Project Status Report

Status as of April 28, 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. We continue to work on the Payroll Accrual Solution. The solution requires Workday product enhancements and a custom integration to generate Payroll Encumbrances. The team continues to work on the designs and timelines for the implementation of the Workday product updates and Encumbrance Integration.
❖ **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 implementation; and iii) status of reporting. Other functional areas remain green. P3 testing is behind schedule - 77% complete vs. 90% planned. The focus for next week is on P3 testing progress, report development, budget configuration, and PCard configuration and testing.
	Green	Green	**Audit**
❖ **Overall Status – Technical Team**	Yellow	Yellow	**Integrations (NSHE):** 1 NSHE integration is behind schedule due to possible policy and process changes. We have taken steps to fast track the development once those decisions are finalized.
	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)**

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	**Reporting:** A financials reporting workshop was conducted with the team. 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 P3 E2E testing, Budget configuration, implementation of the Payroll accrual approach, 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**
	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.
	Green	Green	**HCM**

Item	Current Status	Prior Status	Status Notes
❖ **Project Risk**	Green	Green	**Payroll**
	Green	Green	**Time Tracking**
	Green	Green	**Financials:** We continue to monitor the Payroll Accrual risk.
	Yellow	Yellow	**Technical Team:** We have some key risks with several NSHE and campus owned integrations that have impact on this pillar. These risks are being monitored closely to prevent any impact on the timeline. All risks are documented in JIRA.
	Green	Green	**Change Management/Outreach**

Color Key	
Red	Project timeline is experiencing significant delay (4+ weeks) to schedule or project deliverables for critical tasks.
Yellow	Project timeline is experiencing a 2-4 week delay to the schedule or project deliverables for critical tasks.
Green	Project plans and activities are on schedule and issues and risks are being managed. Delays are less than 2 weeks for any critical tasks.

Key Accomplishments

Area	Accomplishment /Activity
HCM	1. Core HCM a. Configuration: Addressed the following tickets: Inactivated HR Shared Services Analyst Security Group and Security Role (WCR-244), Changed NRATS Specialist Security Group and Role to NRAT Specialist (WCR-234), Added Academic Provost and Support Staff to be able to View, Modified B-Shadow Custom Object (WCR-243), Completed Academic Unit Additions and Changes (WCR-317/CNV-480, CNV-305, CNV-326, CNV-479), Added Schools to WD (CNV-507), Created Work Study Custom Object (HCM-280), Updated Help Text for Present SSN Card (WCR-186). Tickets that were closed with no configuration: (TST-30941) and (HCM-223). b. Configuration: Added 16 new job profiles and completed 20 job profile changes (CNV-503). c. Conversion: Conducted and Participated in bi-weekly P2 conversion calls. d. Conversion: Completed Academic Unit Crosswalk Validation & Created/Reviewed instructions for Jim on how to conduct this validation. e. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc.. f. DA Review Preparation: Completed running of audit reports, fixing errors and filling in the DA Configuration Review Template - Talent, HCM, and Compensation. g. 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. Updated P4 Crosswalks for the P4 build. h. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 58 conversion tickets. We are closing the week with 41 tickets. 2. Benefits a. Configuration: Addressed the following tickets: Removed Employee as Self Completed Notification in Change Benefits for Life Event business process (WCR-338). 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. Supporting Western Insurance Enrollment vendor transmit (TST-30438) and Sierra Health Enrollment file sent to vendor (TST-27115). c. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. Delivered weekly error statistics. Converted extract files & placed on ownCloud. 3. Recruiting a. Configuration: Addressed the following tickets: Updated Security to Allow Primary Recruiter to Maintain Committee Definition and Updated Security to Allow Recruiting Team to see T&E Score Results (WCR-333), Researched and provided guidance Classified Shared Services setup (WCR-332), Added Event Reason is Reassign Primary Recruiter condition rule to Job Requisition Change business

Area	Accomplishment /Activity

	processes (WCR-280). The details can be found in JIRA. Tickets that did not involve configuration: HCM-287.
	
	    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. We have configured and tested the Classified Offer Solution. We are working through migrating Classified Offer Letter Setup to NSHE3(HCM-276). Molly has configured and now running through all the test on the following offer letters Academic Faculty (9 / 12 Month), Administrative Faculty, Post Doc, GA, LOA, and Technologist. The configuration details are in NSHE2.
	
	4. Absence Management
	    a. Configuration: Continue work on proration of accruals while on leave of absence; will test calculations.
	    b. Configuration: Completed CNV-394 Worker Not Eligible for Leave of Absence. WCR-329 CSN Coaches Annual Accrual Eligibility. WCR-331 Change FMLA and iFMLA rule to look at seniority date for eligibility. CNV-418 Employee not eligible for time off plan.
	    c. Testing: Worked JIRA test tickets TST-19545, TST-19863 and TST-30938. The details can be found in Jira.
	    d. Meetings: Project Checkpoint, Cross Functional, NSHE and SCI Conversion Meetings, Absence SME Weekly Meeting.
	    e. Absence SME Meeting: Communicated that the files for P4 are due on 5/5 and reviewed requirements for each file. Blanca demonstrated ESSL leave processing. Pat demonstrated the Assess Absence Balances step in the Change Job BP which included adjustments and overrides.

Time Tracking	1. Time Clocks: Testing of time clocks continues in NSHE4. Drago continues to work with AccuTime to develop performance testing of biometric logins. AccuTime provided 1000 templates to the time clocks, and Drago has been testing the differing methods of logging in and the timing. Drago has developed test scenarios to end to end test the time clocks - which will be done in NSHE4 next week. Audra will advance the semi-monthly payroll to current in NSHE4 to help facilitate this testing. 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 6th 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. Configuration: Configured NSHE3 to use the new custom object in HCM to identify work study program eligibility for time tracking. This included new time entry codes, time code groups and default calculation tags to then pass this time to Payroll. Demonstrated this new functionality to the student work study group, including Payroll payment and work study balances. 5. Configuration: Continued work on HCM-8 - developed validations for Worktags in NSHE3. Waiting on approval from John to move from warning status to error status.

Area	Accomplishment /Activity
	6. Meetings: Project Checkpoint, HCM Conversion, Time Tracking Weekly, AccuTime Weekly, Cross Functional Meetings, Work Study.
Payroll	1. 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. 2. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting. 3. Payroll Parallel: The team distributed the Payroll Compare tool and variance research has begun. Parallel Checkpoints occurring on Monday and Wednesdays. 4. 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. 5. Integrations E2E: Ran Integrations for Remittance files & Parking Upload test files; ADP Periodic; ADP Quarterly; ACH EFT; Positive Pay; ePay; T2 Flex Parking Deductions (and Validation w/Joan); TMC 3rd Time Tracking Input file. Validation is being conducted on all Integrations run this week. 6. 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. For End to End testing, Michelle Hooper will Complete Payroll for cycles: 2/16-2/28/17 & 2/1-2/28/17 on 2/28/17. 7. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.
Financials	1. Banking & Cash Settlement a. P3 End-to-End Testing support. b. Continue to configure First Notice Rules in P3 for auto-reconciliation of bank statements. c. Integration "INTF-S035D: ACH for Expense Reimbursement" successfully tested in P3 and two ACH Expense files were delivered to SFTP for B of A review and feedback. d. Test scripts for P3 created for ACH and Positive Pay integrations. e. Consensus obtained from campuses on how best to process/handle monies that come into the bank with netted numbers. f. Banking SMEs continue to stale date their old outstanding checks. g. Developed "Touch Point Banking" for end to end testing. h. Another ACH test file was run and adjustments were made. i. Created custom report "Find Escheatment Items - NSHE" in P3 for change request WCR-122. j. 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.

Area	Accomplishment /Activity
	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. Working to set up new values approved by FDM Governance committee e. Discussion about WAX and use to capture additional security roles allowed by WD28. 3. Financial Accounting a. Set up and test UNLV Admin OH Allocation. b. Custom reports are in progress and will be available for P4. c. Review of outstanding JIRAs to assess where we are and assign follow up. d. Ongoing test support is provided. Reaching out to tester to provide clarity to resolve failed JIRAs. e. Created/edited Financial Accounting Security roles for P4 collection process. f. Ongoing data validation for integrations. 4. Budgets a. Developed DRI fringe rate testing report and reviewed fringe rate impacts of January payroll posting with rate separate allocation between fringe and leave rates. b. Initial requirements for the encumbrance calculation integration developed for SCI review. c. Testing support for HR/Finance Coordinator cross-functional testing. d. Reviewed HMC budget check process steps that are being removed and requested two additional HRFC approval points as a replacement. 5. Business Assets a. Testing Support. b. Two cut-over plan submitted to campuses. Working on proposal with documentation for next week's asset conversion meeting. c. Asset Validation completed. d. New balance sheet accounts were approved and working on getting corresponding asset types and spend categories created. e. Daly completed the EIB Load Template. Needs testing by Amy & Berto. f. FDM has developed solution for old Worktags. Fund to Fund update was sent out this week. 6. Projects: P3 Testing Support a. Customer Accounts. b. UNLV Medical School test scenarios completed and loaded into JIRA for testing. c. Verified DRI will go-live with Central Billing Process, Fixed Billing Schedule routing. 7. Expenses a. Supporting Testers. b. Cleared 2 Change Request.

Area	Accomplishment /Activity
	c. Worked on clearing FIN-Projects Jira Tickets. 8. Grants a. P3 Testing support. b. A few more grant reports available for retesting. 9. Procurement a. P3 Tester support. b. PO Layout is with SCI for additional issues identified by BCS. c. Campus validators working on validating loaded transactions. d. Continue working sessions to review PCard functions and validate/test loaded transactions within the project team. e. Buyer Crosswalk updated for P4.
CM/Outreach	1. CM-Communications a. Onsite P3 Testing Support. b. Central Training Repository site installation completed. Proceeding to design phase. c. Planning for UAT with SA, SCS and EPSCOR office. d. CM Liaison monthly meeting. e. Planning session to develop CM plan for DRI. Bill is the new CM Liaison. f. 2-day strategic planning with SCS leadership. Customer support for iNtegrate 2 was significant topic. g. Training timeline and glossary document updated and circulated. h. Updated TLG on central training repository progress. 2. Training a. Bi-Weekly TLG meeting was held. Notes on Google Drive in Training Folder. b. Linda met with GBC and reviewed their campus Curriculum Delivery Plan. All campuses have been met with. All plans are on the Google Drive under Training. c. Curriculum job aid development continues. 82% of job aids are in progress or complete. d. Tom and Kelley Downs sent out the Grants Training invites to the TLGs to begin scheduling workers in the classes occurring in May in the North and the South e. Continued work on designing Instructor Led Training for MSS classes. f. Michelle Briggs reviewed and Erik made updates to the Job Application User Guide. g. Opened ticket with SCS System for an instance of WordPress for the Centralized database(Roth). h. Met with SCS OMT Leadership to discuss strategy for ensuring 'intranet' only access to Training materials from Workday/Campuses; per Workday Ts&Cs. (Roth). 3. Testing a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, and PoCs. b. Team Support: Worked with the consultants, designees, BAs 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. Provided requested JIRA reports to the team.

Area	Accomplishment /Activity
	c. Tester Support: Continued to communicate to testers regarding the weekly test schedule and location and scenarios ready for testing. 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. Draft of UAT 'expectations' to help frame purpose and planning of UAT with PoC. f. Continued discussions on User Acceptance Testing. Extracted testing scenarios from JIRA and began organizing them for UAT.
Technical	1. Fin Conversion: Held a meeting between the beginning balances team and the Awards teams to review T accounting scenarios for the cutover for Awards. 2. Integrations a. Migrated Student Financials integrations to NSHE3 in preparation for End to End testing. b. Migrated the PCard/Travel Card Transaction load integration to NSHE3 in preparation for End to End testing. c. A 3rd test file of parking deductions for UNR has been loaded for E2E testing and results validated by UNR. d. Successfully completed a punch-out to CDW-G's catalog. e. Positive Pay test files sent to Bank of America for Vendor Payments and Expense Reimbursements. f. Bank of America confirmed that there were no issues with the ACH test files sent for Vendor Payments and Expense Reimbursements the week of 4/17. g. Loaded the Jan 18 Student Financials Journals, Ad hoc Payments and Ad hoc Bank Transactions into NSHE2 as the final unit test. 3. Reporting a. New Hire - Blair Horsey completed Advanced Reporting and Composite report Workday Training. b. EEO/AAP added requirements for reports, other HCM reports, and grant reports related security issues worked on week of 4/24.

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM	5/1-5/6	Complete 5 Feedback / Design Enhancements Changes. Working on tickets: HCM-127, HCM-243, HCM-242, HCM-86, HCM-48, FIN-1935, WCR-299, WCR-265, WCR-129, WCR-284, WCR-269, HCM-288 and HCM-275.
	3/6-3/10 (Delayed)	Manually Enter HCM Fallout Records. We are evaluating this effort. We are looking to select a subset of the population and will include this as part of P4 testing.
	3/20-5/5	Conduct End to End Testing.

Area	Dates	Upcoming Activities
Benefits	5/1-5/6	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. We are evaluating this effort. We are looking to select a subset of the population and will include this as part of P4 testing.
	3/20-5/5	Conduct End to End Testing.
Recruiting	5/1-5/6	Complete 3 Feedback / Design Enhancements Changes. Working on tickets: WCR-138, WCR-88, WCR-124, WCR-143, and HCM-70.
	3/20-5/5	Conduct End to End Testing.
Absence	3/20-5/5	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	3/20-5/5	End to End Testing.
	Ongoing	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.
	5-May	Mid-Term Academic Pay Testing.
	4/24 - 5/15	Payroll Parallel Complete Monthly Variance research and begin Semi-Monthly compare.
Banking	ongoing	B of A is working internally to craft.
	Ongoing	Gathering transaction information to update the Worktags of first notice rules specific to each institution. Waiting for Controllers to determine #1012 vs #1000.
	Ongoing	TCH-1911 - Unit Testing - PS Check detail will be brought into WD so auto reconciliation will incorporate the PS student checks.
	5/5/2017	P3 Testing - moving along well.
	5/5/2017	FIN-2167 Check Reissue - Issue 4/28/17 Escheatment Reissue - Rhonda and Yvette are to complete testing in P3 for Expenses and Supplier Accounts - followed up 4/5/17.
	ongoing	FIN-2054 Make sure that BCS can 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.

Area	Dates	Upcoming Activities
	ongoing	FIN-2067 Order serialize deposit slips for cashiers - finding out what is needed from campuses and will work with BofA.
	ongoing	FIN-2041 - provide reporting requirements for Cashier Deposits - are exploring in P3 testing.
	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.
FDM	TBD	Develop plan for updated and verifying crosswalk mapping between P3 and P4.
	15-May	Develop plan for cutover and process for deactivating accounts at FYE in Advantage and consequences in WD.
		Establish Governance committee; selection still pending for one member.
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.
		Continue to refine month end close based on testing, and develop year end close.
		Shared Governance continuity plan presented to controllers - held first meeting.
Budgets	TBD	Review fringe rate encumbrance requests and options for developing the calculations in Workday. Determine issues and feasibility of specific areas.
	TBD	Identified need for REGIA policy to standardize calculation in Workday. May need Payroll posting workaround dependent on results of this policy.
	2-May	Set up cross functional meeting: Budget / HCM to discuss budget tracking of personnel cost changes.
	TBD	Develop budget report requirements with new configuration.
	TBD	Configure and test budget year-end rollover configuration.
	TBD	Issue of double approval by HR/Fin Coordinator on worker cost allocation posted on Community for clarification.
	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	JIRA Started to configure P3 for asset disposal item to alert OSP when gain on sale of Grant asset exists.
	8-May	Two new ledger accounts were approved for conversion. FIN-2146.
Projects	5/8/2017	Meeting with SME's regarding Project Phases and templates for all NSHE Institutions.

Area	Dates	Upcoming Activities
	5/8/2017	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.
	5/8/2017	Reviewing and compiling Project Reporting needs/requests.
	Ongoing	Started to update Project Configuration Documentation.
Customer Accounts	Ongoing until go-live	Prepare for Cutover.
	5-May	Testing support for Customer Accounts (DRI and UNR Medical School).
	TBD	Configure and test Receivable aging worklet.
Expenses	Ongoing	Open Jira Tickets.
	2-May	WD 27 - Expense Report on Behalf of Committee Member Non-Worker - In Progress.
	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.
	5-May	Travel Card Business Process.
	5-May	Change Request -1 open - need to write a brainstorm. Received another change request that will have to be addressed by Financial Accounting because it is requesting a requirement to attach supporting documentation for a journal voucher.
Grants	28-Apr	Test F & A allocation with larger sample. F & A posted 2/1. Ran allocation for January. Will run for February.
	17-May	Preparation of WD grants training to be held 5/17, 5/18 and 5/23.
	28-Apr	Exploring option to create Budget Template via EIB to load award budgets. Currently, this must be done one-by-one through the user interface.
	30-Apr	Validate beginning balances with finance. 4/5 Had meeting with Karla, Matt and finance in regard to the accounting of the beginning balance activities. 4/24 meeting with Matt. Explained in more detail award conversion entries that need to take place. Karla and I will share this information at the Awards Conversion meeting 4/27.
	30-Apr	Resolve P3 testing issues. Worked with Matt on changes to grants reports. Had status meeting with reporting team 4/18. Will use another role, Contract Analyst II, to assign at award level to allow view access by award for roles such as grant manager. Contract Analyst will be used for roles to view all awards.
	19-May	Award Extract Files.
	15-May	Completion of outstanding JIRA tasks.

Area	Dates	Upcoming Activities
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	1-May	Procurement and Supplier Accts continue work with SReg team.
	1-May	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
	12-May	Report Requirements.
	12-May	Continued Discussion of PCard requirements.
	30-Jun	Cutover (go live) Planning.
Suppliers	99% complete	1099 Process - Shawn will correct hierarchy from System Admin to NSHE.
		Created help text for job aids - continue to work with Caleb to develop.
FIN Conversion	Ongoing	Reviewing and working conversion JIRA issues.
	5/4/2017	Compile crosswalks needed for P4 data extracts.
	5-May	Run P4 data extracts.
	5/8 - 5/17	Campus validate of P4 extracts.
	19-May	Validated P4 extracts due in FINAL folder of ownCloud.
Integrations	April/May	Complete configuration of remaining Punch-out's.
	Apr/May	End to End testing support and issues corrections.
	April/May	Design and coding of the Student Worker/Work Study integration.
	April/Mid-May	Complete Development of BIRT Reports and Form Layout.
	April/Mid-May	Complete configuration of remaining Punch-out's (Grainger, Amazon, Office Depot).
	April	Complete Development on the PERS Employee Contributions Integration.
	April/May	Complete development on the OASDI Update.
	April/May	Design and Code of Encumbrance integration.
	May - July	Finish Build DA reviews on SCI developed integrations.
Reporting	April/May	Continued preparation for reports to be used in E2E testing via Jira communications.
	April/May	(In Progress) 43% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (17% in progress, 26% in review). Note change in progress partially due to edits from new/adjusted requirements + splits of Jira tickets to address requested alternate versions.
	30-Apr	Delete temporary reports task will run in P3.
	3-May	Bi-weekly Reporting lane meeting with the campuses.
	1-May	Data Governance Meeting.

Area	Dates	Upcoming Activities
CM-Communications	15-May	Configuration freeze for P3; new or edited reports in P3 after this date must be tracked manually.
	thru October 2017	Weekly Project Update.
	ongoing	Central Training repository development.
	Thru mid-April	Support P3 Testing labs.
	ongoing	Custom Workday Training worklet development for WD homepage.
	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.
	ongoing	Workday Exposure on Campuses Communication in development.
	ongoing	Workday Training real populations of power users and everyone else communication in development.
	ongoing	Workday launch campaign discussions have started.
Training	on-going	Continue job aid assignment and review in preparation for UAT testing.
	24-Apr	Campus Delivery Plans to be published on Google Drive for each campus.
	5/1-5/4	Linda to Vegas.
	5/16 to 5/24	Grants training in preparation grants conversion efforts - in North and South.
	on going	Meet with NS, Systems to discuss server hardware/network requirements for Training Server.
	Early to mid-April	Meet with Customer Service team to plan for readying classrooms (40 and 104) for training needs.
Testing	5/1-5/31	Complete documentation to support Unit and System Testing sign-off.
	5/1-4/28	Continue discussions on User Acceptance Testing within the Test Team, and with designees, leads and PoCs. Draft an initial UAT test plan for the POCs. Identify scenarios for UAT testing.
	5/1-5/31	Participate in functional team, E2E, UAT, reporting and integration meetings.
	5/1-5/5	Monitor and support testing.
	5/3	Prepare/present UAT expectations to PoC.
	5/5- 5/12	Finalize names for UAT testers to prepare tenant/Okta access.

Planned Time Away

Dates	Team Member	Planned Time Away
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	19-May-17	Team has received feedback from several campuses and the solution is currently under review. HRAC is also reviewing the current policies and procedures in an attempt to stream-line the process.

iNtegrate 2

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
TCH-1912	Academic Pay calculations for mid-contract start/end dates	High	Marianne Bealles	19-May-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	05-May-17	Workday will deliver the related/allowable Worktag functionality in WD30. The team is working on the custom validation for the go-live solution.
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	05-May-17	The Payroll Accrual solution requires Workday product enhancements and a custom integration to generate Payroll Encumbrances. The team is working to identify the designs and timelines for the implementation of the Workday product updates and Encumbrance Integration.
TCH-1929	Student Employment/Work Study	High	Matt Garland	05-May-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	04-May-17	Go-live date is set for the week of 5/4 and this will remain an issue to monitor until we have achieved the go-live.

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	Yellow	May 5, 2017	75%	
Build P4	Green	May 15, 2017		
User Acceptance Testing (P4) Begins	Green	June 12, 2017		
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)		