



## Project Status Report

Status as of May 5, 2017

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

### Summary

Item	Current Status	Prior Status	Status Notes
<b>Overall Status</b>	Yellow	Yellow	The overall status for the project remains Yellow due to delays in the Financials area, Integrations (NSHE and Campus) and Financials Reporting. Please refer to the detailed status below. Workday has confirmed that the Payroll Accrual solution product update will be delivered in mid-July 2017. The team will begin briefing the various project governance groups on the solution and our plans for its implementation. Workday will deliver the 'long-term' solution originally requested by NSHE. Next steps are to complete configuration and finalize testing plans for the go-live solution.
❖ <b>Overall Status – Functional Lanes</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>
	Yellow	Yellow	<b>Financials:</b> Overall Status remains Yellow based on i) status of Budgeting; ii) status of Payroll Accrual implementation; iii) status of reporting; iv) PCard implementation. Other functional areas remain green. P3 testing is close to completion - 94% complete vs. 100% planned. The focus for the following week is on P3 test completion, report development, budget configuration, and finalizing PCard configuration.
	Green	Green	<b>Audit</b>
❖ <b>Overall Status – Technical Team</b>	Yellow	Yellow	<b>Integrations (NSHE):</b> 1 NSHE integration is behind schedule due to possible policy and procedural changes. This has been escalated thru the project governance process for resolution.
	Yellow	Yellow	<b>Integrations (Campus):</b> Three campuses current have integrations at risk. The PMO is monitoring the status weekly and will continue to work with the campuses until resolved.

Item	Current Status	Prior Status	Status Notes
	Green	Green	<b>Conversion (Financials)</b>
	Yellow	Yellow	<b>Reporting:</b> Several baseline financial reports have been developed. 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	<b>Security</b>
❖ Overall Status – Training & Outreach	Green	Green	<b>Training</b>
	Green	Green	<b>Change Management/Communication</b>
	Green	Green	<b>Testing</b>
<b>Schedule</b>	Yellow	Yellow	Status remains Yellow based on the status of Financials.
❖ Schedule	Green	Green	<b>HCM</b>
	Green	Green	<b>Time Tracking</b>
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Financials:</b> Status remains Yellow based on the status of P3 E2E testing, Budget configuration, PCard implementation, implementation of the Payroll accrual approach, and reporting.
	Green	Green	<b>Technical Team</b>
	Green	Green	<b>Change Management/Outreach</b>
	Green	Green	<b>Audit</b>
<b>Budget</b>	Green	Green	As of 4/30: SCI Hours % Complete: 79% of budget Project Plan % Complete: 83% complete
<b>Personnel</b>	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.
❖ Personnel	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>
	Green	Green	<b>Financials</b>
	Green	Green	<b>Technical Team</b>
	Green	Green	<b>Change Management/Outreach</b>
<b>Project Risk</b>	Yellow	Yellow	The status of Project Risk remains at Yellow due to Technical Integrations. Please refer to the detailed status below.

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❖ <b>Project Risk</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>
	Green	Green	<b>Financials:</b> We continue to monitor several specific risks & issues: 1) WAX Support - Based on recent discussion, post-go-live plan will be adjusted. 2) Payroll Accrual - ongoing issue. Solution presented to project team, now working on implementation plan. 3) PCard Configuration - Meetings will be held this week to address open issues.
	Yellow	Yellow	<b>Technical Team:</b> We have some key risks with several NSHE and campus owned integrations that have impact on this pillar. These risks are being monitored closely to prevent any impact on the timeline. All risks are documented in JIRA.
Green	Green	<b>Change Management/Outreach</b>	

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

## Key Accomplishments

Area	Accomplishment /Activity
HCM	<ol style="list-style-type: none"> <li>1. Core HCM                             <ol style="list-style-type: none"> <li>a. Configuration: Addressed the following tickets: Updated UNR Onboarding Bulletin Worklet (WCR-349). The details can be found in JIRA. Tickets that were closed with no configuration: TST-30924 and WCR-217.</li> <li>b. Configuration: Transitioned the Education Workday Updates to Nancy Kelly. Nancy will be responsible for updating Schools, Degree, and Field of Study.</li> <li>c. Configuration: Job Profiles – Added 5 New, 11 changes, 0 removes. Also, updated the NSHE Job Catalog Crosswalk with manual updates per the above adds/changes and emailed Mike and the group (CNV-503).</li> <li>d. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc.</li> <li>e. DA Review Preparation: Completed running of audit reports, fixing errors and filling in the DA Configuration Review Template - Talent, HCM, and Compensation.</li> <li>f. Conversion: Reviewed Allowance, Period Activity Pay, Benefit Files, Position Files, Service Dates, User Accounts, Education, Personal Information &amp; Academic Appointment files for P4 build.</li> <li>g. Conversion: Transition meetings for Security Role Assignments EIB worksheet to John B &amp; Matt G. Transition meetings for Supervisory Organization build with Brooke, Ursula and Molly.</li> <li>h. Conversion: Supervisory Organization Worksheet was created, validated &amp; distributed to campuses.</li> <li>i. 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.</li> <li>j. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 41 conversion tickets. We are closing the week with 41 tickets.</li> </ol> </li> <li>2. Benefits                             <ol style="list-style-type: none"> <li>a. Configuration: Addressed the following tickets: Added Technologist Job Family Group to both R Steps Condition Rule in Change Job (TST-31011). The details can be found in JIRA.</li> <li>b. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc..</li> <li>c. Conversion: TST-31395 - Integration / Reviewed DETR Quarterly Reporting data file with Payroll, TST-27094 - Integrations / MetLife enrollment file sent to vendor and TST-27077 - Integrations / Guardian enrollment file sent to vendor.</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	<p>d. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. Delivered weekly error statistics. Converted extract files &amp; placed on ownCloud.</p> <p>3. Recruiting</p> <p>a. Configuration: Addressed the following tickets: Updated Job Posting Templates (WCR-318 and WCR-319) and Updated Recruiting Interview Business Process notifications (WCR-124). The details can be found in JIRA.</p> <p>b. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc..</p> <p>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.</p> <p>4. Absence Management</p> <p>a. Configuration: Continue work on proration of accruals while on leave of absence; will test calculations.</p> <p>b. Configuration: Completed HCM-34 Development and Sabbatical Leave, WCR-284 Change Time Offs to not allow Override.</p> <p>c. Testing: Worked JIRA test tickets TST-18176, TST-18151, TST-19540. The details can be found in Jira.</p> <p>d. E2E Testing: Completed final week of End to End testing, provided support to testers daily; attend daily meeting with Testers to provide any updates that impact testing.</p> <p>e. Meetings: Project Checkpoint, Cross Functional, NSHE and SCI Conversion Meetings.</p>
Time Tracking	<p>1. Time Clocks: Testing (Drago/UNLV &amp; Denise Madole/UNR) of time clocks continues in NSHE4 Through 5/12/17. 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. Marianne has advanced the semi-monthly payroll to current in NSHE4 to help facilitate this testing.</p> <p>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 &amp; FAILED scenario tickets.</p> <p>3. E2E Testing: Completed final 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.</p> <p>4. 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.</p>

Area	Accomplishment /Activity
	5. Meetings: Project Checkpoint, HCM Conversion, Time Tracking Weekly, AccuTime Weekly, Cross Functional Meetings, Work Study.
Payroll	<ol style="list-style-type: none"> <li>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.</li> <li>2. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting.</li> <li>3. Payroll Parallel: The team distributed the Payroll Compare tool and variance research has begun. Parallel Checkpoints occurring on Monday and Wednesdays. Researching gross amount variances on BCS &amp; BCN file then load all findings to ownCloud to be incorporated to updated files.</li> <li>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 &amp; FAILED scenario tickets.</li> <li>5. Integrations E2E: Ran Integrations for end of the month Remittance files: Legal Club of America; PEBP; HealthScope; Liberty Mutual; Western Insurance; American Fidelity; AFLAC; ADP Wage Garnishments; ACH Disbursements (and validation for accuracy); ACH Positive Pay (and validation for accuracy). Legal Club &amp; Western Ins test files have been sent to the vendor for accuracy validation. All JIRA tickets have been updated with findings.</li> <li>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 when needed and the current open testing periods are 3/1/17-3/15/17 &amp; 3/1-3/31/17.</li> <li>7. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.</li> </ol>
Financials	<ol style="list-style-type: none"> <li>1. Banking &amp; Cash Settlement                         <ol style="list-style-type: none"> <li>a. P3 End-to-End Testing support.</li> <li>b. Added notification to Accounting Specialist that the bank reconciliation was denied by the Controller to the Bank Statement business process.</li> <li>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.</li> <li>d. Test scripts for P3 created for ACH and Positive Pay integrations.</li> <li>e. Banking SMEs continue to stale date their old outstanding checks.</li> <li>f. Developed "Touch Point Banking" for end to end testing.</li> <li>g. Notification added to Ad Hoc Bank Transaction business process to notify Worktag Managers if transactions posted to one of their accounts.</li> <li>h. Added notification to the Cashier Manager when the additional worker comments on the bank statement line to the Review Bank Statement Line business process.</li> <li>i. Gaps in load of bank statement dates resolved. Daily bank statements are loading into NSHE5 and NSHE3.</li> <li>j. Working with campus for insight for use case of WD27 "Return Payments" report.</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>2. FDM                             <ul style="list-style-type: none"> <li>a. Updating FDM in Workday based on load issues and coordinating with Campus users for WAX updates.</li> <li>b. Coordinated conversion data validations in P3 for beginning balances &amp; journals.</li> <li>c. WAX updated with most recent Advantage data and has been reopened for ongoing updates - prep for P4.</li> <li>d. Working to set up new values approved by FDM Governance committee.</li> <li>e. Discussion about WAX and use to capture additional security roles allowed by WD28.</li> </ul> </li> <li>3. Financial Accounting                             <ul style="list-style-type: none"> <li>a. Set up and test UNLV Admin OH Allocation; waiting on new ledger account set up or next test.</li> <li>b. Updated and customized reports are in progress and will be available for P4.</li> <li>c. Review of outstanding JIRAs to assess where we are and assign follow up.</li> <li>d. Ongoing test support is provided. Reaching out to tester to provide clarity to resolve failed JIRAs.</li> <li>e. Created/edited Financial Accounting Security roles for P4 collection process.</li> <li>f. Ongoing data validation for integrations.</li> </ul> </li> <li>4. Budgets                             <ul style="list-style-type: none"> <li>a. Continued discussion and requirements for the payroll encumbrance calculation integration required due to the pay date solution.</li> <li>b. Budget SME work session to discuss, refine and approve to change requests: departmental budget input role and remove of approval level for central budget input amendments.</li> <li>c. Joint HCM / Budget work session to understand the HCM process steps and routing options where Central Budget approvals may be needed in addition to the HR/Finance Coordinator departmental approvals.</li> <li>d. Reviewed HCM budget check process steps that are being removed and requested two additional HRFC approval points as a replacement.</li> <li>e. Removed requirement for converting position detail. State relaxed their reporting requirement for now and new requirements not yet known. Can report FY18 if needed from Advantage/HRMS for the 3 months of details not in Workday.</li> </ul> </li> <li>5. Assets                             <ul style="list-style-type: none"> <li>a. Testing will wrap up this week. Assets are currently at 98%.</li> <li>b. Working on finalization of cut-over plan.</li> <li>c. New Asset Validation begins for May.</li> <li>d. Added notification to Grant Accountant to the Asset Disposal business process.</li> <li>e. New balance sheet accounts were approved and asset types were created. Taryn will create spend categories and ledgers then SCI will show Daly how to update the asset book rules.</li> <li>f. Daly completed the EIB Load Template. Needs testing by Amy &amp; Berto.</li> <li>g. Met with Grants regarding Grant Asset Disposal notification.</li> </ul> </li> <li>6. Projects</li> </ul>

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	<ul style="list-style-type: none"> <li>a. P3 Testing Completed!</li> <li>b. Cutover Plan in Process.</li> <li>7. Customer Accounts &amp; Contracts               <ul style="list-style-type: none"> <li>a. Significant progress with P3 testing, plan to cancel some scenarios. On track.</li> <li>b. Met with team regarding Cutover planning, no significant concerns.</li> <li>c. Updated/edited security roles for P4 collection process.</li> </ul> </li> <li>8. Expenses               <ul style="list-style-type: none"> <li>a. Supporting Testers.</li> <li>b. UAT Test Scenarios.</li> <li>c. Worked on clearing FIN-Projects Jira Tickets.</li> </ul> </li> <li>9. Grants &amp; Effort               <ul style="list-style-type: none"> <li>a. P3 Testing support.</li> <li>b. Started work on the UAT scenario template for Grants.</li> </ul> </li> <li>10. Procurement               <ul style="list-style-type: none"> <li>a. P3 Tester support.</li> <li>b. PO Layout has been approved by all business centers - SCI has to move it to NSHE3.</li> <li>c. Dell Punch-out is fully functional - including e-invoicing.</li> <li>d. Campus validators working on validating loaded P-card transactions.</li> <li>e. Continue working sessions to review PCard functions and validate/test loaded transactions within the project team, meeting next week to talk about security roles, obtaining new files from JP Morgan to make sure employee ID errors are resolved.</li> </ul> </li> <li>11. Suppliers               <ul style="list-style-type: none"> <li>a. Supplier Validation Complete - 2 issues Brian is working with Paul and Ursula to fix</li> <li>b. 1099 Demo Complete - Need to review with SCI.</li> </ul> </li> </ul>
CM/Outreach	<ul style="list-style-type: none"> <li>1. CM-Communication               <ul style="list-style-type: none"> <li>a. Onsite P3 Testing Support.</li> <li>b. Central Training Repository site installation completed. Proceeding to design phase.</li> <li>c. Planning for UAT with SA, SCS and EPSCOR office.</li> <li>d. UAT Planning Team Session.</li> <li>e. 2-day strategic planning with SCS leadership. Customer support for iNtegrate 2 was significant topic.</li> </ul> </li> <li>2. Training               <ul style="list-style-type: none"> <li>a. Campus TLG are reviewing and updating curriculum delivery plan. Due 5/5/17.</li> <li>b. Curriculum job aid development continues. 82% of job aids are in progress or complete Priority is to ensure all priority BPs for UAT will have a job aid.</li> <li>c. Grants training participants have been selected and scheduled for 5/17, 5/18 or 5/23 in the North and South.</li> <li>d. Continued work on designing Instructor Led Training for MSS classes.</li> <li>e. Opened ticket with SCS System for an instance of WordPress for the Centralized database(Roth).</li> </ul> </li> </ul>



Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>f. Met with SCS OMT Leadership to discuss strategy for ensuring 'intranet' only access to Training materials from Workday/Campuses; per Workday Ts&amp;Cs. (Roth).</li> </ul> <p>3. Testing</p> <ul style="list-style-type: none"> <li>a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, and PoCs.</li> <li>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.</li> <li>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.</li> <li>d. UAT 'expectations' to help frame purpose and planning of UAT presented to PoCs.</li> <li>e. Continued discussions on User Acceptance Testing. Extracted testing scenarios from JIRA and began organizing them for UAT and working with designees on scenario development.</li> </ul>
Technical	<ul style="list-style-type: none"> <li>1. FIN Conversion               <ul style="list-style-type: none"> <li>a. Updated all crosswalks needed for P4 data extracts.</li> <li>b. Ran all data extracts for P4 and put on OwnCloud for validation.</li> </ul> </li> <li>2. Integrations               <ul style="list-style-type: none"> <li>a. Files for Monthly and semi Monthly payrolls sent to BOA from End to End testing.</li> <li>b. The May Liberty Mutual deduction file was downloaded and copied to the NSHE SFTP for later testing.</li> <li>c. Corrected an integration map issue for EyeMed to change the coverage target from employee + domestic partner to employee + spouse and another test file was sent.</li> <li>d. Received SFTP connection information from MetLife and configured the integration.</li> <li>e. Completed unit testing of PeopleSoft Student Financials integrations and will be moving to End to End testing the week of 5/22.</li> <li>f. Held meeting with Grainger CDW-G this week. Testing, including invoices will start in 2 weeks.</li> <li>g. Sent a new Project to the PeopleSoft Leads for the Student Financials integrations with minor code fixes, SQL statements to update mapping.</li> </ul> </li> </ul>

## 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.
	3/20-5/5	Conduct End to End Testing.
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.
	3/20-5/5	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	3/20-5/1	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	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 & Cash Settlement	ongoing	B of A is working internally to assign internal team to PayMode implementation for other campuses.
	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.

Area	Dates	Upcoming Activities
	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 - 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.
Budgets	TBD	Continue detailed requirements research for payroll encumbrance integration development.
	TBD	Identified need for REGIA policy to standardize calculation in Workday. May need Payroll posting workaround dependent on results of this policy.
	TBD	Develop budget report requirements with new configuration.
	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.
	TBD	Work with Financial Accounting on Manager budget report development.
Assets	8-May	Asset Validation overview planned for Monday 05/08/2017.
	8-May	Finalize UAT Scenarios for Assets.
	12-May	Asset Validation for May Extracts.
Projects	5/31/2017	Meeting with SME's regarding Project Phases and templates for all NSHE Institutions.

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	5/31/2017	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.
	5/11/2017	Finalize UAT Test Scenarios.
	5/11/2017	Reviewing and compiling Project Reporting needs/requests.
	Ongoing	Started to update Project Configuration Documentation.
Customer Accounts	Ongoing until go-live	Prepare for Cutover, pull data to estimate invoice quantity for conversion.
	5-May	Testing support for Customer Accounts (DRI and UNLV Medical School).
	TBD	Configure and test Receivable aging worklet.
	19-Jun	Prepare for UAT, validate Job Aides, enhance if necessary.
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 & Effort	5-May	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.
	12-May	Exploring option to create Budget Template via EIB to load award budgets. Currently, this has to be done one-by-one through the user interface.
	5-May	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.
	5-May	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.

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	19-May	Award Extract Files.
	15-May	Completion of outstanding JIRA tasks.
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	12-May	Procurement and Supplier Accts continue work with SReg team.
	12-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.
		Cut over process in discussion - tentative dates of last settlements and open items that may need converting or closed in advantage and re-entered in WD, last settlement run 9/27, clearing advances, petty cash and scheduled cleared out of advantage and start over in workday. Discussed urgent pays during this period that may require PCard vs transactions in advantage so that financial/banking data is not impacted.
		Create How to Do help text for job aids - continue to work with Caleb to develop.
FIN Conversion	Ongoing	Reviewing and working conversion JIRA issues.
	5/8 - 5/17	Campus validate of P4 extracts.
	19-May	Validated P4 extracts due in FINAL folder of ownCloud.
	26-May	Security data gathering Workbooks due.
	1-Jun	Grant/Award security extracts due.
Integrations	May	End to End testing support and issues corrections.
	May	Design and coding of the Student Worker/Work Study integration in time for P4 testing.
	May	Complete Development of BIRT Reports and Form Layout.
	May	Complete configuration of remaining Punch-outs (Grainger, Amazon, Office Depot).
	May	Complete Development on the PERS Employee Contributions Integration.
	May	Complete development on the OASDI Update.
	week of June 16	Migrate integrations to P4.
	May - July	Finish Build DA reviews on SCI developed integrations.
Reporting	5/3 - 5/10	FIN reports review from NSHE standard reports list with consultants and designees is underway.
	May/June	43% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (14% in progress, 29% in review).
	8-May	Data Governance Meeting.

Area	Dates	Upcoming Activities
	17-May	Bi-weekly Reporting lane meeting with the campuses.
	15-May	Configuration freeze for P3; new or edited reports in P3 after this date must be tracked manually .
CM-Communication	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 June 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	5/8-5/31	Continue discussions on User Acceptance Testing within the Test Team, and with designees, leads and PoCs. Work with designees to identify scenarios for UAT testing.
	5/8-5/31	Participate in functional team, TLG, UAT, POC, reporting and integration meetings.
	5/8-5/12	Close out End to End Testing.
	5/8-5/12	Provide JIRA training to campus testing coordinators.
	5/8- 5/12	Finalize names for UAT testers to prepare tenant/Okta access.

**Planned Time Away**

Dates	Team Member	Planned Time Away
May 1- 14	Elora Paik	PTO
May 5	Roberta Roth	PTO
May 12	Roberta Roth Audra Kanae	PTO
May 12-15	Ken Bialobrzieski	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 1-6	John Tully	PTO
June 6-9	Roberta Roth	PTO
June 9	Ken Bialobrzieski	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 17-21	Mary Stoltz Leslie Obourn	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 to stream-line the process. An update will be presented to the CEC with a request for a decision on the presented alternatives.
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	19-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	12-May-17	Workday has confirmed the product updates to be delivered in mid-July 2017 and the project team is briefing the campuses. Workday will deliver the 'long-term' so the Encumbrance integration is no longer required. Next steps are to complete configuration and testing plans for the go-live solution.
TCH-1929	Student Employment/Work Study	High	Matt Garland	12-May-17	The Technical team has the design guidance needed to begin development and this integration will be tested in P4.



#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
TCH-2015	SReg is behind Schedule	High	Steve Creswell	12-May-17	<p>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.</p> <p>The team identified risks to data conversion and cutover efforts due to the delay.</p>
HCM-297	Payroll Parallel Testing is Behind Schedule	Highest	Leslie Obourn	26-May-17	<p>The P3 Parallel Testing is slow-going and at risk for completion in May. The following actions have been taken:</p> <ol style="list-style-type: none"> <li>1) 2x week cross-functional Payroll Parallel checkpoint.</li> <li>2) Cross-functional group convened to research variances.</li> <li>3) Updates to P4 approach identified to minimize variances.</li> <li>4) SCI is maintaining and managing the Parallel compare tool.</li> </ol>
TCH-2074	Loading of Worker Locations is needed for testing OKTA Identify Management	High	Michael Bakker	19-Jun-17	<p>For identity management, most campuses would need to segment users based on location. This means that worker location within Workday needs to be assigned to test out these processes. Today, workers are defaulted to a particular location. As a project, we need to determine when we can get worker location information into Workday to support ancillary processes that rely on this information.</p>

## 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	50%	
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)		