Project Status Report

Status as of April 7, 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, Integrations (NSHE and Campus) and Financials Reporting. Please refer to the detailed status below. We continue to work on the Payroll Accrual Solution. A couple of the campuses have identified some serious concerns with the Workday/SCI approach. A working session with those campuses is occurring Monday, April 10th. Both or our partners (SCI and Workday) still believe that the proposed solution is workable with some adjustments based on the results of the working session. We will work thru each of the concerns and report the findings to the CEC and ESC on Tuesday, April 11th. In the meantime, work continues on the project as usual and this should not impact any of the other testing.
❖ **Overall Status – Functional Lanes**	Green	Green	**HCM**
	Green	Green	**Payroll**
	Green	Green	**Time Tracking**
	Yellow	Yellow	**Financials:** Overall Status remains Yellow based on i) status of Budgeting; ii) status of Payroll Accrual; and iii) status of reporting. Other functional areas remain green. 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 –**	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.

Item	Current Status	Prior Status	Status Notes
Technical Team	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 was made the 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 the reporting team is better positioned for remaining work.
	Green	Green	**Security**
❖ **Overall Status – Training & Outreach**	Green	Green	**Training**
	Green	Green	**Change Management/Communication**
	Green	Green	**Testing**
Schedule	Yellow	Yellow	Status remains Yellow based on the status of Budget configuration, implementation of the Payroll accrual approach, and reporting.
❖ **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 3/31: SCI Hours % Complete: 76% of budget Project Plan % Complete: 79% 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**

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Financials.** Status stays at Green, but some new risks have been identified for the 4/7/17 status report. Procurement area at risk with Sharon Thygesen resignation and Donna Cruzado out on Maternity starting 4/22/17. The PMO has been engaged to determine if anything can be done to retain Sharon on the project.
	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**
	Green	Green	**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: 1. PERS Reduction design. Still working on reports to support the PERS configuration. 2. Payroll Accrual - ongoing issue.
	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: Reviewed Delegation Summary document with the HCM/FIN teams. We left with an acceptable workaround for Finance. We met with Mary Stolz 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. b. Configuration: Addressed the following tickets: Provided HR Reporting Analyst access to Costing Allocations Reports (WCR-272), Provided Pay Slip View Access to all HR Partners (WCR-248), Help Text for pay calculation on Switch Primary Job (WCR-283), Tenure warning removed (HCM-260), Configured Delegation Business Process notifications (HCM-145), and Updated Change Visibility business process definitions (HCM-146). The details can be found in JIRA. Tickets that were no configuration was needed: TST-16867. c. Conversion: Conducted and Participated in bi-weekly P2 conversion calls. Created validation for the Country column on School Crosswalk. d. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc.. e. DA Review Preparation: Completed running of audit reports, fixing errors and filling in the DA Configuration Review Template - Talent, HCM, and Compensation. f. 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. g. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 72 conversion tickets. We are closing the week with 68 tickets. 2. Benefits a. Configuration: Addressed the following tickets: Updated the benefit plan eligibility rule called "Southern Nevada Home Location or location (postal code) = 89102" to include 89154 and 89106 zip codes. Also, adjusted the name of the eligibility rule to include the new zip codes (WCR-260). Provided Payslip View Access to Institutional Benefit Partner (WCR-248). The details can be found in JIRA. b. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc. c. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. 3. Recruiting a. Configuration: Addressed the following tickets: Added Primary Recruiter to the Unpost Job and Post Job steps in the Job Requisition Change and Evergreen Requisition Change business processes (WCR-271) and Configured Close Job Requisition business process notifications (HCM-158). The details can be found in JIRA. Addressed the following testing tickets that didn't result in configuration changes: TST-17092, TST-17059, and TST-17123.

Area	Accomplishment /Activity

	b. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc..
	    c. Configuration: Working on Offer Letter solution. The configuration details are in NSHE2.
	4. Absence
	    a. Configuration: Moved Review Service Date Steps from the Request to the Return from Leave of Absence BP (WCR-301 and WCR-302), Add To Do to Employee to Submit Time Off Requests during Request Leave of Absence BP (WCR-249), moved requirement of military orders from validation to document review step in Request Leave of Absence BP (WCR-73).
	    b. Configuration: Continue work on proration of accruals while on leave of absence
	    c. Configuration: Reviewing WCR-277 - 15-day maximum military paid leave - with Absence SMEs for input.
	    d. Configuration: Worked JIRA test tickets TST-17954, TST-18084, TST-19570, TST-17973, TST-19570, TST-18060, TST-18009, TST-19490.
	    e. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Absence SME Weekly Meeting.

Time Tracking	1. Time Clocks: Testing of time clocks continues in NSHE4 after the tenant refresh from NSHE3. Drago is working with AccuTime to develop performance testing of biometric logins. 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 3rd 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 regarding Time Tracking (DRI): Discussed timesheet processing for LOH and Hourly Temps (Techs) with DRI. Proposing moving forward with tracking in/out time for these employees - Kim to discuss with HCM team on Monday 4/10 and based on results will contact HRAC. This solution proposes having all LOH employees systemwide to use this method, as well as Hourly Temps at DRI only. 5. Configuration: Created a new Time Entry Code = Hours Worked (to be used for Hourly Temporary Faculty). 6. Meetings: HCM Conversion, Time Tracking Weekly, Cross Functional Meetings.
Payroll	1. Data Loads for P3 - validation issues resolved. 2. E2E Testing: Provided Payroll support to testers daily, 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.

Area	Accomplishment /Activity
	5. Payroll Parallel: The Workday half of the Practice Parallel is complete: the payroll is calc'd and Workday reports are available. For the NSHE portion of the Practice Parallel, John has provided a file and SCI will update the format to work with the Compare tool. The SCI team began populating the compare tool with NSHE on Thursday. Drago and Steven got the compare tool working for the sample population and a full population. 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): Ran Thomas and Mack test Integration file. Minor configuration changes are being made to some Job Profiles that were omitted from the filtering process; Ran 2nd test of UNR T2 Parking Integration. Met again with the Parking Services Representative to validate the Input file for accuracy; Retested ePay Integration for both Monthly and Semi-Monthly and assisted the North Payroll Office with validation for accuracy. 8. Working Session (w/Steven): Configuration of adding Leave proration to all allowance earnings; Configuration of SUI being withheld to Annual Time Paid Off earnings; Worked on solving multiple FAILED tickets and sending them back for retesting. 9. 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. Held training session w/Michelle Hooper on how to run Pay Complete; For End to End testing, she will Complete Payroll for cycles: 1/16-1/31/17 & 1/1-1/31/17. 10. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.
Financials	1. Banking and Cash Settlement a. P3 End-to-End Testing support. b. First Notice Rules configured for all institutions. 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. Working with campus for insight for use case of WD27 "Return Payments" report. 2. FDM 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. Met to further define process for adding new FDM values using WAX, BAs, and FDM Governance committee.

Area	Accomplishment /Activity
	3. Financial Accounting a. Set up and test UNLV Admin OH Allocation. b. Review in process of configured security roles. c. Review of outstanding JIRAs to assess where we are and assign follow up. 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. 4. Budgets a. Completing first week of testing for Budget SME's with daily training and playback sessions. b. Set up "flat" budget in NSHE5 for testing under Appropriation year scenarios. c. Business Assets. d. Testing Support. e. Developing initial Asset Cut-Over/Fiscal Year End Plan with Asset Conversion Team. f. EIB successfully tested in P3 for Grant Disposal and Last Inventory Date. Template will be available on iNtegrate2 > Technical Resources under "Usable Templates" list. g. Asset conversion crosswalks updated and submitted for April conversion extract cycle. May extract cycle begins. 5. Projects a. P3 Testing Support. b. One Change request for validation at Project Setup. c. Customer Accounts and Contracts. d. Very close to finalizing the BIRT layout for both Customer Invoice and Customer Statement. e. Met with UNLV and agreed on decentralized customer invoice process. Worked with BA to configure customer segments and categories, prep work. 6. Expenses a. Supporting Testers. b. Additional Scenarios for testing were loaded. c. Financial Administrative Assistant roles has been set up and has been tested for use with the Spend Authorization and Expense Report for Other Worker. 7. Grants & Effort Reporting a. P3 Testing support. b. Developed EIB to update Grant Location Worktags for F&A Allocation. Successfully tested and updated P3. 8. Procurement a. P3 Tester support. b. Successfully Received 1st Test e-Invoice from Dell Punch-out. c. Completed two change requests from UNLV; discussed options for two more in progress.

Area	Accomplishment /Activity

	9. Suppliers
	   a. Procurement/Supplier Accounts P3 test scenarios delayed.
	   b. Test of supplier account in-box filters working.

CM/Outreach	1. Training
	   a. Linda met with TMCC and DRI and reviewed their campus Curriculum Delivery Plan. Campus meetings will continue next week.
	   b. Curriculum job aid development continues with the focus on job aid design in support of User Acceptance testing.
	   c. Completed second draft of 'Getting Started Guide'.
	   d. Opened ticket with SCS System for an instance of WordPress for the Centralized database(Roth).
	   e. Met with SCS OMT Leadership to discuss strategy for ensuring 'intranet' only access to Training materials from Workday/Campuses; per Workday Ts&Cs. (Roth).
	2. Testing
	   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. Provided requested JIRA reports to the team.
	   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. Continued discussions on User Acceptance Testing. Sent email to designees requesting that critical BPs be identified and received feedback.
	3. CM-Communication
	   a. Onsite support P3 Testing Support in Reno and Henderson.
	   b. Planning for UAT with Campus Points of Contact.
	   c. 2-day strategic planning with SCS leadership. Customer support for iNtegrate 2 was significant topic.

Technical	1. Fin Conversion
	   a. Prepared updated FDM and non-FDM crosswalks for the April data extract run.
	   b. John Tully ran all FIN data extract files using the updated crosswalks.
	2. Integrations
	   a. BIRT for Customer Invoices is ready for End to End testing.
	   b. Loaded all PeopleSoft input files into the P2 tenant for 1/26/2017 and reviewed the loads with the Campuses.

Area	Accomplishment /Activity
	c. Finished development and moved to unit testing with the integration to load Pcard/Travel Card transactions. d. Created ISUs for NSHE integrations. e. Prepared instructions and project for the campuses to convert the existing account strings to Workday Worktags and load the appropriate chart fields. The package also included 4 SQL queries to identify mapping or data issues that should be corrected. 3. Reporting: Preparation for Financial Reporting workshop scheduled for 4/10 - 4/11.

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM	4/10-4/14	Complete 5 Feedback / Design Enhancements Changes. Working on tickets: HCM-229, HCM-198, HCM-127, HCM-171, HCM-167, HCM-178, HCM-123, HCM-223, HCM-169, HCM-243, HCM-242, HCM-86, HCM-235, HCM-143, 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	4/10-4/14	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	4/10-4/14	Complete 3 Feedback / Design Enhancements Changes. Working on tickets: 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.
	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).

Area	Dates	Upcoming Activities
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 & Cash Settlement	ongoing	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	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).
	5/5/2017	P3 Testing - moving along well (110 passed 39%, 75 cancelled 26%, and 72 not started 25% and 9% in misc. items (lot of people are working on month end items currently and will get back to testing next week).
	ongoing	WCR-122 Escheatment Process - we need the check# added to the report in WD and we also need to wait to see how the data comes over from PeopleSoft.
	5/5/17	Integrations - Waiting for Settlement runs to be completed by Supplier Accounts and Expenses prior to running integrations for PayMode, Troy, Positive Pay, etc..
	5/5/2017	FIN-2167 Check Reissue - Rhonda and Yvette are to complete testing in P3 for Expenses and Supplier Accounts - followed up 4/5/17.
	ongoing	FIN-21059 Balancing Worktag - working with group to resolve/answer.
	ongoing	FIN-2054 Make sure that BCS is able to print checks from BCN payroll.
	ongoing	FIN-1324 Create/update functional process documentation - need to understand how to update.
	ongoing	FIN-1280 Current SA Pooled Cash Accounting - no posting of I/C entries by SA.
	ongoing	FIN-2053 Notification of Wire Specialist when wire settlement is processed - waiting for testing and integration to be done.
	ongoing	FIN-2067 Order serialize deposit slips for cashiers – reminder.
	ongoing	FIN-2041 - provide reporting requirements for Cashier Deposits - are exploring in P3 testing.
	5/5/2017	FIN-2178 NSF Check & Bad bank accounts - creating negative test scenarios now, positive test scenarios are in P3 currently.
	ongoing	FIN-1717 Return payments - need to wait till PeopleSoft data are imported into WD.
	ongoing	FIN-804 System admin cash for pooled cashed - pending meeting next week.
	ongoing	FIN-1556 Update BP for Training prep - not sure if there is still value in updating this.
FDM	TBD	Develop plan for updated and verifying crosswalk mapping between P3 and P4.

Area	Dates	Upcoming Activities
	11-Apr	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.
	30-Apr	Continue to refine month end close based on testing, and develop year end close.
		Shared Governance continuity plan presented to controllers - awaiting feedback.
Budgets	TBD	Issue with worker cost allocations causing fatal error being researched.
	7-Apr	Develop second round P3 Budget SME and DRI fringe test scenarios for JIRA loading.
	7-Apr	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.
	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	14-Apr	Started configuring P3 for asset disposal item to alert OSP when gain on sale of Grant asset exists-Need SCI's input.
	14-Apr	Need to create/Plan EIB load of Responsible Person, and correct Asset Acquisition and Asset Class conversions. FIN-2110.
	14-Apr	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. FIN-2146.
Projects	4/14/2017	Meeting with SME's regarding Project Phases and templates for all NSHE Institutions.
	4/14/2017	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.
	4/14/2017	Reviewing and compiling Project Reporting needs/requests.
	Ongoing	Started to update Project Configuration Documentation.
Customer Accounts and Contracts	Ongoing	Continue building out Customer Accounts for UNLV Med Center.
	5-May	Testing support for Customer Accounts (DRI and UNR Med School).
	TBD	Configure and test Receivable aging worklet.
	4/7/2017	Testing Customer Invoice - Re: INTF-S090I: BIRT Customer Invoice.
Expenses	Ongoing	Open Jira Tickets.

Area	Dates	Upcoming Activities
	TBD	Testing Financial Admin Assistant Role - ready to test.
	14-Apr	WD 27 - Expense Report on Behalf of Committee Member Non-Worker.
	TBD	Payment Election - After go live - Audra Kane created a Jira ticket on HCM side for On-boarding.
	on going	Expense Reports. - i.e. for Cost Centers, Department Accountant or Financial Administrative Assistant Role-Hari is working on this one.
	on going	WD 28 - Review new functionality.
Grants & Effort Reporting	15-Apr	Test F & A allocation with larger sample.
	15-Apr	Need to upload sample award budget.
	30-Apr	Validate beginning balances with finance. 4/5 Had meeting with Karla, Matt and finance regarding the accounting of the beginning balance activities.
	14-Apr	Resolve P3 testing issues. Worked with Matt on changes to grants reports. R57 Grant and Contract Balances security domain updated - will change to retest today. 3 other reports security domain being updated. Should be ready to retest tomorrow.
	14-Apr	Completion of outstanding JIRA tasks.
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	14-Apr	Continued Discussion of PCard requirements.
	28-Apr	Report Requirements.
	1-May	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
	1-May	Cutover (go live) Planning.
	1-May	Procurement and Supplier Accts continue work with SReg team.
Suppliers	4/13/2017	1099 Process - Need meeting with the North to discuss the process.
	4/6/2017	Create Suppliers and transactions for bank file transfer process.
	TBD	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".
Training	on-going	Continue job aid assignment and review in preparation for E2E testing.
	3/13 - 4/14	Review Curriculum Deliver Plan with designees.
	03/27-04/21	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.

Area	Dates	Upcoming Activities
	Early to mid-April	Meet with Customer Service team to plan for readying classrooms (40 and 104) for training needs.
Testing	4/10-5/31	Complete documentation to support Unit and System Testing sign-off.
	4/10-4/14	Continue discussions on User Acceptance Testing within the Test Team, designees, leads and PoCs. Draft an initial UAT test plan for the POCs.
	4/10-5/31	Participate in functional team, E2E, UAT, reporting and integration meetings.
	4/10-5/5	Monitor and support testing.
	4/10 - 4/15	Assist with setup and monitoring of UNLV Testing lab location.
CM-Communication	thru October 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.
	Early to mid-April	Meet with Customer Service team to plan for SCS's Office 365 implementation to ensure no impact to iNtegrate 2 project.
	thru April 2017	Continued Planning for UAT with PoCs.
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.
	14-Apr	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.
	18-Apr	Continue coordination between the Beginning Balances and Grants teams to gain agreement of what gets included in the conversion of Inception to Date balances for Grants.
Integrations	May	Finish Build DA reviews on SCI developed integrations.
	Apr/May	End to End testing support and issues corrections.
	7-Apr	Complete Development on the T2 Parking deduction integration for UNLV. Test file expected on 3/24 for T2.
	April	Design and coding of the Student Worker/Work Study integration.
	April	Finish Design and begin Development of BIRT Reports and Form Layout.
	April	Continue Development on the DETR Integration.
	April	Finalize Report and Complete Development on the PERS Employee Contributions Integration.
Reporting	April/May	Continued preparation for reports to be used in E2E testing via Jira communications.

Area	Dates	Upcoming Activities
	April/May	44% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (19% in progress, 25% in review). Note change in progress partially due to edits from new/adjusted requirements + splits of Jira tickets to address requested alternate versions.
	10-Apr	Data Governance Meeting.
	4/10 - 4/11	Financials Reporting Workshop.
	19-Apr	Bi-weekly Reporting lane meeting with the campuses.

Planned Time Away

Dates	Team Member	Planned Time Away
April 13-14	Roberta Roth	PTO
April 14	Audra Kanae Ken Bialobrzeski	PTO
April 17-21	Brooke Thrasher	PTO
April 20-21	Daly Costanza	PTO
April 21	Roberta Roth	PTO
April 27-28	Kim Beers Chris Mercer	PTO
April 28	Audra Kanae Roberta Roth	PTO
April 28 – May 1	Nancy Kelly	PTO
May 1- 14	Elora Paik	PTO
May 5	Roberta Roth	PTO
May 12	Roberta Roth Audra Kanae	PTO
May 12-15	Ken Bialobrzeski	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 9	Ken Bialobrzeski	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	14-Apr-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. Completed – Conceptual design revised. Only outstanding task is to review the conceptual design with campus stakeholders for feedback. This meeting is scheduled for 4/12.
TCH-1912	Academic Pay calculations for mid-contract start/end dates	High	Marianne Bealles	28-Apr-17	SCI has configured this and successfully tested NSHE's provided scenarios. NSHE is testing in P3.
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	Highest	John Doetch	14-Apr-17	Detailed design sessions are being conducted with Workday and the project team is identifying a go-live interim strategy.

iNtegrate 2

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	14-Apr-17	The SCI and Workday team prototyped the Appropriation Year Worktag solution prototype and have demonstrated it. The UNLV and UNR Controllers have raised concerns with the approach and the Steering Committee have discussed it and organized a Working Session on Monday 4/10. The goal of the session is to understand education and/or updated needed to adopt the solution for go-live.
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	Go-live date is set for the week of 5/1. Requirements are being prioritized to ensure that this date is met. This will remain an issue until we have achieved the go-live.

iNtegrate 2

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
P2 Playbacks	Green	November 11, 2016	100%	11/11/2016
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 27, 2017	100%	1/27/2017
Payroll Parallel (P2) Begins	Green	January 27, 2017	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)		

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