Project Status Report

Status as of March 3, 2017
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Summary

Item	Current Status	Prior Status	Status Notes
Overall Status	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.
❖ **Overall Status – Functional Lanes**	Green	Green	**HCM**
	Green	Green	**Payroll**
	Green	Green	**Time Tracking**
	Yellow	Yellow	**Financials:** 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, with good progress in all areas. There is still some risk that all scenarios won't be complete by the 3/5 deadline, specifically Procurement and possibly Financial Accounting. The focus for the following week is on finalizing P3 testing scenarios, P3 Playback preparation, P3 validation, and ongoing preparation activities, primarily budget configuration, reports development & review.
	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.
	Yellow	Yellow	**Integrations (Campus):** 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. Three campuses current have integrations at risk. The PMO is monitoring the status weekly and will continue to work with the campuses until resolved.
	Green	Green	**Conversion (Financials)**

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Reporting:** Reporting development continues. However, the number of reports that are Ready for System Test has decreased from 54 to 45. These 9 reports have gone back to build status. The overall status for the reporting lane is trending from Green to Yellow based on two factors; the amount of remaining development/testing on reports needed for go-live, and the introduction of new/changed requirements for reports already developed that are not in testing. We will discuss possible mitigation strategies next week.
	Green	Green	**Security**
❖ **Overall Status – Training & Outreach**	Green	Green	**Training**
	Green	Green	**Change Management/Communication**
	Green	Green	**Testing**
Schedule	Yellow	Yellow	The status for Schedule is Yellow due to Financials. Please refer to the detailed status below.
❖ **Schedule**	Green	Green	**HCM**
	Green	Green	**Time Tracking**
	Green	Green	**Payroll**
	Yellow	Yellow	**Financials:** Status was changed to Yellow 2 weeks ago based on the status of Budget configuration. There was some progress this week - a budgeting demo is being developed around position budgeting for the week of 3/6. Completion of budget unit testing in advance of P3 E2E testing is at risk, with HCM budget testing likely not ready until later in P3. The Payroll Accrual issue also needs to be addressed in order to move forward.
	Green	Green	**Technical Team**
	Green	Green	**Change Management/Outreach**
	Green	Green	**Audit**
Budget	Green	Green	As of 2/28: SCI Hours % Complete: 74% of budget Project Plan % Complete: 76% complete
Personnel	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.
❖ **Personnel**	Green	Green	**HCM**
	Green	Green	**Payroll**

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Time Tracking**
	Green	Green	**Financials**
	Green	Green	**Technical Team**
	Green	Green	**Change Management/Outreach**
Project Risk	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	**HCM**
	Green	Green	**Payroll**
	Green	Green	**Time Tracking**
	Yellow	Yellow	**Financials.** We continue to monitor several specific risks & issues: 1) WAX Support - see update. MOU submitted, still waiting for agreement on terms of MOU. 2) PERS Reduction design. Meeting to review approach to be held week of 3/6. 3) Payroll Accrual - ongoing issue. This issue affects HCM testing of Budgets.
	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**

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	1. Core HCM a. Configuration: Addressed the following tickets: Limit number of Sub-types assigned to Positions (WCR-83), Validation for what Sub-types can be assigned to Positions & Requisitions (WCR-104), Updates to Benefit document requirements in Onboarding (WCR-212), Added Ranks to Administrative Track Type (WCR-89). The details can be found in JIRA. Tickets that were reviewed but required no configuration: WCR-223. b. Catch-Up Configuration All Lanes: Addressed the following 51 tickets: HCM-281, WCR-116, HCM-173, HCM-174, HCM-172, HCM-166, HCM-230, HCM-233, HCM-124, HCM-244, Submitted by Kim Beers DC94, HCM-71, HCM-190, WCR-148, WCR-203, HCM-157, HCM-156, HCM-155, HCM-154, HCM-220, HCM-179, HCM-170, HCM-163, HCM-176, HCM-161, HCM-177, HCM-147, HCM-239, WCR-228, HCM-70, WCR-105, WCR-106, HCM-148, HCM-64, HCM-152, HCM-151, HCM-144, WCR-89, HCM-119, HCM-235, HCM-119, WCR-89, WCR-83, WCR-104, WCR-212, HCM-193, HCM-164, HCM-160, and HCM-159. c. Conversion: Conducted and Participated in bi-weekly P2 conversion calls. d. 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 P4 build. The team has signed off on all files. e. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. Additionally, working on the Auto-Termination process. f. Testing: The designees spent the entire week focused on writing test scenarios. 2. Benefits: Conversion: Working Conversion JIRA tickets reported by the SME Validation team. 3. Recruiting a. Configuration: Working on Offer Letter solution. b. Testing: The designees spent the entire week focused on writing test scenarios. 4. Absence a. Testing/Configuration: HCM-234, HCM 211, HCM-50 have been configured and are in re-test in P2. WCR-73 is configured as defined currently in P3 - more details to follow. Details can be found in Jira. Leave Segmented Security was configured and tested in P2 and P3. b. Meetings: Conducted and/or Participated in Cross Functional, P3 Build, SCI Team, SCI Leads and Conversion meetings. c. Conversion: Validated and smoke tested P3. Entered all catchup configurations into P3. Reviewed data errors from P3 load.
Time Tracking	1. Time Clocks: Had weekly meeting with Accu-Time and continued refining requirements as needed. Drago working with Accu-Time to connect 2 LV clocks to Accu-Time middleware. 2 clocks were delivered to SCS Reno for UNR HR to pick up and connect to Accu-Time middleware.

Area	Accomplishment /Activity
	2. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt). Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned tickets. 3. Time Tracking Working Session SCS Reno (SCI - Heather): Created new State Work Study Time Entry Code (State Non Need) to be used for students with work study funds; Tested the Payroll Calculations for accuracy for the new work study code by verifying that the allotment is deducted correctly from the work study balance accumulator. 4. Timekeepers: Communicated to Mary and John that the Timekeepers have been identified during the supervisory organization security gathering effort, and that they will be loaded into P3. They can be reviewed and updated at that time (HCM-221). 5. Meetings: Attended and participated in Cross Functional, Conversion, Student Employment and Work Study, and End to End Discussion on Payroll Cycles meetings.
Payroll	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. 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. 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; Met with Drago to discuss scenario build into JIRA template. Discussed how to include the postponed System Testing scenarios back into the template to be retested during End to End testing; Added all postponed scenarios from System Testing to the new End to End template to be loaded into JIRA for testing. 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. 5. Payroll Parallel: The Workday half of the Practice Parallel is complete: the payroll is calculated 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. 6. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt.). Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned tickets. 7. Working Session w/Steven: Fixed Overtime calculation to not calculate the overtime rate from the reduced PERS salary but to instead calculate rate on unreduced salary rate. 8. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.
Financials	1. Banking & Cash Settlement a. Bank statement files loaded to P2 were validated. No issues were reported, therefore, no changes needed for P3.

Area	Accomplishment /Activity

	b. Closed JIRA FIN-2013 for separation of PS and WD checks. Will only have one account configuration.
	    c. Test scripts for P3 created for ACH and Positive Pay integrations.
	    d. Consensus obtained from campuses on how best to process/handle monies that come into the bank with netted numbers.
	    e. Banking SMEs continue to stale date their old outstanding checks.
	    f. Developed "Touch Point Banking" for end to end testing.
	    g. Another ACH test file was run and adjustments were made.
	    h. First notice rules are being configured for bank statement reconciliation (on-going effort).
	2. FDM
	    a. WAX updated with most recent Advantage data and has been reopened for ongoing updates - prep for P4.
	    b. Received comments re: FDM Governance proposal from controllers.
	    c. Data validation for P3 underway.
	3. Financial Accounting
	    a. Reviewing customized financial reports.
	    b. Instructions and meeting to move forward with campus integrations and P3 test planning.
	    c. Discuss accounting treatment of key items with consultants in relation to FYE close.
	    d. Received and reviewed documents for period close. Period close draft circulated for comments.
	    e. Developed epics for P3 - will discuss with consultants.
	    f. Allocations on hold pending Grants data.
	    g. Ongoing data validation
	4. Budgets
	    a. Provided Budget SMEs demos on budget check functionality, budget maintenance and payroll posting level of detail to help refine requirements and train prior to testing.
	    b. Gained concurrence from Budget SMEs on P3 proposed level of detail for Position budgeting for configuration.
	    c. Continued testing of new configuration. Learned that an activation option had not been set so some testing has to be redone.
	    d. Identified the payroll code changes and other configuration requirements for P3 setup. Budget BA will be entering.
	5. Business Assets
	    a. Completed P3 Test Scenarios.
	    b. Working on P3 Playback PowerPoint.
	6. Projects: Writing P3 End to End Scenarios.
	7. Customer Accounts: Significant progress on E2E testing and scenario development with completion expected by 3/2/17.
	8. Expenses
	    a. Worked on outstanding Jira Tickets.

Area	Accomplishment /Activity

	b. Worked on Expense Reports.
	c. PCard is moving forward - will pull 2 months of data for testing.
	9. Grants & Effort Reporting: Continued working on the P3 testing scenarios.
	10. Procurement
	    a. Playback Preparation.
	    b. P3 Epic/Scenario Development.
	    c. Updated P3 Checklist.
	    d. Tracked changes to P3 manual/updated task tracking.
	    e. Budget Testing.
	    f. JIRA Resolution / Closeouts.
	11. Suppliers: A test on Gifts being able to accept the Gift and Detail Worktag for Hosting to validate routing is now working.

CM/Outreach	1. Training
	    a. Curriculum plan development is progressing with the focus on job aid design in support of End to End testing. WD Navigation video completed - to be given to new testers.
	    b. TLG team meeting was held 2/28/17. Meeting minutes on Training Google Drive folder.
	    c. Continued discussions with the Grants designee members regarding curriculum design for early Grants training in May.
	    d. Established agenda for LV meeting with Kim Whiting.
	    e. Roberta met with WD representative to discuss NSHE's need for a centralized training library and use of linking through WD.
	2. Testing
	    a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams. Coordinated various end to end preparation meetings.
	    b. Team Support: Worked with the consultants, the project teams and the POCs to continue preparation efforts for End to End Playbacks and Testing. Coordinated scenario development, playback and payroll cycle meetings. Continued to help designees with their scenario templates.
	    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. Worked on identifying possible individuals that can be proxied as for report testing.
	    d. Close-out of System Test: Close out continues for On hold, Not Started, and In Progress items.
	    e. Two additional weeks of on-site testing is in progress.
	    f. Continued discussions on User Acceptance Testing.
	3. CM-Communication
	    a. Introduced Rapid Response Q&A tool to CM and TLG teams.
	    b. Change Management Liaisons meeting.
	    c. iNtegrate2 Style Guide updated.

Technical	1. Financials Conversion

Area	Accomplishment /Activity

	a. All Financials data extracts were loaded into the P3 tenant during the build process, with the exception of budgets which will occur this week.
	    b. Campus updates to essential mappings for many of the data extract programs were consolidated and provided to John Tully on 3/3.
	    c. A new set of data extracts have been produced as of 3/6 and notification sent to the campus validation teams to initiate their review.
	2. Integrations
	    a. Development completed on OASDI Update integration.
	    b. DA Approach review completed for Financials integrations.
	    c. Get_Workers Web service help for Accu-Time.
	3. Reporting: Continued preparation for reports to be used in E2E testing via JIRA communications. Much time is being spent on communications for reports that were deemed ready for testing that have different/new requirements.

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM	3/6-3/10	Complete 5 Feedback / Design Enhancements Changes. Working on tickets: HCM-229, HCM-198, HCM-146, HCM-141, HCM-127, HCM-171, HCM-167, HCM-178, HCM-123, HCM-223, HCM-169, HCM-243, HCM-242, HCM-86, HCM-235, HCM-145, HCM-143, HCM-165, HCM-168, HCM-88, HCM-48, and FIN-1935.
	3/6-3/17	Prep & Execute Playbacks.
	3/6-3/10	P3 Tenant Data Validation.
	3/6-3/10	Manually Enter HCM Fallout Records.
	3/20-5/1	Conduct End to End Testing.
Benefits	3/6-3/10	Complete 2 Feedback / Design Enhancements Changes. Working on tickets: HCM-195 (Pending Requirements), HCM-189, HCM-245, and HCM-60.
	3/6-3/17	Prep & Execute Playbacks.
	3/6-3/10	P3 Tenant Data Validation.
	3/6-3/10	Manually Enter HCM Fallout Records.
	3/20-5/1	Conduct End to End Testing.
Recruiting	3/6-3/10	Complete 5 Feedback / Design Enhancements Changes. Working on tickets: WCR-138, WCR-88, WCR-130, WCR-124, WCR-143, and HCM-70.
	3/6-3/17	Prep & Execute Playbacks.
	3/6-3/10	P3 Tenant Data Validation.
Absence	3/6-3/10	Manually Enter HCM Fallout Records.
	3/20-5/1	Conduct End to End Testing.
	Ongoing	Epic Development for P3 End to End Testing.

Area	Dates	Upcoming Activities
	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.
	3/6/2017	Test proposed solution for Worker's Comp buyback with Payroll.
Payroll	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.
	3/10	PERS status codes in progress with the Reporting team.
	3/19	Configure Academic Pay for mid-contract hires and terminations.
	10-Mar	Practice Parallel (in P3)
Time Tracking	Ongoing	Continued work on determining and solutioning Work Study requirements.
	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).
Banking & Cash 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.
	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.
	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).
	6-Mar	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.
		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	Meeting with UNLV staff re JV loads into Advantage.

Area	Dates	Upcoming Activities
	30-Jan	Continue to develop use cases and test ISP functionality.
	16-Feb	Continue to work on month end close.
	8-Feb	Shared Governance continuity plan presented to controllers - awaiting feedback.
Budgets	3-Mar	Update P3 for the payroll commitment, budget and other rules changes.
	10-Mar	Develop and present examples of Budget SME position budget and reporting as proposed for P3. Includes sample workers and payroll cycles with commitments.
	10-Mar	Hold cross functional HCM/Budget meeting to discuss areas for Budget review.
	10-Mar	Develop P3 cross-functional Hire/Fire playback scenarios and presentations.
	TBD	Restart and complete testing of new configuration to identify any outstanding issues.
	TBD	Develop workarounds for reduced PERS encumbrance reporting.
	TBD	Develop P3 Budget test scenarios.
Business Assets	10-Feb	JIRA Started 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 Completion.
Projects	3/10/2017	Meeting with SME's regarding Project Phases and templates for all NSHE Institutions.
	10-Mar	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.
	10-Mar	Meet with SCI to Validate project budget conversion for current FY and MY (part of the Fin Budget).
	3/10/2017	Reviewing and compiling Project Reporting needs/requests.
	Ongoing	Started to update Project Configuration Documentation.
Customer Accounts	10-Mar	Review and validation of Job Aids/Training materials as well development of detailed step by step procedures.
	2-Mar	Continue development of P3 Test Scenarios.
	TBD	Continue development of detailed step by step procedures and high level process flowcharts.
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.

Area	Dates	Upcoming Activities
	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.
	2/16/2017	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.
	3-Mar	Completion of outstanding JIRA tasks.
Procurement	ongoing	Continue working on open JIRA tasks.
	10-Mar	Provide BIRT layout for Contract.
	24-Mar	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
	31-Mar	Procurement and Supplier Accts continue work with SReg team.
	14-Apr	Continued Discussion of PCard requirements.
	28-Apr	Report Requirements.
Suppliers	2/23	Began preparation of playback and test scenarios for P3.
	Complete	Testing to begin on new match configuration.
	Fin-2111 with Donna	It has been discussed with Rhonda and David T. that we will need two spend categories set up. One called "Patient Refunds" and another called 'Misc Refunds". We also need two GL Clearing Accounts, one for "Patient Refunds Clearing" and the other "Miscellaneous Refunds Clearing". The reason we need these is because we cannot use a revenue category on a "Ad-hoc Payment" or "Supplier Invoice" or "Supplier Invoice Request".
	On-going	Continue State Date Check clean up to become current by go-live.
FIN Conversion	3/6 - 3/10	BA Smoke testing and tenant validation.
	3/6 - 3/10	Campus Validation of the P3 data conversion.
	3/7 - 3/21	Campus Validation of the March cycle of data extracts with updated mapping.
Integrations		Build DA review.
	March	Kick-off meeting on the integration to load Parking deductions from the T2 system for UNLV.
	March	Continue Design and coding of the PeopleSoft Student Financials Integrations.

Area	Dates	Upcoming Activities
	March	Still need Finalized Functional and Technical requirements for the Student Worker/Work Study integration, this integration is at Risk for P3.
	March	Finalize the coding on the MetLife Enrollment Integration.
	March	Continue Development on integration to PayMode (Supplier Payments).
	March	Development on the PCard and Expense Card integrations.
	March/April	Finish Design and begin Development of BIRT Reports and Form Layout.
	March	Continue Development on the DETR Integration.
	March	Finalize Report and Complete Development on the PERS Employee Contributions Integration.
	March	Complete configuration on ADP Tax Filing Integrations.
Reporting	Feb/March	Continued preparation for reports to be used in E2E testing via Jira communications. Much time has been spent on communications for reports deemed ready for testing that have different/new requirements.
	Feb/March	46% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (12% in progress, 34% in review) .
	8-Mar	Reporting lane meeting with campuses (bi-weekly).
	13-Mar	Data Governance Meeting.
Training	11/28 - 03/13	Continue job aid assignment and review in preparation for E2E testing
	11/28 - 03/15	Continue curriculum plan development: next step complete mode of training and analyze campus role profiles to determine volume of instructor led classes. Security roles assigned in P3 will assist in this analysis.
	03/6-03/09	NSHE Training team meeting in Vegas with Kim Whiting.
	15-Mar	Receive Security Role report once security roles are complete in P3 from Brook (SCI).
Testing	3/6-3/31	Complete documentation to support Unit and System Testing sign-off.
	3/7-3/10	Continue discussions on User Acceptance Testing within the Test Team and PoCs.
	3/6-3/10	Participate in functional team, E2E, reporting and integration meetings.
	3/67-3/10	Continue planning for P3/End to End Testing.
	3/6-3/10	Prepare tester information sheets for labs - locations/Wi-Fi passwords, etc.
CM-Communication	thru October 2017	Weekly Project Update.
		P3 Logistics planning.
	15-Mar	CM Toolkit #4 materials development.

Planned Time Away

Dates	Team Member	Planned Time Away
February 27-March 10	Pat LaPutt	PTO
March 17	Roberta Roth	PTO
March 20-24	Kim Beers	PTO
March 28	Mark Sonntag	PTO
April 3-7	Leslie Obourn	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 3-7	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-1930	Grant in Aid Solution	High	Chris Mercer	9-Mar-17	A conceptual design has been completed for GIA. The next steps are: 1) Confirm requirements with HRAC for online form and eligibility. Completed – Agreed to proceed with existing online form as a starting point. 2) Discuss technical options for the online form. Completed – Discussed various access challenges with Employee and Student Access. 3) Review integration options within Workday. In Progress – Will be completed next week. Once the conceptual design is completed, we will review with campus stakeholders for feedback.
TCH-1912	Academic Pay calculations for mid-contract start/end dates	High	Marianne Bealles	10-Mar-17	SCI is configuring this in P3 for the start of E2E test.
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.
TCH-1928	Campus Integration: Archibus (Location to employee)	High	Jackie Hess	10-Apr-17	The UNLV team has identified questions and is working on resolution.

iNtegrate 2

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
TCH-1929	Student Employment/Work Study	High	Matt Garland	10-Apr-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.

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	75%	
E2E Testing (P3) Begins	Green	March 13, 2017	75%	
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)		