



## Project Status Report

Status as of May 12, 2017

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### Summary

Item	Current Status	Prior Status	Status Notes
<b>Overall Status</b>	Yellow	Yellow	The overall status for the project remains Yellow due to delays in the Financials area, Integrations (NSHE and Campus) and Financials Reporting. Please refer to the detailed status below. Workday continues to develop the Payroll Accrual solution product update which will be delivered in mid-July 2017. The team is finalizing remaining configuration in the Budget area. The decision on the long-term solution also allows us to finalize reports in this area. The NSHE team will begin testing the Payroll Accrual solution on July 17 <sup>th</sup> .
❖ <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 testing completion, report development, budget configuration, and PCard configuration.
	Green	Green	<b>Audit</b>
❖ <b>Overall Status – Technical Team</b>	Yellow	Yellow	<b>Integrations (NSHE):</b> A few NSHE integrations are behind schedule but are being finalized and unit tested as part of P3. Full end-to-end testing will continue in P4.
	Yellow	Yellow	<b>Integrations (Campus):</b> Three campuses current have integrations at risk. The PMO is monitoring the status weekly and will continue to work with the campuses until resolved.
	Green	Green	<b>Conversion (Financials)</b>

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	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.
	Green	Green	<b>HCM</b>

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❖ Project Risk	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. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc..</li> <li>b. DA Review Preparation: Completed running of audit reports, fixing errors and filling in the DA Configuration Review Template - Talent, HCM, and Compensation.</li> <li>c. 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>d. 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>e. 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. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc..</li> <li>b. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. Delivered weekly error statistics. Converted extract files &amp; placed on OwnCloud.</li> </ol> </li> <li>3. Recruiting                             <ol style="list-style-type: none"> <li>a. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc..</li> <li>b. 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.</li> </ol> </li> <li>4. Absence Management                             <ol style="list-style-type: none"> <li>a. Configuration: Continue work on proration of accruals while on leave of absence; will test calculations.</li> <li>b. Configuration: Completed HCM-72 Custom Dashboard (will use current worklets now that the Team Time worklet and Review Time Task have been configured).</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>c. Absence Weekly Meeting: Reviewed Help Text and To on the Request Return from Leave of Absence BP. Reopened WCR-249 to change To Do to fire if any difference in change of return date, just not if the employee returns early.</li> <li>d. Meetings: Project Checkpoint, Cross Functional, NSHE and SCI Conversion Meetings, Absence Weekly Meeting.</li> <li>e. Conversion: Reviewed Absence files for P4 - Carryover Balances, Leaves of Absence, and Time Off Requests.</li> </ul>
Time Tracking	<ol style="list-style-type: none"> <li>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 are being completed this week. Discussion with Accutime and NSHE Team with decision that all Worktag overrides will be done in Workday as none of the validations in Workday can be held at the clock.</li> <li>2. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt). Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned tickets &amp; FAILED scenario tickets; Completing open tickets from End to End testing.</li> <li>3. Configuration: Continued work on HCM-8 - developed validations for Worktags in NSHE3. Moved validations from warning status to error status. Enabled the Review Time task for consolidated review of time. Enabled new Team Time worklet.</li> <li>4. Meetings: Project Checkpoint, HCM Conversion, Time Tracking Weekly, AccuTime Weekly, Cross Functional Meetings, Work Study.</li> <li>5. Time Tracking Weekly Meeting: Discussed new Review Time Task. Cutover planning (using payroll input EIB). Worktag entry for time clock users.</li> </ol>
Payroll	<ol style="list-style-type: none"> <li>1. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting.</li> <li>2. Payroll Parallel: The team distributed the Payroll Compare tool and variance research has begun. Parallel Checkpoints occurring on Monday and Wednesdays. Continued researching gross amount variances on BCS &amp; BCN file then load all findings to OwnCloud to be incorporated to updated files.</li> <li>3. 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; Completing open tickets from End to End testing.</li> <li>4. Integrations E2E: Ran Integrations for Input files - Liberty Mutual, PEBP Domestic Subsidy, PEPB Health Ins, HealthScope HSA. All JIRA tickets have been updated and the Benefits Office will now validate for accuracy.</li> <li>5. Payroll Crosswalk: Completed updating all Earnings with Workday built earnings and their respective Workday codes; Completed updating all Deductions with Workday built earnings and their respective Workday codes.</li> </ol>

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	<p>6. P4 Tenant Build Validation: Validated 14 payroll legacy data extract files for accuracy. Also, ran lookup tables against all other position files and the Payroll Master file in search of employment record duplications, missing records, data errors, etc..</p> <p>7. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.</p>
Financials	<p>1. Banking &amp; Cash Settlement</p> <ul 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> </ul> <p>2. FDM</p> <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> <p>3. Financial Accounting</p> <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. Reaching out to tester to conclude testing and 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> <p>4. Budgets</p> <ul style="list-style-type: none"> <li>a. Participated in presentations of new pay date/accrual solution and refocused efforts on identifying fringe rates.</li> <li>b. Budget SME work session to discuss budget approval in HCM process steps. CSN and UNLV reviewing process for possible exception requests.</li> </ul>

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	<ul style="list-style-type: none"> <li>c. Developed detailed mapping of earnings and fringe rates to support Budget/Accounting review and refinement of rates.</li> <li>d. Updated conversion logic to better accommodate budgets in Advantage cash funds - reduces institutions need to create new Advantage accounts for these items. New data being reviewed for P4 tenant.</li> <li>e. Campus validation teams will need until 5/16 to validate the extracts for P4. Missy will have the budget EIB's prepared by 5/19 for SCI to load.</li> <li>f. Developing a fringe matrix by earning to aid in the fringe rate working sessions.</li> </ul> <p>5. Assets</p> <ul style="list-style-type: none"> <li>a. Asset Validation completed.</li> <li>b. Notification for Grant Asset was tested. Works on all assets with a Grant Worktag attached. Must have a Grant Accountant assigned.</li> <li>c. New balance sheet accounts were approved and asset types were created. Ledgers and Spend created. Asset Book Rules being updated by Daly.</li> <li>d. Asset Validation overview completed on Monday.</li> </ul> <p>6. Projects</p> <ul style="list-style-type: none"> <li>a. Cutover Plan in Process.</li> <li>b. Customer Accounts &amp; Contracts.</li> <li>c. Progress on developing P4 UAT Test Scenarios.</li> <li>d. Completed Workday Report Writer training.</li> <li>e. Categorized JIRAs into appropriate Sprints.</li> <li>f. Successfully tested Bad Debt Write-off - Passed! JIRA FIN-1615.</li> </ul> <p>7. Expenses</p> <ul style="list-style-type: none"> <li>a. Followed up with Testers.</li> <li>b. Worked on clearing FIN-Projects Jira Tickets.</li> <li>c. Attended Meetings.</li> </ul> <p>8. Grants &amp; Effort</p> <ul style="list-style-type: none"> <li>a. Followed up on the final P3 Testing scenarios which were still open and informed Mary to cancel the ones which were already tested by the other testers.</li> <li>b. Developing P4 UAT testing scenarios.</li> </ul> <p>9. Procurement</p> <ul style="list-style-type: none"> <li>a. All Procurement P3 testing is complete.</li> <li>b. Created new Spend Category for Hazardous Materials and P-cards pre-reconciliation.</li> <li>c. Created UAT Scenarios for Purchasing (ESS Buyers and Contract Specialists).</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, meetings this week to clarify Workday functionality, getting new files from JP Morgan to make sure employee ID errors are resolved.</li> </ul> <p>10. Suppliers</p> <ul style="list-style-type: none"> <li>a. P3 Supplier Accounts test 100% complete.</li> <li>b. Supplier validation complete.</li> </ul>

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	<ul style="list-style-type: none"> <li>c. No Change orders.</li> </ul>
CM/Outreach	<ol style="list-style-type: none"> <li>1. CM-Communication               <ol 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> </ol> </li> <li>2. Training               <ol 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> <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> </ol> </li> <li>3. Testing               <ol 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> </ol> </li> </ol>
Technical	<ol style="list-style-type: none"> <li>1. FIN Conversion               <ol style="list-style-type: none"> <li>a. Provided WAX FDM Worktag, Hierarchy extract to SCI.</li> <li>b. Developed a new Budget Fund Crosswalk to streamline the process for designating funds for budget purposes. We were finding that the Fund to Fund Crosswalk the FDM crosswalk is out of sync.</li> <li>c. Updated conversion logic to better accommodate budgets in Advantage cash funds - reduces institutions need to create new Advantage accounts for these items.</li> </ol> </li> </ol>



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	<ul style="list-style-type: none"> <li>d. Held a session to review the validations needed on the Business Assets data extract file with the Campus validation team.</li> <li>e. Held weekly meetings with Campus validation teams.</li> <li>f. Distributed the second wave of security gathering workbooks for Role Assignments.</li> <li>g. Tested P4 Worker Cardholder files, corrected errors and put in the FINAL folder on OwnCloud for use in the P4 build.</li> <li>h. Collected Outstanding Check files from PeopleSoft for P4 build.</li> </ul> <p>2. Integrations</p> <ul style="list-style-type: none"> <li>a. Sent a test file to Infinisource with COBRA Qualifying events and received a message back of successful testing.</li> <li>b. Moved the unit testing of the Student Financials integrations into NSHE3.</li> <li>c. Drafted a testing plan for the Student Financials integrations, which we'll be updating in the next week with specifics. Shared this document with the campus teams.</li> <li>d. Drafted a design/configuration document, which is now a Work in Progress for the Student Financials integrations.</li> <li>e. March PEBP Billing and HSA files tested 5/9 without issue.</li> <li>f. March file tested 5/9. Results forwarded to Benefit Office for review.</li> <li>g. Audra tested the SSN Verification file without issue.</li> <li>h. Sent corrected ACH files to B of A for Payroll.</li> </ul> <p>3. Reporting</p> <ul style="list-style-type: none"> <li>a. P3 Exception audits ran/addressed and cleanup of reporting team's WD report inventory.</li> <li>b. Completed updates to the Implementation Checklist for the P4 build.</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.
	3/6-3/10 (Delayed)	Manually Enter HCM Fallout Records.
	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 Management	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	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.
	5/15	FIN-2167 Check Reissue - followed up 5/11/17 - Issue 4/28/17 Escheatment Reissue.
	ongoing	FIN-2054 Make sure that BCS is able to print checks from BCN payroll - emailed group for input 5/09/17.
	ongoing	FIN-1324 Create/update functional process documentation - need to understand how to update.

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	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 - pending response from UNLV (all others are done) followed up 5/09/17.
	ongoing	FIN-2041 - provide reporting requirements for Cashier Deposits - pending PeopleSoft data integration.
	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	Ongoing	Continue review of reports and security roles.
	Ongoing	Work on campus Allocations and JV Loads for testing.
	Ongoing	Continue to develop use cases and test ISP functionality.
	Ongoing	Continue to refine month end close based on testing, and develop year end close.
	Ongoing	Review and discussion of Worktag balancing method and resulting reporting.
Budgets	Week of 5/22	Support of upcoming work session on fringe rates for UNR and UNLV. Data will be used as starting point for other institutions.
	TBD	Continuing research on REGIA policy and workaround requirements.
	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	19-May	Test JV for cutover plan ledger balance movement - Need to process this by fund with Worktags.
	8-May	Working on UAT Scenarios for Assets - Met with Mary regarding requirements.
	2-Jun	Finalization of cut-over planning.
Projects	5/31/2017	Gathering feedback 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.
	5/18/2017	UAT Test Scenarios in Progress - met with Mary regarding requirements.
	5/18/2017	Address Project Security for Requisition Creation with Tazeen - In Progress.
	5/31/2017	Reviewing and compiling Project Reporting needs/requests - Meet with Cynthia.
	Ongoing	Started to update Project Configuration Documentation.
Customer Accounts & Contracts	Ongoing until go-live	Prepare for Cutover, pull data to estimate invoice quantity for conversion and create Revenue Category mapped to 1270C.
	12-May	Develop P4 UAT Test Scenarios.
	TBD	Configure and test Receivable aging worklet.
	19-Jun	Prepare for UAT, validate Job Aides, enhance if necessary.
Expenses	Ongoing	Open Jira Tickets -Travel Card- Will most likely be implemented Post go Live. -Reporting. -Spend Authorization Roll-Over (not available- I voted on community, but we need to figure out what we are going to do post go live for cash advances).
	2-May	WD 27 - Expense Report on Behalf of Committee Member Non-Worker - In Progress (We need to work with HCM team regarding the ID so that we can identify student workers and interview candidates so that an individual is not added twice to the same committee).
	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.
Grants & Effort	12-May	Test F & A allocation with larger sample. F & A posted 2/1. Ran allocation for January. Will run for February.
	19-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 in order to load award budgets. Currently, this has to be done one-by-one through the user interface.

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	12-May	Validate beginning balances with finance. 4/5 Had meeting with Karla, Matt and finance in regards 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.
	12-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.
	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.
	26-May	Continued Discussion of PCard requirements.
	26-May	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
	26-May	Report Requirements.
	30-Jun	Procurement and Supplier Accts continue work with SReg team.
	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 - In progress.
	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).

Area	Dates	Upcoming Activities
	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	May	FIN reports review from NSHE standard reports list with consultants and designees is underway.
	May/June	(In Progress) 44% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (15% in progress, 29% in review).
	22-May	Data Governance Meeting.
	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.  Temporary and ZZ_DNU reports will not be migrated.
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.

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	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 15 – 26	Mike Johnson	PTO
May 18-22	Roberta Roth	PTO
May 25-26	Samir Mehtaji	PTO
May 25 – 31	Andrew Ayala	PTO
May 26	Tom Davis Audra Kanae	PTO
May 30 – June 1	Jane Kober	PTO
June 1-6	John Tully	PTO
June 2	Lauren De Vera	PTO
June 5	Jane Kober	PTO
June 6-9	Roberta Roth	PTO
June 9	Ken Bialobrzieski Lauren DeVera	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
Through July 5	Donna Cruzado	FMLA
July 17-21	Mary Stoltz Leslie Obourn Chris Mercer	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	Closed	The CEC is recommending that we proceed with option 3 and remove GIA from the current scope of the project. We will pick this up after Go Live once HRAC has finalized any revisions to the process. We are closing this as a project issue.
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 has configured and shared the go-live solution.
TCH-1929	Student Employment/Work Study	High	Matt Garland	26-May-17	The Payroll consultant is configuring the 12 programs needed for Work Study. Development and testing can be completed once the configuration is finished.
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	21-Jul-17	Workday has confirmed the product updates to be delivered in mid-July 2017 and the project team has been briefed. Next steps are to complete configuration, a new PERS Reduction integration, and testing plans for the go-live solution.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
TCH-2015	SReg is behind Schedule	High	Steve Creswell	26-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	100%	5/15/2017
User Acceptance Testing (P4) Begins	Green	June 12, 2017	25%	
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)		