



## Project Status Report

Status as of February 17, 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 Financials and 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	Green	<b>Time Tracking</b>
	Yellow	Yellow	<b>Financials:</b> Overall Status remains Yellow, based on the status of Budget area and the Payroll Accrual issue. Other functional areas remain green. P3 testing preparation continues. The focus for the following week is on P3 preparation activities including remaining functional configuration in several areas, gathering of additional security information, continuing reports review, and P3 testing preparation.
	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>
	Green	Green	<b>Reporting</b>
	Green	Green	<b>Security</b>

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Item	Current Status	Prior Status	Status Notes
❖ Overall Status – Training & Outreach	Green	Green	<b>Training</b>
	Green	Green	<b>Change Management/Communication</b>
	Green	Green	<b>Testing</b>
<b>Schedule</b>	Yellow	Yellow	The status for Schedule is Yellow due to Financials. Please refer to the detailed status below.
❖ Schedule	Green	Green	<b>HCM</b>
	Green	Green	<b>Time Tracking</b>
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Financials:</b> Status is changed to Yellow, based on the status of Budget testing, which is several weeks behind. This will require ongoing focus to conduct and complete unit testing in order to be prepared for P3 E2E testing. Payroll Accrual issue needs to be addressed as well to support complete solution testing.
	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 1/31: SCI Hours % Complete: 68% of budget Project Plan % Complete: 76% complete
<b>Personnel</b>	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.
❖ Personnel	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>
	Green	Green	<b>Change Management/Outreach</b>
<b>Project Risk</b>	Yellow	Yellow	The status of Project Risk remains at Yellow due to the Financials and Technical Integrations. Please refer to the detailed status below.
❖ Project Risk	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>

Item	Current Status	Prior Status	Status Notes
	Green	Green	<b>Time Tracking</b>
	Yellow	Green	<b>Financials.</b> Changed to yellow due to risks with overall status of Budgets and the potential impact on the schedule.
	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>

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. Conversion: Conducted and Participated in bi-weekly P2 conversion calls.</li> <li>b. Conversion: The team is working on P3 Build Security Assignment updates. Kim and Betsy are supporting security assignment task and answering questions.</li> <li>c. 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 all files.</li> <li>d. Conversion: Working Conversion JIRA tickets reported by the SME Validation team.</li> </ol> </li> <li>2. Benefits               <ol style="list-style-type: none"> <li>a. Conversion: Working Conversion JIRA tickets reported by the SME Validation team.</li> </ol> </li> <li>3. Recruiting               <ol 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> </ol> </li> <li>4. Absence               <ol style="list-style-type: none"> <li>a. Testing/Configuration: WCR-227 - no changes needed to configuration based on HRAC decision.</li> <li>b. Meetings: Conducted and/or Participated in Absence Weekly, Cross Functional, and Conversion meetings.</li> <li>c. Absence Weekly Meeting: Discussed the development of scenarios for End to End testing, reviewed need of developmental leave, discussed Playback agenda. Decided to present employee with a document with FLMA rights and responsibilities and have employee acknowledge receipt.</li> </ol> </li> </ol>
Time Tracking	<ol style="list-style-type: none"> <li>1. Time Clocks: Had weekly meeting with Accu-Time and continued refining requirements as needed. Drago to work with Accu-Time this Friday to connect clocks to Accu-Time middleware.</li> <li>2. Time Tracking Training Session SCS LV: Detailed Workday Time Tracking training for staff members of the North and South Payroll Offices - 9 staff, 1 BA. Training consisted of the creating of Time Entry Codes, Navigation, Time Entry template usage and understanding, Entering Time for a worker, interpreting Validation Messages, Understanding overtime and other exception calculations, viewing and maintaining the Period Schedule and the Approval process. This training was extremely helpful to all of the staff who have not had official Workday Time Tracking Fundamentals training and a great review to those who have.</li> </ol>
Payroll	<ol style="list-style-type: none"> <li>1. Pay History file completed by NSHE and reviewed by SCI. All Payroll files are now with the SCI Data team for the P3 Build.</li> <li>2. Added client Nevada SUI to avoid a problem using the Workday tax code trying to limit the wages associated with SUI ER. NSHE is self-Insured and need the gross wages to continue past the limit that exists for the state. Removed the stated tax rule for Nevada and California to the SUI ER code. Need to add to deductions and state and local tax form BEFORE Data team loads payroll history.</li> </ol>

Area	Accomplishment /Activity
	<ol style="list-style-type: none"> <li>3. E2E Test Planning: Attended prep meeting to review the test scenario template and how to build sub scenarios and the insertion onto the template.</li> <li>4. The team discussed and identified a Workday-delivered solution for OASDI exemption. Testing identified that an EIB will not work for the solution, so an integration is needed instead. INTP-S062: OASDI Update Integration was added to the integrations inventory.</li> <li>5. Payroll Parallel: The Workday half of the Practice Parallel is complete: the payroll is calc'd and Workday reports are available. For the NSHE portion of the Practice Parallel, John has provided a file and SCI will update the format to work with the Compare tool. The SCI team began populating the compare tool with NSHE on Thursday.</li> <li>6. Benefits Testing: Benefits testers began testing 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. Audra runs nightly Pay Calculations to aid the testers to check all Pay Results of all daily transactions.</li> <li>7. Data Extract Validation: Payroll History file was corrected and loaded to ownCloud for SCI to review. Payroll Parallel file validation by SCI has begun.</li> <li>8. Payroll Training Session SCS LV (SCI - Marianne &amp; Steven): Detailed Workday Payroll training for staff members of the North and South Payroll Offices - 9 staff, 1 BA. Training consisted of Running Pay Calcs, Pay Complete, Adding Pay Input, On-Demand pay cycles and other detailed daily payroll functions). This training was extremely helpful to all of the staff who have not had official Workday Payroll Fundamentals training and a great review to those who have.</li> <li>9. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.</li> </ol>
Financials	<ol style="list-style-type: none"> <li>1. Banking &amp; Cash Settlement               <ol style="list-style-type: none"> <li>a. Updated account posting rule so that Cash moves to Stale Date account prior to Unclaimed Cash ledger account. Will be tested in P3.</li> <li>b. Consensus obtained from campuses on how best to process/handle monies that come into the bank with netted numbers.</li> <li>c. Banking SMEs continue to stale date their old outstanding checks.</li> <li>d. Developed "Touch Point Banking" for end to end testing.</li> <li>e. Another ACH test file was run and adjustments were made.</li> <li>f. First notice rules are being configured for bank statement reconciliation (on-going effort).</li> <li>g. Working with campus for insight for use case of WD27 "Return Payments" report.</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. Received comments re: FDM Governance proposal from controllers</li> <li>c. Data validation for P3 underway.</li> </ol> </li> <li>3. Financial Accounting               <ol style="list-style-type: none"> <li>a. Reviewing customized financial reports.</li> <li>b. Instructions and meeting to move forward with campus integrations and P3 test planning.</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>c. Discuss accounting treatment of key items with consultants in relation to FYE close.</li> <li>d. Received and reviewed documents for period close. Period close draft circulated for comments.</li> <li>e. Developed epics for P3 - will discuss with consultants.</li> <li>f. Allocations on hold pending Grants data.</li> </ul> <p>4. Budgets</p> <ul style="list-style-type: none"> <li>a. Standard budget control testing by designees begun in NSHE6. Several issues with business process identified and resolved.</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 - review by SMEs ongoing.</li> <li>c. Identified budget control issue with encumbrances for reduced PERS salaries and possible work-around approach - to be tested and then demonstrated for budget SMEs.</li> <li>d. Identified issues with approach to Balance (cash) control. Testing various approaches which will require manual updates of a ledger account to track the beginning balance for presentation to SMEs.</li> <li>e. Budget plan template approach configuration changed to company specific due to use access / security issue. New configurations underway for testing.</li> </ul> <p>5. Business Assets</p> <ul style="list-style-type: none"> <li>a. Completed TCH Reporting review for Assets.</li> <li>b. Working on P3 Playback PowerPoint.</li> <li>c. Completed and submitted "Job Aid review" for Assets - Training request.</li> <li>d. P3 Epics Completed &amp; Loaded.</li> </ul> <p>6. Projects</p> <ul style="list-style-type: none"> <li>a. P3 Epics completed and Loaded.</li> <li>b. Customer Accounts and Contracts.</li> <li>c. Completed successful posting of accounting entries for initial Cash Sale EIB.</li> <li>d. Completed review of custom report requirements for segment security and to separate grant/sponsors from customers. Request sent to Report Writers.</li> <li>e. Completed review of period end and closing steps for Customer Accounts.</li> </ul> <p>7. Expenses</p> <ul style="list-style-type: none"> <li>a. Worked on outstanding Jira Tickets.</li> <li>b. Worked on Expense Reports.</li> <li>c. PCard is moving forward - will pull 2 months of data for testing.</li> </ul> <p>8. Grants &amp; Effort Reporting: Continued to work on the P3 testing scenarios.</p> <p>9. Procurement</p> <ul style="list-style-type: none"> <li>a. P3 Epic/Scenario Development.</li> <li>b. Updated P3 Checklist.</li> <li>c. Tracked changes to P3 manual/updated task tracking.</li> <li>d. BIRT Contracts Form Mockup Created.</li> <li>e. Budget Testing Performed.</li> </ul>

Area	Accomplishment /Activity
	<p>10. Suppliers: A test on Gifts being able to accept the Gift and Detail worktag for Hosting to validate routing is not working. Margaret will work with me today (2/16). But from what I see none are routing to the worktag managers.</p>
<p>CM/Outreach</p>	<ol style="list-style-type: none"> <li>1. Training               <ol style="list-style-type: none"> <li>a. Campus Demos successfully completed at SA Reno and SA Las Vegas. Response continues to be excited and positive. 18 demonstrations were delivered throughout NSHE.</li> <li>b. TLG bi-weekly meeting held 2/14. Discussed focus on Job Aids.</li> <li>c. Roberta and Linda met with DRI TLG reps and Campus Executive rep to discuss their needs for training. DRI expressed concern over the need for training support and the need for more in-person training to support their campus culture.</li> <li>d. Curriculum plan development is progressing with Designees reviewing job aids in preparation for End to End testing.</li> <li>e. Continue to receive requests from designees on needed job aids.</li> </ol> </li> <li>2. Testing               <ol style="list-style-type: none"> <li>a. Meetings: Participated in functional team meetings with FIN and a meeting with HCM designees.</li> <li>b. Team Support: Worked with consultants to continue to determine option for reporting security issues. Answered various questions regarding End to End testing from the designees, leads and POCs.</li> <li>c. Continued planning of E2E testing. Continued to validate tester list for E2E. Sent communication to testers, POCs and SMEs regarding testing and/or playbacks.</li> <li>d. Close-out of System Test: Close out continues for On hold, Not Started, and In Progress items.</li> </ol> </li> <li>3. CM-Communication               <ol style="list-style-type: none"> <li>a. Toolkit #3 released.</li> <li>b. UAT Communications Planning.</li> <li>c. NSHE Workday Training brochure created and shared with TLG and CPoCs.</li> <li>d. P3 Breakouts UNR Walk thru.</li> <li>e. Workday Security explainer in this week's Project Update.</li> <li>f. Planning a framework for sharing NSHE-wide project and Workday questions and answers begun.</li> </ol> </li> </ol>
<p>Technical</p>	<ol style="list-style-type: none"> <li>1. Fin Conversion               <ol style="list-style-type: none"> <li>a. An Ongoing process for crosswalk updates and data extract file validation was developed and rolled out to the Campus Validation teams.</li> <li>b. Received final Security Extracts from WAX and other security Workbooks for P3 Build.</li> <li>c. Received a data file from WAX for populating the Gift Allowable Spend custom object in the P3 tenant build.</li> </ol> </li> <li>2. Integrations               <ol style="list-style-type: none"> <li>a. Held Student financials working session with UNLV.</li> <li>b. Loaded some Journals into NSHE4 with INTF-S045A, requested functional review.</li> <li>c. Get_Workers Web service help for Accu-Time.</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	3. Reporting <ul style="list-style-type: none"> <li>a. Reports complete and ready to review (since last status update):                             <ul style="list-style-type: none"> <li>i. R175 Statement of Net Position.</li> <li>ii. R176 Combined Statement of Revenue/Expenses and changes in Net Position.</li> <li>iii. R178 Combined schedule of Net Position.</li> </ul> </li> <li>b. Held Data Governance Meeting with the Campuses.</li> </ul>

### Upcoming Activities

Area	Dates	Upcoming Activities
HCM All	Ongoing	Epic Development for P3 End to End Testing.
	2/16	Prepare P3 Playback Agenda.
		Assist with P3 build activities.
Absence	Week of 2/20	Test proposed solution for Worker’s Comp buyback with Payroll.
Time Tracking	2/24	Mary and John to reach out to campuses to identify Timekeepers (HCM-221).
	Ongoing	Epic Development for P3 End to End Testing.
	3/20	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	22-Feb	Practice Parallel Compare Tool Launch.
	TBD	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. Walked through config demo for small group. Outstanding items: Work Study Type (WD28), new time tracking codes, multiple awards, new earnings.
	28-Feb	PERS status codes in progress with the Reporting team.
	28-Feb	Academic Pay Fit/Gap document. This will also be shared with Workday to confirm the approach. Steven has configured proration. Hope to tap into it for Academic Pay.
	10-Mar	Practice Parallel (in P2).
Banking	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.
	24-Feb	B of A received the PayMode spend analysis for all 8 institutions and is working internally on next steps before reaching out to Banking project team.
	Ongoing	Positive Pay, ACH integration testing to be expanded across all institutions.



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	Ongoing	Gathering transaction information to start configuring first notice rules specific to each institution.
	Ongoing	PS Check detail will be brought into WD so auto reconciliation will incorporate the PS student checks. (JIRA TCH-1911).
	TBD	Is a separate bank account necessary for the separation of PS and WD checks? (JIRA FIN-2013). Not enough information yet to take to Controller's Meeting. To be Discussed at Controller's Meeting.
	10-Feb	Discussion needed on the most effective way to test ACH/Posi Pay integrations...who conducts the test? Functional testers will not be able to see the final result.
	24-Feb	Tenant Configuration Validation.
FDM	TBD	Develop plan for updated and verifying crosswalk mapping between P3 and P4.
	20-Feb	Consolidate feedback to FDM Governance proposal and reissue document.
	TBD	Establish Governance committee and submit outstanding requests.
Financial Accounting	16-Feb	Ongoing support of change requests for NSHE shared financial worktags through P3 mapping target date.
	TBD	Testing F&A Lab UNLV use allocations utilizing location codes.
	30-Jan	Validation of data is ongoing.
	30-Jan	Continue to develop use cases and test ISP functionality.
	16-Feb	Develop month end checklist - involve staff for simulation of month end process.
	8-Feb	Shared Governance continuity plan presented to controllers - awaiting feedback.
Budgets	TBD	Designee Unit testing of budget control configuration.
	TBD	Test and present workaround solution for reduced PERS salary encumbrances.
	22-Feb	Test, present and gain SMEs approval on alternative approach to balance (cash) control budgeting.
	TBD	Develop SME unit test scenarios.
	TBD	SME unit test begins.
Business Assets	10-Feb	Need to discuss configure P3 for asset disposal item to alert OSP when gain on sale of Grant asset exists.
	24-Feb	Tenant Configuration Validation.
	24-Feb	Need to create/Plan EIB load of Responsible Person, Last Inventory date and Grant Disposal Requirements, and correct Asset Acquisition and Asset Class conversions. FIN-2110.
	24-Feb	P3 Test Scenario development/coordination.
Projects	2/24	Meeting with SME's regarding Project Phases and templates for all NSHE Institutions.

Area	Dates	Upcoming Activities
	3-Mar	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.
	3-Mar	Meet with SCI, Validate project budget conversion for current FY and MY (part of the Fin Budget).
	24-Feb	Reviewing and compiling Project Reporting needs/requests.
	24-Feb	P3 Test Scenario coordination.
	6-Mar	Writing P3 test scenarios development/coordination.
	Ongoing	Started to update Project Configuration Documentation.
Customer Accounts and Contracts	TBD	Continue testing Cash Sale EIB and document process steps as well as identify end users for security role assignment.
	TBD	Continue development of P3 Test Scenarios.
Expenses	Ongoing	Open Jira Tickets.
	TBD	Testing Financial Admin Assistant Role postponed for WD28.
	4-Feb	WD 27 - Possible expense report changes due to new functionality.
	4-Feb	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.
	13-Feb	Change Request in Progress – 3.
	2/16	Expense Reports. WD 28 - Review new functionality.
Grants & Effort Reporting	31-Mar	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. Checking with Matt to test larger sample by using EIB. Will be testing this in P3.
	1/23-3/10	P3 Testing Preparation.
	17-Feb	Completion of outstanding JIRA tasks.
Procurement	ongoing	Continue working on open JIRA tasks.
	24-Feb	Develop Epics/Scenarios for P3 playbacks.
	24-Feb	Provide BIRT layout for Contract.
	1-Mar	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
	1-Mar	Procurement and Supplier Accts continue work with SReg team.
	17-Mar	Continued Discussion of PCard requirements.
	17-Mar	Report Requirements.

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Area	Dates	Upcoming Activities
Suppliers	Complete and working	From the DA view we reviewed our current configuration to reveal that exceptions were all being approved with one review even if more reviews by other were required. Therefore the BP is being corrected with the end review to be done by AP Manager. Donna and Shawn working to change.
	1-Feb	Began preparation of playback and test scenarios for P3.
	On-going	Continue State Date Check clean up to become current by go-live.
	on-hold	Budget Testing.
Fin Conversion	2/17 - 2/24	Data Gathering for HR Finance Coordinator, Financials Administrative Assistant.
	2/3 - 3/3	Review and Clean up Conversion JIRA tickets.
	2/16 - 3/3	Prepare Tenant Validation checklists.
Integrations	February	Support End to End Test Scenario Development.
	February	Continue Development on the integration to load Parking deductions from the T2 system for UNLV.
	February	Continue Design and coding of the PeopleSoft Student Financials Integrations.
	February	Finalize the Student Employment process and integration requirements.
	February	Finalize the coding on the MetLife Enrollment Integration.
	February	Continue Development on integration to PayMode (Supplier Payments).
	February	Begin Development on the PCard and Expense Card integrations.
	February	Finish Design and begin Development of BIRT Reports and Form Layout.
	February	Continue Development on the DETR Integration.
	February	Finalize Report and Complete Development on the PERS Employee Contributions Integration.
Reporting	Feb/March	(In Progress) 46% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (12% in progress, 34% in review).
	27-Feb	Data Governance Meeting (bi-weekly).
	22-Feb	Reporting lane meeting with campuses (bi-weekly).
Training	11/28 - 03/01	Continue job aid assignment and review in preparation for E2E testing.
	11/28 - 03/01	Continue curriculum plan - development: next step plan mode of training, analyze campus role profiles. Security roles assigned in P3 will assist in this analysis.
Testing	2/20-2/24	Complete documentation to support Unit and System Testing sign-off.
	2/20-2/28	Continue discussions on User Acceptance Testing within the Test Team.
	2/20-2/24	Participate in functional team, E2E, reporting and integration meetings.
	2/20-3/3	Continue planning for P3/End to End Testing.
CM-Communication	thru Oct 2017	Weekly Project Update.
		P3 Logistics planning.

**Planned Time Away**

Dates	Team Member	Planned Time Away
February 8-24	Michael Mangoba	PTO
February 13 - 24	Lauren DeVera	PTO
February 20 - 27	Sharon Thygesen	PTO
February 20-24	Mark Sonntag Taryn Doetch Kim Beers	PTO
February 21	Michelle Gilbertson	PTO
February 23-24	Matt Luby	PTO
February 24	Daly Costanza Andrew Ayala Chris Mercer	PTO
February 27-March 10	Pat LaPutt	PTO
March 17	Roberta Roth	PTO
March 20-24	Kim Beers	PTO
March 28	Mark Sonntag	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
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.
TCH-1930	Grant in Aid Solution	High	Chris Mercer	24-Feb-17	A conceptual design has been completed for GIA. The next steps are: 1) Confirm requirements with HRAC for online form and eligibility. 2) Discuss technical options for the online form. 3) Review integration options within Workday.
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.

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FIN-1732	Payroll Accrual	Highest	Leslie Obourn	10-Mar-17	This solution has been escalated within NSHE, Workday, and SCI. Detailed solution sessions are in progress.
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 are being conducted with Workday.

## 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	100%	2/3/2017
Run P3 Data Extracts & Validate	Green	January 31, 2017	100%	2/3/2017
Begin Build of P3	Green	February 6, 2017	100%	2/6/2017
P3 Playbacks	Green	March 13, 2017	50%	
E2E Testing (P3) Begins	Green	March 13, 2017	50%	
Payroll Parallel (P3) Round 1 Begins	Green	March 13, 2017	25%	
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)		