



## Project Status Report

Status as of March 10, 2017

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### 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, Integrations (NSHE and Campus) and Financials Reporting. 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, again based on the status of Budget area, the Payroll Accrual issue, and the status of reporting. Other functional areas remain green. P3 testing preparation continues, with good progress in all areas. 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	<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> 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	<b>Conversion (Financials)</b>
	Yellow	Green	<b>Reporting:</b> Reporting development continues. However, the Financial Accounting reports have moved to yellow status due to introduction of new/changed requirements for reports already developed that were ready for testing.
	Green	Green	<b>Security</b>

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❖ 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 was changed to Yellow 2 weeks ago, based on the status of Budget configuration. There was some progress this week. 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 to move forward. SCI and Workday continue their efforts in the development of a prototype to resolve the Payroll Accrual issue. A demonstration of the prototype will be available the week of 3/13 and will be presented to the Executive Steering Committee.
	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 2/28: SCI Hours % Complete: 74% 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.

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❖ Project Risk	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>
	Yellow	Yellow	<b>Financials.</b> 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. 3) Payroll Accrual - ongoing issue. This issue affects HCM testing of Budgets.
	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. Configuration: Reviewed Delegation Summary document with the HCM/FIN teams. We left with an acceptable workaround for Finance. We met with Mary Stoltz on Wednesday, October 26th. Mary left with a few open items before the process can be finalized. Jim Lowe is working on updating the configuration. The ticket tracking this work is JIRA FIN-1935. Jim is working on configuring the changes.</li> <li>b. Configuration: Addressed the following tickets: Updated Workday Delivered Notifications on Move Workers (Supervisory) Business Process (HCM-178). The details can be found in JIRA. Tickets that were reviewed but required no configuration.</li> <li>c. Catch-Up Configuration All Lanes: Addressed the following tickets.</li> <li>d. Conversion: Conducted and Participated in bi-weekly P2 conversion calls.</li> <li>e. 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.</li> <li>f. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. Additionally, working on the Auto-Termination process.</li> <li>g. Testing: The designees spent the entire week focused on writing test scenarios.</li> </ol> </li> <li>2. Benefits                             <ol style="list-style-type: none"> <li>a. Configuration: Addressed the following tickets: The details can be found in JIRA. Tickets that were reviewed but required no configuration.</li> <li>b. 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: Addressed the following tickets: The details can be found in JIRA. Tickets that were reviewed but required no configuration.</li> <li>b. Configuration: Working on Offer Letter solution.</li> <li>c. Testing: The designees spent the entire week focused on writing test scenarios.</li> </ol> </li> <li>4. Absence Management                             <ol style="list-style-type: none"> <li>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.</li> <li>b. Meetings: Conducted and/or Participated in Cross Functional, P3 Build, SCI Team, SCI Leads and Conversion meetings.</li> <li>c. Conversion: Validated and smoke tested P3. Entered all catchup configurations into P3. Reviewed data errors from P3 load.</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. Continuous development of data needs at the clock, configuring security, and testing of clock punches sent to Workday. Testing of employees with multiple positions has begun. Provide ATS with the time entry code needed for the time blocks, so that</li> </ol>

Area	Accomplishment /Activity
	<p>unmatched entries do not occur. Ran Maintain Invalid Time Clock Events in NSHE4 to identify unmatched punches.</p> <ol style="list-style-type: none"> <li>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.</li> <li>3. Began Smoke Testing new P3 tenant for accuracy: Worked through the weekend testing (Sat 4th &amp; Sun 5th), Enter Time of all types of scenarios (Work Study, Shift Differential, Negative results, Comp time, Overtime, Exception Pay, Hazard, Holiday, multiple jobs, etc.), Logged issues found for configuration changes, Ran History Pay Calculation, Complete, Regular Calculation for both Periods).</li> <li>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).</li> <li>5. Meetings: Attended and participated in Project Checkpoint, Cross Functional, Conversion, Student Employment and Work Study, Time Tracking Weekly, Accu-Time Weekly, and End to End Scenario Development and Testing meetings.</li> </ol>
Payroll	<ol style="list-style-type: none"> <li>1. Data Loads for P3 - validation issues resolved.</li> <li>2. E2E Test Planning: Updated the Cross Functional NRAT scenarios to accuracy, added all Integration JIRA Tags to the Payroll scenarios with Integration affects, Prepared NRAT slide deck for Cross Functional Playback demonstration on 3/15/17; Payroll &amp; Time Tracking test scenarios were loaded into JIRA – began auditing them for accuracy.</li> <li>3. 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. Integration ready to test.</li> <li>4. 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. Drago and Steven got the compare tool working for the sample population and a full population.</li> <li>5. 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.</li> <li>6. P3 Tenant: Worked through the weekend testing (Sat 4th &amp; Sun 5th), Enter Time of all types of scenarios (Work Study, Shift Differential, Negative results, Comp time, Overtime, Exception Pay, Hazard, Holiday, multiple jobs, etc.), Logged issues found for configuration changes, Ran History Pay Calculation, Complete, Regular Calculation for both Periods).</li> <li>7. Payroll Calculations: Trained Michelle Hooper the process of Run Pay Calculations. First trial run is 3/8/17, Beginning 3/20/17 (End to End Testing) – transfer of ownership will be given to Michelle Hooper to continue running nightly during testing then as needed going forward.</li> <li>8. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.</li> </ol>

Area	Accomplishment /Activity
Financials	<ol style="list-style-type: none"> <li>1. Banking &amp; Cash Settlement               <ol style="list-style-type: none"> <li>a. Bank statement files loaded to P2 were validated. No issues were reported, therefore, no changes needed for P3.</li> <li>b. Closed JIRA FIN-2013 for separation of PS and WD checks. Will only have one account configuration.</li> <li>c. Test scripts for P3 created for ACH and Positive Pay integrations.</li> <li>d. Consensus obtained from campuses on how best to process/handle monies that come into the bank with netted numbers.</li> <li>e. Banking SMEs continue to stale date their old outstanding checks.</li> <li>f. Developed "Touch Point Banking" for end to end testing.</li> <li>g. Another ACH test file was run and adjustments were made.</li> <li>h. First notice rules are being configured for bank statement reconciliation (on-going effort).</li> <li>i. 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. Completed P3 reporting test scenarios and playback draft.</li> <li>c. Met with UNLV staff re JV loads into Advantage.</li> <li>d. Received and reviewed documents for period close. Period close draft circulated and received campus feedback.</li> <li>e. Allocations on hold pending Grants data.</li> <li>f. Ongoing data validation.</li> </ol> </li> <li>4. Budgets               <ol style="list-style-type: none"> <li>a. Working to get all the budget files loaded into NSHE8 as a test load, will then validate internally, and then load in NSHE3.</li> <li>b. Held a second PERS demo with the Budget SME's to demonstrate the configuration we have prototyped for the PERS reduction. We were able to address the Budget Check issue regarding the reduction, but we are looking into solutions regarding the encumbrance of the reduction.</li> <li>c. Working with Payroll to set up a separate set of Time Off Paid earnings to be used for companies using a fringe charge rate.</li> <li>d. Updated P3 tenant with new configuration, mapping and other budget changes since P2 copy.</li> <li>e. Holding cross functional HCM/Budget meeting to discuss areas for Budget review.</li> <li>f. Develop P3 cross-functional Hire/Fire playback scenarios and presentations.</li> </ol> </li> <li>5. Business Assets               <ol style="list-style-type: none"> <li>a. Validation of P3 Configuration completed.</li> <li>b. Asset Validation for schools in progress.</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>c. Completed P3 Test Scenarios.</li> <li>d. Working on P3 Playback PowerPoint.</li> <li>6. Projects               <ul style="list-style-type: none"> <li>a. P3 Test Scenarios Completed.</li> <li>b. P3 Configuration Started.</li> </ul> </li> <li>7. Customer Accounts &amp; Contracts               <ul style="list-style-type: none"> <li>a. Completed E2E testing and scenario development.</li> <li>b. Completed majority of validation of P3 tenant.</li> <li>c. Completed review and edits of Job Aids for Create Customer Invoice, Record Customer Payment &amp; Apply Customer Payment.</li> </ul> </li> <li>8. Expenses               <ul style="list-style-type: none"> <li>a. Test Scenarios are complete.</li> <li>b. Validation is complete. On problem noted on all but one BP is that the final budget check is missing. See validation check list note.</li> <li>c. Travel Card - Transactions have been loaded for CSN - I have been asked to review them.</li> </ul> </li> <li>9. Grants &amp; Effort Reporting: Completed the P3 testing scenarios.</li> <li>10. Procurement               <ul style="list-style-type: none"> <li>a. Playback Preparation.</li> <li>b. P3 Epic/Scenario Development.</li> <li>c. P3 Validations.</li> <li>d. JIRA Resolution / Closeouts.</li> </ul> </li> <li>11. Supplier Accounts               <ul style="list-style-type: none"> <li>a. Procurement/Supplier Accounts P3 test scenarios delayed.</li> <li>b. Test of supplier account in-box filters working.</li> </ul> </li> </ul>
CM/Outreach	<ul style="list-style-type: none"> <li>1. Training               <ul style="list-style-type: none"> <li>a. Meeting with Kim Whiting in Vegas:                   <ul style="list-style-type: none"> <li>-Curriculum Delivery plan development</li> <li>-Training Logistics planning</li> <li>-Training Material support</li> <li>-Training Tenant planning</li> <li>-Train the Trainer options</li> <li>-WD28 Review methods</li> </ul> </li> <li>b. Curriculum plan 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.</li> <li>c. Curriculum delivery plan completed - pending review with designees then campus TLG member.</li> <li>d. Meeting with internal Project/technical team to define proposed solution for centralized training repository.</li> </ul> </li> <li>2. Testing               <ul style="list-style-type: none"> <li>a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, and PoCs. Coordinated various end to end preparation meetings.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>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 and playback meetings. Continued to help designees with their scenario templates and began the loading of these scenarios.</li> <li>c. Continued planning of E2E testing. Continued to validate tester list for E2E and ensure testers have access to JIRA and Workday. Sent communication to testers, POCs and SMEs regarding testing and/or playbacks. Identified individuals that can be proxied as for report testing. Began loading the scenarios into JIRA and testing JIRA for End to End. Began preparing presentation/demo for playbacks.</li> <li>d. Close-out of System Test: Close out continues for On hold, Not Started, and In Progress items.</li> <li>e. Two additional weeks of on-site testing is in progress.</li> <li>f. Continued discussions on User Acceptance Testing.</li> <li>g. Met with Campus PoC to begin UAT planning discussions/expectations.</li> </ul> <p>3. CM-Communication</p> <ul style="list-style-type: none"> <li>a. Supported Testing with P3 Testing location informational sheets.</li> <li>b. Campus Points of Contact meeting.</li> <li>c. Strategized go-live communications.</li> <li>d. Devised series of short reference guides and long read explainers covering Workday concepts of interest to end users.</li> </ul>
Technical	<ul style="list-style-type: none"> <li>1. Fin Conversion                             <ul style="list-style-type: none"> <li>a. Campus validation of data extract loads into NSHE3.</li> <li>b. Tenant configuration validation by BA/Designees.</li> </ul> </li> <li>2. Integrations                             <ul style="list-style-type: none"> <li>a. Completed JV and Payment extracts from PeopleSoft.</li> <li>b. SCI loaded a PeopleSoft JV file into NSHE2. Next is a request for a functional review of the data.</li> </ul> </li> <li>3. Reporting: P3 validation and manual configuration for migrated reports and dashboards completed.</li> </ul>

### 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.



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Area	Dates	Upcoming Activities
Benefits	3/6-3/10	Complete 2 Feedback / Design Enhancements Changes. Working on tickets: WCR-202, 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.
	3/6-3/10	Manually Enter HCM Fallout Records.
	3/20-5/1	Conduct End to End Testing.
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.
	3/6	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. Met with larger team again and still requirements are outstanding. Met with Ashley and Heather to see if there is a way to minimize TT codes and put the logic in payroll earnings to determine which award to pay/offset balance. Needs logic/conditional calculation build and testing. (Academic Pay has priority over this).
	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. Demo for Academic Pay due for Play backs. Work/testing of proration for hire and terms will start 3/6/17.
	6-Apr	Prep for real parallel begins week of 3/6/17.
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).

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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	30-Mar	Need to build period close by company into tenant.
		Testing F&A Lab UNLV use allocations utilizing location codes.
		Continue to develop use cases and test ISP functionality.
	30-Apr	Continue to work on month end close. Then plan on year end close.
		Shared Governance continuity plan presented to controllers - awaiting feedback.
Budgets	13-Mar	Develop P3 presentation for Budget Check testing and reporting.
	13-Mar	Testing loading position budgets via EIB.
	10-Mar	Develop P3 cross-functional Hire/Fire playback scenarios and presentations.
	17-Mar	Restart and complete testing of new configuration to identify any outstanding issues.
	TBD	Develop P3 Budget SME test scenarios for budget load and maintenance.
	TBD	Continue workaround development and testing for identified budget issues include: PERS wage reductions not encumbering, paid time off posting for institutions on fringe rate accounting, leave pool fringe rates.
	TBD	Configure and test proposed workaround for paid time off for institutions on fringe rate accounting: create separate earnings codes, set up payroll and financial rules for separate mapping.
	TBD	Configure and test budget year-end rollover configuration.
	TBD	Configure and test budget sweep allocations.
Business Assets	31-Mar	JIRA Started configure P3 for asset disposal item to alert OSP when gain on sale of Grant asset exists.
	10-Mar	Tenant Configuration Validation.

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	17-Mar	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.
	31-Mar	Coordination and development of cut-over plan for assets.
	31-Mar	Conversion - Develop mapping plan for assets in Advantage that are mapped to closed accounts.
Projects	3/7	Meeting with SME's regarding Project Phases and templates for all NSHE Institutions.
	17-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.
	24-Mar	Meet with SCI - Validate project budget conversion for current FY and MY (part of the Fin Budget).
	3/24	Reviewing and compiling Project Reporting needs/requests.
	Ongoing	Started to update Project Configuration Documentation.
Customer Accounts & Contracts	10-Mar	Continuing P3 validation.
	Ongoing	Preparing for P3 testing.
	10-Mar	Review and validation of remaining Job Aids/Training materials.
	TBD - Ongoing	Continue development of detailed step by step procedures and high level process flowcharts.
	TBD	Configure and test Receivable aging worklet.
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.
	3/09-3/12	Begin Prep for P3 Playback.
	3/09-3/12	Smoke Test in NSHE 5.
	13-Feb	Change Request in Progress - 2 - One brainstorm one waiting on info from institution.
	2/16	Expense Reports.
		WD 28 - Review new functionality.

Area	Dates	Upcoming Activities
Expenses	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.
	1/23-3/17	P3 Testing Preparation and Playbacks.
	10-Mar	Completion of outstanding JIRA tasks.
Procurement	ongoing	Continue working on open JIRA tasks.
	24-Mar	Provide BIRT layout for Contract.
	31-Mar	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
	7-Apr	Procurement and Supplier Accts continue work with SReg team.
	14-Apr	Continued Discussion of PCard requirements.
	28-Apr	Report Requirements.
Supplier Accounts	2/23/17 - 3/9/17	Began preparation of playback and test scenarios for P3.
	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 "Miscellaneous 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".
	complete	Continue State Date Check clean up to become current by go-live.
Fin Conversion	3/7 - 3/21	Campus Validation of the March cycle of data extracts with updated mapping.
	Ongoing	Reviewing and working conversion JIRA issues.
Integrations	March - May	Build DA reviews.
	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.
	March/April	Design and coding of the Student Worker/Work Study integration.
	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.

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	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	(In Progress) 41% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (15% in progress, 26% in review).
	13-Mar	Data Governance Meeting.
Training	11/28 - 03/13	Continue job aid assignment and review in preparation for E2E testing.
	3/13 - 3/17	Receive Security Role report once security roles are complete in P3 from Brook (SCI).
	3/13 - 3/28	Review Curriculum Deliver Plan with designees.
	03/27-04/06	Review Curriculum Deliver Plan with campus TLG member(s).
	3/13 - 3/17	Prepare communication outlining central training repository solution. Schedule meeting for week of 3/13 to answer any final questions before proceeding.
Testing	3/13-3/31	Complete documentation to support Unit and System Testing sign-off.
	3/13-3/17	Continue discussions on User Acceptance Testing within the Test Team and PoCs.
	3/13-3/17	Participate in functional team, E2E, reporting and integration meetings.
	3/13-3/17	Continue preparing for P3/End to End Testing and participate in playbacks.
	3/13-3/17	Document agenda for next PoC discussion of UAT preparation; Chris to review prior to distribution.
CM-Communication	thru Oct 2017	Weekly Project Update.
		P3 Logistics planning.
	15-Mar	CM Toolkit #4 materials development.
	March 13 -16	Develop communication for testers to outline authentication to P3.
	March 13-17	WD 28 Toolkit download.
		Supervisory Organization explainer in development.

### Planned Time Away

Dates	Team Member	Planned Time Away
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
April 28	Audra Kanae	PTO
May 1- 14	Elora Paik	PTO
May 15 – 26	Mike Johnson	PTO
May 18-22	Roberta Roth	PTO
June 6-9	Roberta Roth	PTO
June 12-14	Linda Moore	PTO
June 15-21	Matt Garland	PTO
June 21-23	Audra Kanae	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	17-Mar-17	<p>A conceptual design has been completed for GIA. The next steps are:</p> <ol style="list-style-type: none"> <li>1) Confirm requirements with HRAC for online form and eligibility. Completed – Agreed to proceed with existing online form as a starting point.</li> <li>2) Discuss technical options for the online form. Completed – Discussed various access challenges with Employee and Student Access.</li> <li>3) Review integration options within Workday. In Progress – Will be completed next week.</li> </ol> <p>Once the conceptual design is completed, we will review with campus stakeholders for feedback.</p>
TCH-1912	Academic Pay calculations for mid-contract start/end dates	High	Marianne Bealles	10-Mar-17	SCI has configured this for mid-contract hires and is awaiting scenarios for mid-contract terminations.
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.
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	24-Mar-17	This solution has been escalated within NSHE, Workday, and SCI. Detailed solution sessions are in progress.
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.

## Project Status Report

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#	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	50%	
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)		