the offer letter solution she is configuring in NSHE3.</li> <li>b. Configuration: Addressed the following testing tickets: The details can be found in JIRA.</li> <li>c. Testing: Monitored the HCM Testing Blue Jeans link Tuesday and Thursday and assisted testers at SCS and UNLV.</li> </ul> <p>4. Absence</p> <ul style="list-style-type: none"> <li>a. Testing/Configuration: Continued to make configuration updates based on testing, and address any system testing tickets.</li> <li>b. Configuration: Received feedback DRI Sellback. (HCM-50)</li> <li>c. Meetings: Conducted and/or Participated in Absence Management Weekly, Cross Functional, Conversion, Cutover Planning, Epic Development and Project Checkpoint Meetings.</li> <li>d. Testing: Completed P2 System Testing.</li> <li>e. Configuration: Continued work on updating the sick accrual for Residents. Proration solution needed is being tested by Payroll and once it is confirmed we should be able to use in Absence as well.</li> <li>f. Conversion: Reviewed and validated Leave of Absence, Absence Balance, and Time Off Request Conversion Files for P3.</li> </ul>
Time Tracking	<ul style="list-style-type: none"> <li>1. Time Clocks: Met with Accu-Time to kick off Time Clock integration. All 4 clocks have been delivered and will be configured - two of the clocks will be sent to UNR for testing. Working with team to identify population, Time Clock Administrators, and locations of clocks. Tech team worked to on creating the integration users for the inbound and outbound integrations between Workday and Accu-Time.</li> <li>2. Testing: Continued P2 system testing and addressed issues as needed. Concluded testing.</li> </ul>

Area	Accomplishment /Activity
	<ol style="list-style-type: none"> <li>3. Testing: Troubleshooting Time Tracking Tickets.</li> <li>4. Meetings: Conducted and/or Participated in Time Tracking Weekly, Cross Functional, Conversion, Cutover Planning, Epic Development and Project Checkpoint Meetings.</li> <li>5. Configuration: Continued work on rules surrounding employees who terminate mid period.</li> </ol>
Payroll	<ol style="list-style-type: none"> <li>1. Working through calculation differences between Workday and the legacy payroll system with regards to base salary reductions for PERS EPC plan participants. Updates were applied and tested and compared with legacy payroll results. We also configured and tested proration for mid-period changes. This configuration will be moved into NSHE1 and NSHE2 the week of January 30.</li> <li>2. During the weekly payroll meeting, the topic of the OASDI tax exemption came up. We have requested a change to the hire, add job, and change job business processes to incorporate a step for exempting the worker from OASDI tax. We also recommended that a more automated resolution be pursued with Workday as a long-term fix. The SCI team has discussed incorporating this into the relevant HCM business processes.</li> <li>3. Cleared all of the remaining failed payroll test scenarios. Most were sent back to testers for retesting or were passed - a few were postponed due to ongoing configuration changes to student payroll, academic pay, or PERS EPC salary reductions that were still a work in progress.</li> <li>4. Data validation for P3 build.</li> <li>5. Provided ongoing support for testing in P2.</li> </ol>
Financials	<ol style="list-style-type: none"> <li>1. Banking &amp; Settlement               <ol style="list-style-type: none"> <li>a. Ad Hoc Payments extract validation complete. File is finalized for build of P3. Banking SMEs continue to stale date their old outstanding checks.</li> <li>b. Knowledge transfer continues for new Designee - Michelle Gilbertson.</li> <li>c. Another ACH test file was run and adjustments were made.</li> <li>d. First notice rules are being configured for bank statement reconciliation (on-going effort).</li> </ol> </li> <li>2. FDM               <ol style="list-style-type: none"> <li>a. WAX updated with most recent Advantage data and has been reopened for ongoing updates - prep for P4.</li> <li>b. Data validation for P3 underway.</li> </ol> </li> <li>3. Financial Accounting               <ol style="list-style-type: none"> <li>a. Begin scenarios/epics for P3.</li> <li>b. Review and configure generic ISP Prototype.</li> <li>c. 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.</li> <li>d. Capital asset flow and intercompany discussion took place on 1/9. FU memo will be provided to Asset Designee.</li> <li>e. GASB reporting by book instead of fund was presented to controllers. Controllers elected to keep YE ADJ fund.</li> <li>f. Testing of allocation were delayed due to proxy issues.</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>g. All beginning balance conversion files were created and distributed to campus validation teams.</li> <li>4. Budgets               <ul style="list-style-type: none"> <li>a. NSHE6 standard budgets loaded for unit testing by designees. Summer school and Balance Control still in process.</li> <li>b. Refining budget level of detail (ledger accounts) and fringe rates based on compensation plans to more closely align Workday payroll posting with budget.</li> <li>c. Identified issue with encumbrances for reduced PERS salaries: Issue - budget is at reduced level that is actually paid but encumbrances are at the maximum salary plan level. Result will cause budget control errors.</li> </ul> </li> <li>5. Business Assets               <ul style="list-style-type: none"> <li>a. Testing completed.</li> <li>b. Asset Data Validation for build of P3 completed.</li> <li>c. Testing Multibook in NSHE8.</li> <li>d. Alternative book code documentation prep on hold while testing multi book.</li> </ul> </li> <li>6. Expenses               <ul style="list-style-type: none"> <li>a. System testing for Expenses complete.</li> <li>b. Worked on outstanding Jira Tickets.</li> <li>c. Mass Close of Spend Authorization to relieve encumbrances was configured and tested.</li> <li>d. Work began on Spend Authorization Configuration to include additional attributes similar to the expense report.</li> </ul> </li> <li>7. Projects               <ul style="list-style-type: none"> <li>a. Testing Completed.</li> <li>b. Reviewing Change requests.</li> </ul> </li> <li>8. Grants &amp; Effort               <ul style="list-style-type: none"> <li>a. Finalizing review of award and award extract files for P3 build.</li> <li>b. New sponsors added to tenant.</li> </ul> </li> <li>9. Procurement               <ul style="list-style-type: none"> <li>a. All P2 Testing Completed - Scenarios Resolved.</li> <li>b. All Change Requests Reviewed &amp; Resolved.</li> <li>c. PO Form Design Completed &amp; Approved by UNLV, UNR &amp; CSN Purchasing Directors.</li> <li>d. Prep for Workday Data Audit (DA) Meeting.</li> <li>e. Training Completed: Financial Fundamentals - Debra 1/13/17; Procure to Pay - Sharon &amp; Debra 1/20/17.</li> <li>f. Completed reconfiguration to remove RFQ process in WD - ionWave will be used.</li> <li>g. Completed configuration of custom object to allow capture of metrics for competitive solicitations and exceptions.</li> </ul> </li> <li>10. Suppliers               <ul style="list-style-type: none"> <li>a. All P2 test Change Request Review and Complete.</li> <li>b. Full Delivery Assurance Review of BP for Suppliers in relation to SREG and Cleanup of process complete 1/25/17.</li> </ul> </li> </ul>
CM/Outreach	1. Training

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>a. Campus Demos successfully completed at CSN, UNLV and NSC. Response continues to be excited and positive.</li> <li>b. Campus Demo survey responses continue to be received. 60% of responders to date had never seen Workday prior to demo - survey responses are overwhelmingly positive.</li> <li>c. DRI Effort Certification Demo given to DRI internal team in advance of 1/31 and 2/1 campus demos. SA Units remain.</li> <li>d. CM Ambassadors meeting held. Updates by all institutions on campus CM activities.</li> <li>e. Curriculum plan development progressing modestly. TLG meetings rescheduled for remainder of 2017.</li> </ul> <p>2. Testing</p> <ul style="list-style-type: none"> <li>a. Meetings: Participated in functional team meetings. Reviewed E2E testing with the team at the checkpoint meeting. Held first E2E epic development meeting.</li> <li>b. Team Support: Created spreadsheets to help support epic development for the teams. Met with team members to discuss E2E testers and integrations.</li> <li>c. Finalized details for playbacks. Continued planning of E2E testing.</li> <li>d. Close-out of System Test: Reviewed items that were ever placed in a fail status and ensured they were given a failure reason. Followed up with teams on closing out their scenarios.</li> </ul> <p>3. CM/Communication</p> <ul style="list-style-type: none"> <li>a. P3 End to End Testing Introductory information communication drafted.</li> <li>b. Daily testing recaps concluded.</li> </ul>
Technical	<ul style="list-style-type: none"> <li>1. FIN Conversion <ul style="list-style-type: none"> <li>a. Campus validation teams completed their review and sign-off on all P3 data extract files except: Suppliers and Supplier 1099 Adjustments. Sign-off on these two files is expected to come by 2/1.</li> </ul> </li> <li>2. Integrations <ul style="list-style-type: none"> <li>a. Successful sFTP connectivity test with MasterCard for Travel Card and PCard integrations.</li> <li>b. Completed integration test case scenarios for the testing team.</li> <li>c. Conversated with Band of America about having student systems sending Positive Pay files directly to them. This is ok. Will need to work with campuses to configure this change for production.</li> <li>d. Successfully configured security option for campuses to request and approve security changes. This will be the solution going forward.</li> <li>e. Made significant strides in the development of the PeopleSoft student financials integration to Workday.</li> <li>f. Configured the ACH integration for Expense Payments in NSHE2.</li> </ul> </li> <li>3. Reporting <ul style="list-style-type: none"> <li>a. P2 freeze date communicated to campus report writers and strategy for report development after that date was implemented to capture report changes and new reports.</li> </ul> </li> </ul>

## Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM	1/30- 2/01	Complete 5 Feedback / Design Enhancements Changes.
	11/14- 1/20	Conduct System Testing.
	2/3	Configuring & disabling domains.
Benefits	1/30 2/01	Complete 2 Feedback / Design Enhancements Changes.
Recruiting	1/30- 2/01	Complete 5 Feedback / Design Enhancements Changes.
Absence Management	Ongoing	Epic Development for P3 End to End Testing.
	2/16	Continue work on changes to Faculty Sick Accrual. Pat met with HRAC on 1/19, and a document is being developed for review and approval before the next HRAC meeting.
	2/2	Review cat leave processing with Absence SMEs during next Absence meeting.
	Ongoing	Test proposed solution for Worker's Comp buyback with Payroll.
Time Tracking	2/6	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).
Payroll	1/9-2/10	Academic Pay Fit/Gap document. This will also be shared with Workday to confirm the approach.
	1/16-2/3	Produce Payroll Training Agenda and materials for Payroll training in Vegas the week of 2/13/17.
	1/17	PERS status codes in progress with the Reporting team.
	20-Jan	Pay History - Discussed Pay History with John and team. SCI to provide a Workday Tax crosswalk.
	20-Jan	Benefits to test Payroll Effect for LOA plans (recently configured). The testing can determine if ANY proration occurred for the LOA plans they've identified as Payroll Effected. The test is on the configuration of the interface between Leave of Abs plans and Payroll processing.
	31-Jan	Integration design for T2 Parking Integration - payroll input of Time transaction coming from T & M and payee input from the parking integration.
	15-Feb	Configure Work Study. The campus representatives are completing a survey to inform standardized requirements. Federal Work Study configuration is in progress, State Work Study requirements are needed.
Banking & Settlement	1/11	PayModeX integration assistance: Yvette is creating invoices for suppliers with a PayMode settlement type for each institution for further testing of the PayMode integration. FIN-1688 assigned to Yvette.
	1/31	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.



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	1/27	PS Check detail will be brought into WD so auto reconciliation will incorporate the PS student checks. (JIRA TCH-1911)
FDM	TBD	Develop plan for updated and verifying crosswalk mapping between P3 and P4.
Financial Accounting	30-Jan	Validation of data is ongoing.
	30-Jan	Continue to develop use cases and test ISP functionality.
	16-Feb	Ongoing support of change requests for NSHE shared financial Worktags through P3 mapping target date.
	16-Feb	Develop month end checklist - involve staff for simulation of month end process.
	TBD	Testing F&A Lab UNLV use allocations utilizing location codes.
Budgets	3-Feb	Unit testing of summer school and balance controls.
	3-Feb	Develop SME unit test scenarios.
	TBD	SME unit test begins.
Business Assets	3-Feb	Test Multi Book Setup in Different Tenant.
	21-Jan	Testing completed.
	10-Feb	Need to configure P2 for asset disposal item to alert OSP when gain on sale of Grant asset exists.
	25-Jan	Asset conversion EVL (extract, validate, loop) continues to refine conversion process for P4.
Customer Accounts and Contracts	TBD	Request for EIB for cash sale.
	TBD	Identify reports and screens to be customized for segment security and to separate grant/sponsors from customers.
	Ongoing	Open Jira Tickets.
Expenses	TBD	Testing Financial Admin Assistant Role.
	2/4	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.
	2/4	Payment Election - After go live - Audra Kane created a Jira ticket on HCM side for On-boarding.
	1/23-3/10	Begin Prep for P3 Playback.
	1/23-3/10	Begin Prep for P3 Testing.
	2/3	Change Request in Progress.
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. i.e.: 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.
	2/10/2017	Meet with SCI to Validate project budget conversion for current FY and MY (part of the Fin Budget).
	10-Feb	Discussion on Hierarchy for all schools per UNLV request.
Grants & Effort	1/23-3/10	P3 Testing Preparation.
	27-Jan	Validate Award and Award Schedule extract.

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	31-Jan	Test Location Worktags - F & A Allocation. Tested general concept with Cynthia. Correct amounts calculated. Will do more in depth testing with Margaret. For the initial test for payroll, location Worktags for the 2 buildings did not appear on payroll transactions. Matt changed configuration to allow location Worktags to carry through on transaction. Payroll will run payroll for 3 employees and will see if location Worktags appear on transaction. 1/19 Tested payroll and grant Worktags appeared on transactions. In general will need to test a larger sample for F & A allocations.
Procurement	ongoing	Continue working on open JIRA tasks.
	1/26	Discuss PCard configuration.
	1/26	Workday Data Audit (DA) Meeting.
	1/27	Review RFQ configuration in WD as a result of exception approval of ionWave.
	1/27	Develop epics for playbacks.
	2/10	Provide BIRT layout for Contract.
	3/1	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
	3/1	Procurement and Supplier Accts continue work with SReg team.
Suppliers	Complete	JIRA tasks for SREG.
	Complete	JIRA as assigned and follow up from P1 testing.
	On-going	Working with UNLV SME on cleaning up the outstanding checks in Advantage.
	Complete	Review P2 Test failures and correct or instruct as they occur onsite and Blue Jeans.
	2/1	Began preparation of test for P3.
	In testing stage	SREG Development Meetings FIN-1895 file SREG-Workday required & optional fields for suppliers.
	Complete	Paymode X Prep.
FIN Conversion	1/25 - 1/29	2nd round of validation (if necessary) - In Progress.
	1/30 - 1/31	Campuses sign off on P3 Extracts - In Progress.
	1-Feb	Provide FINAL P3 Extract files to SCI - In Progress.
	3-Feb	Rolling out 'maintenance mode' processes for conversion crosswalk updates. Developing a continuous process to incorporate new crosswalk into extract programs, running extracts, and validating extracts. Scheduling these activities.
Integrations	Dec/Jan	Support integration testing in System Test.
	January	Finalize I-9/e-Verify process and integration requirements.
	January	Continue Development on the integration to load Parking deductions from the T2 system for UNLV.

Area	Dates	Upcoming Activities
	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	Design and Coding 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.
Reporting	Jan/Feb	44% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (10% in progress, 34% in review).
	1/17 - 2/3	Request to Designees – provide the roles(s)/security group(s) that need access to each report that is ready for testing.
	30-Jan	Data Governance Meeting (bi-weekly).
	8-Feb	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 - 01/31	Continue curriculum plan - development: next step plan mode of training, analyze campus role profiles.
	1/24 - 2/8	Campus demos at DRI Reno, DRI LV and CSN Henderson campus next week 1/31-2/2.
	2/2	CM Kickoff at UNLV.
	2/9	ESC Presentation on CM/Training.
Testing	1/30-2/3	Complete documentation to support Unit Testing sign-off.
	1/30-2/3	Close-out System Testing. Create final report from JIRA. Provide support to the teams as they close-out their areas.
	1/30-5/31	Participate in functional team, E2E and integration meetings.
	1/30-3/3	Continue planning for P3/End to End Testing and Payroll Parallel Testing.
CM/ Communication	11/28 - 2/9	Toolkit #3 in production.
	thru October 2017	Weekly Project Update.
	1/12- 2/8	Campus Demonstrations.
	2/9	ESC Presentation on CM/Training.

**Planned Time Away**

Dates	Team Member	Planned Time Away
February 1-3	Shawn Cantlon	PTO
February 3	Linda Moore	PTO
February 6	Michelle Briggs	PTO
February 10-17	Jim Lowe	PTO
February 13 - 24	Lauren DeVera	PTO
February 17, 2017	Roberta Roth	PTO
February 20 - 27	Sharon Thygesen	PTO
February 20-24	Mark Sonntag Taryn Doetch	PTO
February 21	Michelle Gilbertson	PTO
February 23-24	Matt Luby	PTO
February 24	Daly Costanza Andrew Ayala	PTO
February 27-March 10	Pat LaPutt	PTO
March 17	Roberta Roth	PTO
April 27-28	Kim Beers	PTO
May 1- 14	Elora Paik	PTO
May 15 – 26	Mike Johnson	PTO
June 6-9	Roberta Roth	PTO
June 15-21	Matt Garland	PTO
July 3-10	Michele Meador	PTO
July 31-August 4	Kim Beers	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
HCM-109	Communicate Security information to Security Partners and Campus Points of Contact	Highest	Chris Mercer	03-Feb-17	The project team has created bi-weekly meetings with the Campus SROs, Controller's and HRIC.  Project to communicate expectations of Campus Security Initiators and Security Partners next week. This should resolve the issue.
FIN-1721	JV Load Integration is behind schedule	High	Steve Creswell	27-Jan-17	The project team provided the majority of EIB templates and will provide the remaining EIBs and Instructions by 2/3.
FIN-1974	WAX Support & Hosting	Highest	Chris Mercer	3-Feb-17	A meeting was held with SCS to discuss the WAX solution. An additional meeting is set up with UNR and the WAS development team to discuss long-term support. This should close the issue.
TCH-1928	Campus Integration: Archibus (Location to employee)	High	Jackie Hess	16-Feb-17	The UNLV team has identified questions and is working on resolution.
TCH-1919	PeopleSoft Student Financials To Workday integration is behind schedule	Highest	Leslie Obourn	17-Feb-17	Detailed design meetings have begun and are scheduled for 2x/week until the specifications are finalized and an implementation plan is confirmed.
TCH-1929	Student Employment/Work Study	High	Matt Garland	17-Feb-17	The Campuses have provided design input and are identifying a project team contact. Detailed design meetings will be scheduled for 1x/week until the specifications are finalized and an implementation plan is confirmed.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
TCH-1931	Campus Integration: Assets for UNLV	High	Steve Creswell	17-Feb-17	UNLV has identified a contractor and is identifying an implementation schedule.
TCH-1932	Time Clock Integrations	High	John Doetch	17-Feb-17	The configuration of the Pilot time clock is in progress.
TCH-1930	Grant in Aid Solution	High	Chris Mercer	24-Feb-17	The Grant in Aid solution is not yet designed. Following are the next steps: 1) Confirm requirements with HRAC 2) Identify options and requirements for a go-live solution. 3) Identify requirements for Workday Integration INTH-S049.
TCH-1912	Academic Pay calculations for mid-contract start/end dates	High	Marianne Bealles	28-Feb-17	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.
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	10-Mar-17	Detailed design sessions are being conducted with Workday.
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	Highest	John Doetch	10-Mar-17	Detailed design sessions to be scheduled with Workday. Next meeting scheduled 2/2.

**Milestones**

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
P2 Playbacks	Green	November 11, 2016	100%	11/11/2016
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 27, 2017	100%	1/27/2017
Payroll Parallel (P2) Begins	Green	January 27, 2017	75%	
Run P3 Data Extracts & Validate	Green	January 31, 2017	75%	
Build P3	Green	February 6, 2017	50%	
P3 Playbacks	Green	March 13, 2017		
E2E Testing (P3) Begins	Green	March 13, 2017		
Payroll Parallel (P3) Round 1 Begins	Green	March 13, 2017		
Payroll Parallel (P3) Round 2 Begins	Green	April 3, 2017		
Build P4	Green	May 19, 2017 (Tentative)		
User Acceptance Testing (P4) Begins	Green	June 5, 2017 (Tentative)		
End-User Training Begins	Green	August 7, 2017 (Tentative)		
Build Production Tenant	Green	September 4, 2017 (Tentative)		
Move to Production (Go Live)	Green	October 2, 2017 (Tentative)		