



Project Status Report

Status as of May 19, 2017

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Summary

Item	Current Status	Prior Status	Status Notes
Overall Status	Yellow	Yellow	The overall status for the project remains Yellow due to 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 th .
❖ 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; iii) status of reporting; iv) PCard implementation; and v) SREG. Other functional areas remain green. P3 testing is close to completion - 99% complete vs. 100% planned. The focus for the following week is on P3 testing completion, report development, budget configuration, and PCard configuration.
	Green	Green	Audit
❖ Overall Status – Technical Team	Yellow	Yellow	Integrations (NSHE): 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	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)

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	Yellow	Yellow	Reporting: 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	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 Financials.
❖ Schedule	Green	Green	HCM
	Green	Green	Time Tracking
	Green	Green	Payroll
	Yellow	Yellow	Financials: Status remains Yellow based on the status Budget configuration, PCard implementation, implementation of the Payroll accrual approach, reporting and SREG.
	Green	Green	Technical Team
	Green	Green	Change Management/Outreach
	Green	Green	Audit
Budget	Green	Green	As of 4/30: SCI Hours % Complete: 79% of budget Project Plan % Complete: 83% complete
Personnel	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.
❖ Personnel	Green	Green	HCM
	Green	Green	Payroll
	Green	Green	Time Tracking
	Green	Green	Financials
	Green	Green	Technical Team
	Green	Green	Change Management/Outreach
Project Risk	Yellow	Yellow	The status of Project Risk remains at Yellow due to Technical Integrations. Please refer to the detailed status below.
❖ Project Risk	Green	Green	HCM
	Green	Green	Payroll

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	Green	Green	Time Tracking
	Green	Green	Financials: 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. 4) SREG – Development and meetings continue to address open issues.
	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	<ol style="list-style-type: none"> 1. Core HCM <ol style="list-style-type: none"> a. Configuration: Addressed the following tickets: Created new One-Time Payment Plan – Medical Faculty Clinical/Practice Plan (WCR-220), Created new Sequence Generator for Employee and Contingent Worker ID’s, (TCH-2077), Updated Request Compensation Business Process condition rule to include Percent Based Stipend (WCR-376), Updated a business process step to route from Shared Services HR Partner to Shared Services Classification Partner (WCR-375), Split out Institutional Classification Partner and Shared Services Classification Partner approvals into two steps in the Change Job Business Process (WCR-378), Updated Complete I-9 and Amend I-9 business process if condition rule statement for HR Support Role (WCR-289). The details can be found in JIRA. b. Configuration: Generated and Staged EIB Templates to aid Catch Up Transaction Discussion at HRAC. c. Conversion: Reviewed all HCM files for the P4 build. All HCM files with the exception of Academic Appointment have been placed in the P4 folder. d. Conversion: Mike and Jeff are working through Error Report Issues. e. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 64 conversion tickets. We are closing the week with 64 tickets. 2. Benefits <ol style="list-style-type: none"> a. Configuration: Addressed the following tickets: Configured new American Fidelity plans and Supporting Configuration (WCR-289). The details can be found in JIRA. b. Conversion: Reviewed Benefit Files for the P4 build. All Benefit Files for the P4 build have been placed in the final folder. c. Absence Management. d. Configuration: Continue work on proration of accruals while on leave of absence; will test calculations. e. Configuration: Completed WCR-249 - reopened to expand To-Do and Help Text for workers returning from leave. f. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning g. Conversion: Finalized Absence files for P4 - Carryover Balances, Leaves of Absence, and Time Off Requests. 3. Recruiting <ol style="list-style-type: none"> a. Configuration: Addressed the following tickets: Updated UNLV Job Posting Template (WCR-364), Updated questionnaire answer for Appointment, Header in offer letter and reformatted layout of offer letter (HCM-276), Updated several fields and Header (HCM-292), Updated layout (HCM-293), Updated layout (HCM-294), Updated several fields and Header (HCM- 295), and Updated several fields and header for Centralized - Michelle to test in NSHE3 - and began Decentralized configurations (HCM-296).

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> b. Configuration: Working on Offer Letter solution. We have configured and tested Classified, GA, LOA, Post Doc and Technologist Offer Solutions in NSHE2. All of these, as well as incomplete solutions for Administrative Faculty and Academic Faculty (9/12 month), have been migrated to NSHE3. The configuration details can be found in NSHE3. c. Configuration: Molly is working with Mike Smith to design Offer Letter templates for each institution using Workday Design Studio and BIRT. Once configured, Molly will link to existing Offer Letter solutions in NSHE3 to finalize layout.
Time Tracking	<ol style="list-style-type: none"> 1. Time Clocks: End to End Testing (Drago/UNLV & Denise Madole/UNR) of time clocks completed in NSHE4. Drago continues to work with AccuTime to develop performance testing of biometric logins. Discussions with AccuTime surrounding performance testing of the integration to Workday. 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; Completing open tickets from End to End testing. 3. Delivery Assurance: Completed Time Tracking Delivery Assurance Review with Workday, SCI and NSHE teams. 4. Meetings: HCM Conversion, Time Tracking Weekly, AccuTime Weekly, Cross Functional Meetings, Parallel Payroll. 5. EIBs: Discussed new Time Block Import EIB now available in WD28. Heather and Audra will work to get this EIB loaded into the EIB library on OwnCloud.
Payroll	<ol style="list-style-type: none"> 1. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting. 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 & BCN file then load all findings to OwnCloud to be incorporated to updated files. 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 & FAILED scenario tickets; Completing open tickets from End to End testing. 4. End to End JIRA Tickets: Began cleaning up not completed testing tickets; Evaluation of On Hold, Not Started and In Progress not completed tickets; Cancelled tickets that have been previously tested, Rerouted those still needing to be tested to P4 Residual. 5. Integrations E2E: American Fidelity test file sent to vendor for validation; Met with Mike L to validate output file layout for SSN transmittal; Met with Jim L to discuss the SSA Input file submission and retrieval process from SSA. 6. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.
Financials	<ol style="list-style-type: none"> 1. Banking <ul style="list-style-type: none"> a. P3 End-to-End Testing support.

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> b. Added notification to Accounting Specialist that the bank reconciliation was denied by the Controller to the Bank Statement business process. 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. Banking SMEs continue to stale date their old outstanding checks. f. Developed "Touch Point Banking" for end to end testing. g. Notification added to Ad Hoc Bank Transaction business process to notify WorkTag Managers if transactions posted to one of their accounts. 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. i. Gaps in load of bank statement dates resolved. Daily bank statements are loading into NSHE5 and NSHE3. j. Working with campus for insight for use case of WD27 "Return Payments" report. <p>2. FDM</p> <ul style="list-style-type: none"> a. Updating FDM in Workday based on load issues and coordinating with Campus users for WAX updates. b. Coordinated conversion data validations in P3 for beginning balances & journals. c. WAX updated with most recent Advantage data and has been reopened for ongoing updates - prep for P4. d. 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. <p>3. Financial Accounting</p> <ul style="list-style-type: none"> a. Planning for demo of options for Worktag balancing. b. Updated and customized reports are in progress and will be available for P4. c. Reviewed outstanding JIRAs and scheduling working sessions the week of 5/23 for next steps. d. All failed JIRAs were addressed and/or resolved. Change requests: security role addition - Journal Accounting Specialist was resolved; inbox search capabilities is pending. e. Created/edited Financial Accounting Security roles for P4 collection process. f. Ongoing data validation for integrations. <p>4. Budgets</p> <ul style="list-style-type: none"> a. Continued testing of budget approval and review requirements for HCM process steps. b. Preparation to 5/24 Fringe benefit work session with sample workers, payroll mapping matrix and other analyses. c. Created new role for decentralized input of budget amendments. Testing underway. d. Completed P3 initial unit testing of budget configuration. Subsequent testing will be needed for new role, and other changes underway.

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> 5. Business Assets <ul style="list-style-type: none"> a. Asset Validation completed. b. Notification for Grant Asset disposal was completed and tested. Works on all assets with a Grant WorkTag attached. Must have a Grant Accountant assigned. c. Asset Type & Class Definitions submitted by UNLV - Under review. d. Asset Validation Completed. e. Asset Edit EIB Testing Underway. 6. Projects <ul style="list-style-type: none"> a. UAT Test Scenarios submitted to Mary for feedback. b. Tested Requisition creation because of concerns raised by UNLV testers. The project manager, Worktag owner and Institutional Project Administrator can all create requisitions. 7. Customer Accounts <ul style="list-style-type: none"> a. Completed P4 Test Scenarios. b. Closed 3 JIRA tickets including FIN-2143 (DRI Config), FIN-2144 (DRI Setup/Config) and FIN-2196 (UNLV Setup/Config). c. Resolved configuration of Invoice Layout and Invoice Type, tested and passed all 3 for DRI, UNR and UNLV in NSHE3. Logged in JIRA for inclusion in NSHE4. 8. Expenses <ul style="list-style-type: none"> a. Worked on Reports that we need to complete. b. Worked on clearing FIN-Projects Jira Tickets. c. Attended Meetings. 9. Grants & Effort <ul style="list-style-type: none"> a. Developing P4 UAT testing scenarios. b. Updating the security workbook for Taryn. c. Continued to work on the Award Validation for P4. 10. Procurement <ul style="list-style-type: none"> a. Procurement UAT Scenario worksheet given to Yvette and Betsy for additional scenarios for Supplier Accounts and P-Cards. 11. Suppliers <ul style="list-style-type: none"> a. P3 Supplier Accounts test 100% complete. b. Supplier validation complete. c. No Change orders.
CM/Outreach	<ul style="list-style-type: none"> 1. CM-Communication <ul style="list-style-type: none"> a. Central Training Repository site installation completed. Proceeding to design phase. b. Planning for UAT with SA, SCS and EPSCOR office. c. UAT Planning Team Session. d. Change Management Strategy Sessions with Institutions' liaisons. 2. Training <ul style="list-style-type: none"> a. TLG meetings are now weekly combining with UAT update meetings with Testing Coordinators.

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	<ul style="list-style-type: none"> 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. c. Grants training class were held in north and south. One more class is scheduled at DRI in the north next Tuesday. d. Getting Started Guide for UAT was completed and put on Google Drive in UAT testing folder. e. Several navigation videos have been completed and put on Own Cloud curriculum library folder. <p>3. Testing</p> <ul style="list-style-type: none"> a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, and PoCs. b. Team Support: Worked with the consultants, 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. 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. UAT 'expectations' to help frame purpose and planning of UAT presented to PoCs. 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.
Technical	<p>4. FIN Conversion</p> <ul style="list-style-type: none"> a. Held weekly meetings with Campus validation teams. b. Received Signoff on all P4 data extract files and placed them in the FINAL folder on OwnCloud for SCI.

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM	On-Going	Complete 5 Feedback / Design Enhancements Changes. Working on tickets: HCM-127, HCM-242, HCM-86, WCR-269, HCM-288 and HCM-275.
Benefits	On-Going	Complete 2 Feedback / Design Enhancements Changes. Working on tickets: WCR-202, HCM-195 (Pending Requirements), HCM-189, HCM-245, and HCM-60.
Absence	3/20/2017-3/25/2017	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.
Recruiting	On-Going	Complete 3 Feedback / Design Enhancements Changes. Working on tickets: HCM-277, WCR-265, WCR-199, WCR-113, WCR-88, and HCM-70.
Banking	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.
	ongoing	FIN-2054 Make sure that BCS is able to print checks from BCN payroll - put input in from group - pending next steps.
	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 - gaining understanding of process/calculation - Tazeen and I are to discuss next week (5/23).
	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 - summarizing deposit slip details to send to BofA.
	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.

Area	Dates	Upcoming Activities
	soon	WCR-346 - Bank Recon Report and Bank Recon Detail report with a time and date stamp of approval - pending IT response.
	soon	WCR-328 - possible report called "Find Journal Lines for organization" report to see if that will meet her needs 5/16/17 pending response.
	closed	WCR-327 - I believe this should be closed, but I cannot close the ticket, pending Daly or Tazeen to close ticket.
	soon	WCR-325 - Bank Statement event business process needs a restriction update to the process.
FDM	TBD	Develop plan for updated and verifying crosswalk mapping between P3 and P4.
		Develop plan for FDM new value requests post go live.
	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.
		Test new functionality for Accounting Adjustments to Operational transactions.
		Plan for ongoing security role data collection and updates.
Budgets	24-May	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	Work with Financial Accounting on Manager budget report development.
	TBD	Continue list of budget reports needed and begin detailed requirements analysis and report development.
	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	Test PERS reduced wages new compensation plan solution for Budget encumbrance and reporting.
	TBD	Develop alternative WorkTag balancing options to support reporting of WorkTag balances at all levels.

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Business Assets	19-May	Test JV for cutover plan ledger balance movement - Need to process this by fund with Worktag.
	26-May	Creation of Default Cost Center for legacy asset conversion in process.
	19-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.
	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	Address Project Security for Requisition Creation with Tazeen - In Progress.
	5/31/2017	Reviewing and compiling Project Reporting needs/requests - Met with Cynthia and waiting to see her finalized reports.
	Ongoing	Project Configuration Documentation updated.
Customer Accounts	Ongoing until go-live	Prepare for Cutover, pull data to estimate invoice quantity for conversion and create Revenue Category mapped to 1270C. Having issues compiling Access query for open invoices as of 12/31/2016 in Advantage.
		Prepare for P4 Testing.
	TBD	Configure and test Receivable aging worklet.
Expenses	Ongoing	Open Jira Tickets -Travel Card- Will 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.).
	26-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.) Will finalize next week when I meet with Leigh in Vegas.
	TBD	Payment Election - After go live - Audra Kane created a Jira ticket on HCM side for On-boarding.
	on going	Expense Reports. - i.e. Outstanding Spend Authorizations/Cash Advances for Cost Centers, Department Accountant or Financial Administrative Assistant Role.

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	Post Go Live	Travel Card Business Process- Will continue to work on business process, but will be implemented post go live.
	19-May	Change Request -1 open - need to write a brainstorm - Will work with Taryn on 5-18.
Grants & Effort	19-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.
	19-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.
	19-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.
	19-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.
	26-May	Award Extract Files.
	19-May	Completion of outstanding JIRA tasks.
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	2-Jun	Continued Discussion of PCard requirements.
	30-Jun	Report Requirements.
	30-Jun	Procurement and Supplier Accts continue work with SReg team.
	30-Jun	Cutover (go live) Planning.
	15-Jul	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
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

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		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 – Complete.
	26-May	Security data gathering Workbooks due - In Progress.
	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-out's (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		FIN reports review from NSHE standard reports list with consultants and designees is underway.

Area	Dates	Upcoming Activities
		(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). Note change in progress partially due to edits from new/adjusted requirements + splits of Jira tickets to address requested alternate versions.
		Data Governance Meeting.
		Bi-weekly Reporting lane meeting with the campuses.
CM-Communication	thru October 2017	Weekly Project Update.
	ongoing	Central Training repository development.
	ongoing	Custom Workday Training worklet development for WD homepage.
	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.
	1-Jun	UAT information kit communication to UAT coordinators.
	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.
	on-going	Campus Delivery Plans are on Google Drive for each campus. As discussions continue the conversations are captured on each campus workbook.
	22-May	Linda to complete NSHE training proposed schedule.
	5/22-5/25	Linda to Vegas to meet with Kim Whiting.
Testing	5/8/17-5/31/17	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.
	5/8/17-5/31/17	Participate in functional team, TLG, UAT, POC, reporting and integration meetings.
	5/8/17-5/12/17	Close out End to End Testing.

Area	Dates	Upcoming Activities
	5/8/17-5/12/17	Provide JIRA training to campus testing coordinators.
	5/8/17 - 5/12/17	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 DeVera	PTO
June 5	Jane Kober	PTO
June 6-9	Roberta Roth	PTO
June 9	Ken Bialobrzkeski 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-1912	Academic Pay calculations for mid-contract start/end dates	High	Marianne Bealles	26-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	26-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.
TCH-2015	SReg is behind Schedule	High	Steve Creswell	26-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. The team identified risks to data conversion and cutover efforts due to the delay. The team is prioritizing the items necessary for the application to go live and has begun working on an interim solution to reduce the impact of the delay.
HCM-297	Payroll Parallel Testing is Behind Schedule	Highest	Leslie Obourn	16-Jun-17	The P3 Parallel Testing is slow-going and at risk for completion in May. The following actions have been taken: 1) 2x week cross-functional Payroll Parallel checkpoint. 2) Cross-functional group convened

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
					to research variances. 3) Updates to P4 approach identified to minimize variances. 4) SCI is maintaining and managing the Parallel compare tool.
TCH-2074	Loading of Worker Locations is needed for testing OKTA Identify Management	High	Michael Bakker	19-Jun-17	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.
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.

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 19, 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)		