



Project Status Report

Status as of March 31, 2017

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

Summary

Item	Current Status	Prior Status	Status Notes
Overall Status	Yellow	Yellow	The overall status for the project remains Yellow due to Financials, Integrations (NSHE and Campus) and Financials Reporting. 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 Budgeting and the status of reporting. Other functional areas remain green. The Payroll Accrual issue was presented to the Campuses and feedback is due next Monday. P3 testing continued this week in Expenses, Procurement, and Grants. The focus for the following week is on P3 testing support, report development, budget configuration, and PCard configuration.
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): 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)
	Yellow	Yellow	Reporting: Progress made week of 3/27 on training of new NSHE reporting resource in addition to requirements review & models for top priority FIN reports. The body of work left to complete critical and high priority reports remains a concern, but reporting team is better positioned for remaining work.

Project Status Report

Item	Current Status	Prior Status	Status Notes
	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 remains Yellow based on the status of Budget configuration (payroll accrual) and reporting.
	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
	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 Technical Integrations. Please refer to the detailed status below.
❖ Project Risk	Green	Green	HCM
	Green	Green	Payroll
	Green	Green	Time Tracking

Project Status Report

Item	Current Status	Prior Status	Status Notes
	Green	Green	<p>Financials: We still have some risks we are watching and those are highlighted in other areas of the report. Mitigation plans are in place and active. We continue to monitor several specific risks:</p> <ol style="list-style-type: none"> 1. PERS Reduction design. Still working on reports to support the PERS configuration. 2. Payroll Accrual - ongoing issue. Solution to be presented to the campuses next week with a recommendation to the ESC the week of April 3rd.
	Yellow	Yellow	<p>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.</p>
	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	<ol style="list-style-type: none"> 1. Core HCM <ol style="list-style-type: none"> a. Configuration: Addressed the following tickets: Researched & Provided feedback on the I-9 Process (HCM-265), Addressed Manager not correctly assigned (CNV-384), Updated GBC Academic Unit Crosswalk (CNV-363), Addressed Academic Rank Error (CNV-297), Entered School Crosswalk into WD (CNV-319), Added / Updated Validation rules on Add Academic Appointment and condition rule on Change Job/Update Academic Appointment (HCM-306), Optional step for Change Job/Update Academic Appointment (HCM-223), Updated 3 Job Profiles Compensation for DRI (CNV-278), Corrected Job Profile Job Family (CNV-436), Updated PostDoc Crosswalk (CNV-62), and Removed dashes and line breaks from all Validation rules (HCM-229). The details can be found in JIRA. b. Configuration: All Job Catalog V12 and V13 updates addressed and made in NSHE3. Additionally, a new catalog was created and forwarded to Mike Johnson. c. Conversion: Conducted and Participated in bi-weekly P2 conversion calls. d. DA Review Preparation: Completed running of audit reports, fixing errors and filling in the DA Configuration Review Template - Talent, HCM, and Compensation. 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. f. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 140 conversion tickets. We are closing the week with 72 tickets. 2. Benefits <ol style="list-style-type: none"> a. Configuration: Addressed the following tickets: Removed Voluntary AD&D from the Voluntary Benefit Plans event and enrollment event rule and Removed Hartford AD&D EOI setup (TST-26733 / WCR-241). Fixed Benefits Outside of Workday and Benefits Outside of Workday per Employee reports (WCR-270), and Updated the Hire Date field to now look at Primary Position Time In Position field for Classified Hourly PERS eligibility and updated NSHE Classified 7 Months or Greater report (WCR-263). The details can be found in JIRA. b. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. 3. Recruiting <ol style="list-style-type: none"> a. Configuration: Addressed the following tickets: Updated Evergreen Requisition Change business process by adjusting the approval step to Primary Recruiter, Added a condition rule to not fire the approval step unless the Manager submits the change, Added condition rules to unpost and post steps to streamline the firing of the steps, added a validation rule to requirement comment if Other reason is used, renamed Link to Evergreen reason, and added Assign Roles steps (WCR-238), Researched Voluntary Self-Identification of Disability Form Expiration Date Needs (WCR-218), Finished Recruiting Guided Tours (HCM-237 & WCR-233),

Area	Accomplishment /Activity
	<p>Updated Recruiting UNR - Job Posting Template - Removed extra spacing after required attachments section (TST-16983) and Configured 4 Candidate Grids in NSHE3 (WCR-138). The details can be found in JIRA.</p> <p>b. Configuration: Working on Offer Letter solution.</p> <p>4. Absence</p> <p>a. Configuration: Reviewed Team Time Off with Absence SMEs, and enabled in NSHE3. Waiting on feedback to determine if we will keep or turn off.</p> <p>b. Configuration: Addressed JIRA tickets: WCR-73 (Documents for Leave of Absence), HCM-249 Absence Validation Messages, WCR-264 (Change eligibility for FMLA), HCM-228 (Coordination of FMLA Entitlements), HCM-227 (FMLA Rights), HCM-254 (Post Conversion Issues), and various testing tickets.</p> <p>c. Meetings: Project Checkpoint, Cross Functional, NSHE and SCI Conversion Meetings, Absence SME Weekly Meeting, NSHE Leads Meeting.</p>
Time Tracking	<ol style="list-style-type: none"> 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, as well as matching in and out punches. Continue to run Maintain Invalid Time Clock Events in NSHE4 to identify unmatched punches. Working on determining which will be the best and fastest method of logging in - finger swipe, or ID and finger swipe. 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 & FAILED scenario tickets. 3. E2E Testing: Completed 2nd week of End to End testing, provided Time Tracking support to testers daily; attend daily meeting with Testers to provide any updates that impact testing. 4. Meeting with DRI 3/28: Attended DRI Demo of End to End processes in Workday, assigning costing allocations. 5. Delivery Assurance: Completed and post DA Review Document to Partner Center.
Payroll	<ol style="list-style-type: none"> 1. Data Loads for P3 - validation issues resolved. 2. E2E Testing: Provided Payroll support to testers on a daily basis, attend daily morning meetings with all Testers North and South to discuss any updates or answer any questions pertaining to scenarios. 3. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting. 4. SCI configured mid-term academic pay and it was available for demonstration during Playbacks. SCI has confirmed we can reproduce the calculations from NSHE's test cases. Additional testing continues. 5. Payroll Parallel: NSHE and SCI ran the first parallel for monthly employees and reconciled differences from the Jan 5 extract and last week (identified hires after Jan 5 that would not be included in the parallel). SCI identified config update to P3 and another parallel will be run 4/4.

Area	Accomplishment /Activity
	<ol style="list-style-type: none"> 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 & FAILED scenario tickets. 7. Integrations E2E (Training/Knowledge Transfer): Attended several training sessions with SCI on Launching Integrations in Workday; Launched T2 Parking deductions, PEBP payroll deductions, HealthScope payroll deductions, PEPB Domestic Partner deductions; Troubleshooting of exceptions/soft error report (i.e. person on billing not existing in WD or terminated employees); Met with UNR Parking Services Representative to validate integration deduction load into WD for accuracy; Provided exception report (via ownCloud) to Benefits Team to validate for accuracy. 8. Payroll Calculations: Nightly Pay Calculations run for both pay cycles and will continue through End to End testing so testers will check Pay Results for accuracy. Payroll Complete was processed on 3/28/17 for the first testing pay period (1/1-1/15/17) and the next pay cycle was open (1/16-1/31/17) for testing. 9. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.
Financials	<ol style="list-style-type: none"> 1. Banking & Cash Settlement <ol style="list-style-type: none"> a. Outstanding checks from the legacy system were loaded into P3 and validated by campus SMEs. b. Completed all outstanding P3 configuration and validation. 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). i. Working with campus for insight for use case of WD27 "Return Payments" report. 2. FDM <ol style="list-style-type: none"> a. Updating FDM in Workday based on load issues and coordinating with Campus users for WAX updates. b. Coordinated conversion data validations in P3 for beginning balances & journals. c. WAX updated with most recent Advantage data and has been reopened for ongoing updates - prep for P4. d. Received comments re: FDM Governance proposal from controllers. e. Data validation for P3 underway. 3. Financial Accounting <ol style="list-style-type: none"> a. Completed review of 9 period end close checklists and set up in Workday. b. Completed all Financial Accounting test scenarios and load into JIRAs. c. Continued working with consultants on reports to provide balance and activity information to campus managers.

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> d. Ongoing test support. e. Ongoing review of financial accounting security roles and need for additional roles vs changes to current roles. f. Ongoing data validation for integrations. <p>4. Budgets</p> <ul style="list-style-type: none"> a. Finalized first round of tests for Budget SME's to begin testing week of 4/3. b. Created a Balance Control structure that allows amendments - Budget SME's will be testing as well. c. Researching issue with Parent structure not updating from child amendment EIB load. d. Distributed Position Budget EIB for institution data gathering of sample set to test in P3. e. Developed budget alternatives to support the "Appropriation Year" proposal including moving to Virtual Budget with or without parent / child. f. Developed allocation for DRI fringe to separate fringe rates from leave pool rates. <p>5. Business Assets</p> <ul style="list-style-type: none"> a. Testing Support. b. Daly's asset conversion group determined a plan for mapping assets from old unmapped Advantage accounts to default Worktags within Workday. c. EIB Load Completed for Grant Disposal and Last Inventory Date. <p>6. Projects: P3 Testing Support.</p> <p>7. Customer Accounts: Completed DRI test scenarios for Customer Accounts, ad-hoc invoice approval process including upload to JIRA.</p> <p>8. Expenses</p> <ul style="list-style-type: none"> a. Change request from P2 are complete. b. Supporting Testers. c. Additional Scenarios will be ready to Load today. <p>9. Grants & Effort: P3 Testing support.</p> <p>10. Procurement</p> <ul style="list-style-type: none"> a. P3 Tester support. b. Resolved Dell Punch-out Integration Issue in NSHE3. c. Resolved BIRT Contract Layout - We will use WD delivered layout. <p>11. Suppliers</p> <ul style="list-style-type: none"> a. Procurement/Supplier Accounts P3 test scenarios delayed. b. Test of supplier account in-box filters working.
CM/Outreach	<p>1. Training</p> <ul style="list-style-type: none"> a. TLG bi-weekly meeting was held. Michelle Hooper presented a demo on Time-tracking for the team. b. Curriculum job aid development continues with the focus on job aid design in support of End to End testing. c. Completed second draft of 'Getting Started Guide'. d. Began discussions of training tenant requirements.

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> e. Opened ticket with SCS System for an instance of WordPress for the Centralized database(Roth). f. Met with SCS OMT Leadership to discuss strategy for ensuring 'intranet' only access to Training materials from Workday/Campuses; per Workday Ts&Cs. (Roth). <p>2. Testing</p> <ul style="list-style-type: none"> a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, and PoCs. b. Team Support: Worked with the consultants, the project teams and the POCs during testing. Reached out to BAs regarding integration progress. Reached out to testers and PoCs to keep scenarios on track to meet deadlines. Worked with designees and Reporting team regarding testing issue with reports. c. Tester Support: Continued to communicate to testers regarding the weekly test schedule and location. Answered various questions received from the testers. Provided tester support in the labs. 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. Sent email to designees requesting that critical BPs be identified. <p>3. CM-Communications</p> <ul style="list-style-type: none"> a. Onsite support P3 Testing Support in Reno and Henderson. b. CM Toolkit #4: "Workday Puts You In Charge" Approved and Posted. c. Planning for UAT with Campus Points of Contact. d. 2-day strategic planning with SCS leadership. Customer support for iNtegrate 2 was significant topic.
Technical	<p>1. FIN Conversion</p> <ul style="list-style-type: none"> a. Started conversations between the Grants and Beginning Balances teams on the Inception to date file for Grants. b. Distributed Position Budget EIB to campuses for data collection. Due date is COB on 4/7 for a sample of position budget data to load into P3 for testing. c. Provided feedback to Tad Kelly on updates needed to the Worktag extract for P4. d. Determined the plan for mapping Assets in Advantage that are tied to closed accounts. Daly has provided the logic to John Tully and goal is to incorporate the new logic in the April extract files. <p>2. Integrations</p> <ul style="list-style-type: none"> a. Triggered the Historical file for ADP garnishments. b. Completed Delivery Assurance Build reviews on the rest of the SCI developed integrations that were scheduled for the month of March. This involved code changes in some integrations which the developer completed, and the integration was re-reviewed by Workday in order to confirm the fixes. c. Ran the ADP Periodic and Quarterly integrations and successfully sent them to the vendor in End to End testing.

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> d. Successfully loaded 4 files into Payroll Input for PEBP and T2 Parking deductions in NSHE3 for End to End testing in time to be calculated into the first Payroll before completion. e. Received first test file from T2 from UNLV last week. f. Moved MetLife enrollment integration into End to End testing. g. Moved Check Layouts into NSHE3 for End to End testing. <p>3. Reporting</p> <ul style="list-style-type: none"> a. Onsite HCM and FIN report writing training/knowledge transfer with new NSHE resource conducted week of 3/27. b. Priority FIN report requirements reviewed and modeled out in tenant for review during upcoming financial reports workshop.

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM	4/3- 4/7	Complete 5 Feedback / Design Enhancements Changes. Working on tickets: HCM-125, HCM-240, HCM-229, HCM-146, HCM-141, HCM-127, HCM-123, HCM-223, HCM-243, HCM-242, HCM-86, HCM-145, HCM-165, HCM-168, HCM-88, HCM-48, and FIN-1935.
	3/6-3/10 (Delayed)	Manually Enter HCM Fallout Records.
	3/20-5/1	Conduct End to End Testing.
Benefits	4/3- 4/7	Complete 2 Feedback / Design Enhancements Changes. Working on tickets: WCR-202, HCM-195 (Pending Requirements), HCM-189, HCM-245, and HCM-60.
	3/6-3/10 (Delayed)	Manually Enter HCM Fallout Records.
	3/20-5/1	Conduct End to End Testing.
Recruiting	4/3- 4/7	Complete 2 Feedback / Design Enhancements Changes. Working on tickets: WCR-197, HCM-153, HCM-158, WCR-138, WCR-88, WCR-124, WCR-143, and HCM-70.
	3/20-5/1	Conduct End to End Testing.
Absence	3/20-5/1	E2E Testing.
	3/20-3/25	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.
	Ongoing	Continue testing proposed solution for Worker's Comp buyback with Payroll.
Time Tracking	Ongoing	Continued work on determining and solutioning Work-study requirements.
	3/20-5/1	End to End Testing.

Project Status Report

Area	Dates	Upcoming Activities
	3/10/2017	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	TBD	Configure Work Study. SCI is prototyping a calculation to determine the award for a student from a generic time entry code.
	Week of 3/20	Payroll Parallel Initial Compare to begin Variance Research.
Banking	1/11/17	PayModeX integration assistance: Yvette is creating invoices for suppliers with a PayMode settlement type for each institution for further testing of the PayMode integration.
	2/24	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).
	3/6	Tenant Configuration Validation.
	3/20-3/24	Uploading Bank data EIB Template to NSHE3.
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		Continue review of reports and security roles.
		Work on campus Allocations and JV Loads for testing.
		Continue to develop use cases and test ISP functionality.
	4/30	Continue to refine month end close based on testing, and develop year end close.
		Shared Governance continuity plan presented to controllers - awaiting feedback.
Budgets	Thru 4/13	Hold budget training (playback) sessions via Blue Jeans during SME testing.
	4/6	Develop second round P3 Budget SME and DRI fringe test scenarios for JIRA loading.
	4/7	Institution due date: Position Budget EIB data sample for load and testing.
	TBD	Continue workaround development and testing for identified budget issues include: PERS wage reductions not encumbering.
	TBD	Support DRI testing of fringe rate accounting after payroll posting.

Project Status Report

Area	Dates	Upcoming Activities
	TBD	Configure and test budget year-end rollover configuration.
	TBD	Configure and test budget sweep allocations - will need to be custom report and EIB combination. Current budget does not support allocations.
Business Assets	4/7	JIRA Started configure P3 for asset disposal item to alert OSP when gain on sale of Grant asset exists.
	4/7	Need to create/Plan EIB load of Responsible Person, and correct Asset Acquisition and Asset Class conversions. FIN-2110.
	4/7	Coordination and development of cut-over plan for assets. Need to address a ledger account for Sensitive Items at year end. Possibly a new ledger account is need for this conversion.
Projects	04/14/17	Meeting with SME's regarding Project Phases and templates for all NSHE Institutions.
	04/14/17	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.
	04/14/17	Reviewing and compiling Project Reporting needs/requests.
	Ongoing	Started to update Project Configuration Documentation.
Customer Accounts	Ongoing	Meet with UNLV regarding going live with Customer Accounts for UNLV Med Center.
	TBD	Configure and test Receivable aging worklet.
	3/30/17	Testing Customer Invoice - Re: INTF-S090I: BIRT Customer Invoice.
	Ongoing	Continue development of detailed step by step procedures and high level process flowcharts.
Expenses	Ongoing	Open Jira Tickets.
	TBD	Testing Financial Admin Assistant Role - ready to test.
	4/7	WD 27 - Expense Report on Behalf of Committee Member Non-Worker.
	4/7	WD 28 - Expense Report on Behalf of another Worker - Ready to test.
	TBD	Payment Election - After go live - Audra Kane created a Jira ticket on HCM side for On-boarding.
	on going	Expense Reports.
	on going	WD 28 - Review new functionality.
		P3 Change Request.

Project Status Report

Area	Dates	Upcoming Activities
Grants & Effort	3/31	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.
	3/31	Work on requirements for award budget extracts.
	4/30	Validate beginning balances with finance.
	4/14	Resolve P3 testing issues.
	4/14	Completion of outstanding JIRA tasks.
Procurement	ongoing	Continue working on open JIRA tasks .
	4/7	Procurement and Supplier Accts continue work with SReg team.
	4/14	Continued Discussion of PCard requirements.
	4/28	Report Requirements.
	5/1	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
Suppliers	2/23/17 - 3/9/17	Began preparation of playback and test scenarios for P3.
	Complete	Testing to begin on new match configuration.
	Fin-2111 with Donna still in progress	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 -4/3	Campus Validation teams continue to update mapping documents and WAX prior to the April validation cycle beginning.
	Ongoing	Reviewing and working conversion JIRA issues.
	3/17	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.
	3/31	Coordination and development of cut-over plan for assets. Need to address a ledger account for Sensitive Items at year end. Possibly a new ledger account is need for this conversion.
Integrations	May	Finish Build DA reviews on SCI developed integrations.
	4/7	Complete Development on the T2 Parking deduction integration for UNLV. Test file expected on 3/24 for T2.

Project Status Report

Area	Dates	Upcoming Activities
	April	Continue coding and unit testing of the PeopleSoft Student Financials Integrations.
	April	Design and coding of the Student Worker/Work Study integration.
	April	Finish Development on the PCard/Expense card integration.
	March/April	Finish Design and begin Development of BIRT Reports and Form Layout.
	March	Continue Development on the DETR Integration.
	March/April	Finalize Report and Complete Development on the PERS Employee Contributions Integration.
Reporting	April	Continued preparation for reports to be used in E2E testing via Jira communications.
	Mar/Apr	(In Progress) 43% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (21% in progress, 22% in review). Note change in progress partially due to edits from new/adjusted requirements + splits of Jira tickets to address requested alternate versions.
	4/10	Data Governance Meeting.
	4/5	Bi-weekly Reporting lane meeting with the campuses.
Training	on-going	Continue job aid assignment and review in preparation for E2E testing.
	3/13 - 4/7	Review Curriculum Deliver Plan with designees.
	03/27-04/13	Review Curriculum Deliver Plan with campus TLG member(s).
	3/20 - 3/27	Prepare project plan/checklist for implementation of the Centralized Training Server.
	3/27-4/3	Meet with NS, Systems to discuss server hardware/network requirements for Training Server.
Testing	4/3-5/31	Complete documentation to support Unit and System Testing sign-off.
	4/3/17-4/5/17	Continue discussions on User Acceptance Testing within the Test Team, designees, leads and PoCs. Draft an initial UAT test plan for the POCs.
	4/3/17-4/7/17	Participate in functional team, E2E, reporting and integration meetings.
	4/3/17-5/5/17	Monitor and support testing.
CM-Communication	thru Oct 2017	Weekly Project Update.
	ongoing	Central Training repository development.
	Thru mid-April	Support P3 Testing labs.
		Supervisory Organization explainer in development.
	Thru mid-April	P3 Testing daily recaps to Project.
	thru April 2017	Continued Planning for UAT with PoCs.

Planned Time Away

Dates	Team Member	Planned Time Away
March 20 – April 7	Samir Mehtaji	PTO
April 3	Jane Kober	PTO
April 3-7	Leslie Obourn	PTO
April 6-7	Daly Costanza	PTO
April 13-14	Roberta Roth	PTO
April 14	Audra Kanae	PTO
April 20-21	Daly Costanza	PTO
April 21	Roberta Roth	PTO
April 27-28	Kim Beers	PTO
April 28	Audra Kanae Roberta Roth	PTO
May 1- 14	Elora Paik	PTO
May 5	Roberta Roth	PTO
May 12	Roberta Roth Audra Kanae	PTO
May 15 – 26	Mike Johnson	PTO
May 18-22	Roberta Roth	PTO
May 25 – 31	Andrew Ayala	PTO
May 26	Tom Davis Audra Kanae	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 Ursula Price	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	7-Apr-17	<p>A conceptual design has been completed for GIA. The next steps are:</p> <ol style="list-style-type: none"> 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. Completed – Conceptual design revised. <p>Only outstanding task is to review the conceptual design with campus stakeholders for feedback. This meeting is being scheduled around testing.</p>
TCH-1912	Academic Pay calculations for mid-contract start/end dates	High	Marianne Bealles	28-Apr-17	<p>SCI has configured this and successfully tested NSHE’s provided scenarios. NSHE to unit test the solution in P3.</p>
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	Highest	John Doetch	14-Apr-17	<p>Detailed design sessions are being conducted with Workday and the project team is identifying a go-live interim strategy.</p>
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	6-Apr-17	<p>The SCI team has prototyped the solution and demonstrated it for the ESC and project team. We have not identified any new requirements or issues. Demonstration to campuses on 3/29.</p>

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
TCH-1928	Campus Integration: Archibus (Location to employee)	High	Jackie Hess	10-Apr-17	The SCI and project team have approved the Exception Request. Chris to send through governance structure once all feedback is collected.
TCH-1929	Student Employment/Work Study	High	Matt Garland	10-Apr-17	The Technical team has the design guidance needed to begin development. We are concerned about the development schedule and are working through options to be ready for P3.
TCH-2015	SReg is behind Schedule	High	Steve Creswell	10-Apr-17	The SReg development is at risk for the revised 4/1 date. UNLV has confirmed Rebecca's continued support of SReg and SCI has responded to the open technical items. The SReg team continues to meet and has made progress towards meeting this deadline.

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	100%	3/16/2017
E2E Testing (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Ends	Green	May 5, 2017	25%	
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)		