Project Status Report

Status as of June 2, 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 is on track for delivery in mid-July 2017. The NSHE team will begin testing the Payroll Accrual solution on July 17th.
❖ **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 reporting; iii) PCard implementation, and iv) SREG. Other functional areas remain green. The focus for the next week is on JIRA resolution, report development, PCard solution demonstration, & SReg implementation.
	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):** Several campuses current have integrations at risk. The PMO is monitoring the status weekly and will continue to work with the campuses until resolved.
	Green	Green	**Conversion (Financials)**
	Yellow	Yellow	**Reporting:** Several baseline financial reports have been developed. The reporting team is better positioned to complete the body of work remaining for critical and high priority reports.

Item	Current Status	Prior Status	Status Notes
	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 of Budget configuration, PCard implementation, SREG, and reporting.
	Green	Green	**Technical Team**
	Green	Green	**Change Management/Outreach**
	Green	Green	**Audit**
Budget	Green	Green	As of 5/31: SCI Hours % Complete: 83% of budget Project Plan % Complete: 84% 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**
	Green	Green	**Time Tracking**

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Financials:** We continue to monitor several specific risks & issues: 1) PCard Configuration – Demonstration schedule for next week. Exception for UNLV was submitted. 2) SReg implementation is scheduled for next week as well.
	Yellow	Yellow	**Technical Team:** We have some key risks with several NSHE and campus owned integrations that have impact on this pillar. These risks are being monitored closely to prevent any impact on the timeline. All risks are documented in JIRA.
	Green	Green	**Change Management/Outreach**

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

Key Accomplishments

Area	Accomplishment /Activity
HCM	1. Core HCM a. Configuration: Addressed the following tickets: Updated Department Chair Stipend to Additional Department Chair Stipend (WCR-231). Additionally, placed a ticket to have conversion code updated. The details can be found in JIRA. Tickets addressed that didn't result in design changes. 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 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 50 tickets. 2. Benefits a. Configuration: Addressed the following tickets: Updated the Monthly and Semi-Monthly Enrollment Event rules to allow the ability to select any plans for MetLife Plans. The impacted events were Voluntary Critical Illness, Voluntary Hospital Indemnity, and Voluntary Personal Accident (WCR-285). Change enrollment event rules for MetLife during qualifying event from "current plan or option to waive" to

Area	Accomplishment /Activity

	"can choose any plan." Create new Voluntary AD&D Guardian benefit plan. The configuration change included the following item: Added MedRes Voluntary AD&D Benefit Coverage Type, Updated Enrollment Event Rule, Updated Enrollment Events, Created New Benefit Plan, ZZZ_DNU Benefit Plan, Updated Benefit Year Definition, and Updated Cross Plan Enrollment Prerequisite (WCR-241). The details can be found in JIRA. Tickets addressed that didn't result in design changes: WCR-225 and WCR-208.
	b. Conversion: Reviewed Benefit Files for the P4 build. All Benefit Files for the P4 build have been placed in the final folder.
	3. Recruiting
	  a. Configuration: Addressed the following tickets: Updated the Job Application BP to add a step under the Screen stage - approval from the Affirmative Action Officer is needed for all UNLV AD/AC faculty with a Search Waiver and specific Create JOb Requisition reason; step is in place but I am on-hold to put Affirmative Action Officer in place - needed to edit the Candidate Data: Edit Job Application domain security policy - until security changes have been approved (WCR-199). Trying to find a solution to pull in the fields from the report for Period Activity Pay Offer Letter. As soon as that is figured out, the configuration is ready for testing (HCM-277). The details can be found in Jira. Tickets that did not involve configuration: The Job Interests functionality falls under the Succession Planning functional area, which is disabled in the NSHE tenants. Because of this, all Job Profiles marked as "Public" during creation show the text "Add to Job Interest: Job Interest" on the job listings. The only way to get rid of this text is to go into each job profile and un-check the Public box. Ticket is now closed. (WCR-113).
	  b. Configuration: Working on Offer Letter solution. We have configured and are currently testing Classified, Post Doc, AD/AC Faculty and Technologist Offer Solutions in NSHE3. The configuration details can be found in NSHE3. LOA and GA are on hold.
	  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.
	4. Absence
	  a. Configuration: Continue work on proration of accruals while on leave of absence; will test calculations.
	  b. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt). Daily monitoring of tickets is ongoing. Troubleshooting, reconfiguration, retesting and fixing of assigned & FAILED scenario tickets; Completing open tickets from End to End testing.
	  c. Conversion: Worked with the data team to trouble shoot conversion errors. Reviewed these errors with Pat for her input.
	  d. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning.
	  e. Meeting with Absence SMEs: Confirmed that no campuses will be using EIBs for loading accruals for Hourly Classified Employees during catchup. This entry will be

Area	Accomplishment /Activity
	done manually. Discussed the sun setting of iLeave and other leave tracking systems, and the eventual decommissioning of these systems. SMEs to report back to the group on July 6 on their campus plans.
Time Tracking	1. Time Clocks: End to End Testing (Drago/UNLV & Denise Madole/UNR) of time clocks completed in NSHE4. Drago continues to work with AccuTime on testing of the clocks. UNR indicated this week that they may have less of an interest than they originally anticipated. Kim will connect with Drago regarding UNR's needs. 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. Meetings: HCM Conversion, Cross Functional Meetings, Parallel Payroll, Project Checkpoint.
Payroll	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 net amount variances on BCN monthly file then loaded 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: Continued 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. P4/Test scenario planning: Integration scenarios (job change & hire for OASDI update); Liberty Mutual (test refund); PERS (additions, refunds, pay group change, plan change); and other Integration testing for new tenant. 6. Integrations testing: Tested TMC 5/1-5/15 integration to test for Student event worker filter fix. Sent file to TMC for validation; met with SCS Ops to discuss loading the SSA output file to their website. Load was successful and will receive file back with any data corrections that need to be made. 7. Configuration: Adjusted the scheduling configuration for the Domestic Partner integration posting to affect only the 25th check for semimonthly employees; Removed splitting configuration for HealthScope. Amount loaded during integration is exact amount to be withheld. 8. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.

Financials	1. Banking & Cash Settlement
	    a. P3 End-to-End Testing support.
	    b. Added notification to Accounting Specialist that the bank reconciliation was denied by the Controller to the Bank Statement business process.

Area	Accomplishment /Activity
	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.
	k. UAT testing scripts created and submitted.
	l. P4 test scripts created and submitted.
	2. FDM
	a. Updating FDM in Workday based on load issues and coordinating with Campus users for WAX updates.
	b. Coordinated conversion data validations in P3 for beginning balances & journals.
	c. WAX updated with most recent Advantage data and has been reopened for ongoing updates - prep for P4.
	d. Working to set up new values approved by FDM Governance committee.
	e. Discussion about WAX and use to capture additional security roles allowed by WD28.
	3. Financial Accounting
	a. Demo of options for Worktag balancing presented.
	b. Updated and customized reports are in progress and will be available for P4.
	c. Outstanding JIRAs have been grouped and progress is being made on outstanding JIRAs.
	d. Meeting was scheduled to update, address and finalize requested spend/rev categories and ledger accounts.
	e. Created/edited Financial Accounting Security roles for P4 collection process.
	f. Ongoing data validation for integrations.
	4. Budgets
	a. Presentation to Institutions on Fringe rate and Worktag balancing proposals distributed.
	b. Continued development and testing of prototype Manager Balance and Activity reports.
	c. Budget SMEs given HCM Position crosswalk file to being work on Position Budget files for P4.

Area	Accomplishment /Activity
	d. Initial configuration of fringe rate rules in P3 for testing underway. 5. Assets a. Asset Type & Class Definitions submitted by UNLV - Out to SME's for review. b. Cutover plan testing in progress. c. Asset Validation overview with WNC completed. 6. Projects a. UAT Test Scenarios completed with Mary. Plan in place for UAT Project Testing. b. Completed budget overview with to set-up project budgets for UAT testing. Need plan for budget testers if this works with budget UAT testing. 7. Customer Accounts a. Moved TST-31398 (BIRT Customer Invoice) and TST-31399 (BIRT Customer Statement) to 'Postponed' status as they will be retested in NSHE4. These relate to INTF-S090I and INTF-S090J respectively. b. Resolved FIN-2227 (Report Customer Payments Requiring Action is not broadly available to manager) and successfully tested FIN-1468 (Attachment option for Customer Payments) and closed it. Re-categorized FIN-1242 to FIN: P4 Freeze (6/20-8/25). 8. Expenses a. Completed Expense Report on Behalf of External Committee Member. - Need to Write test scenarios. b. Worked on PCard Process with Procurement team. c. Worked on Reports Expense reports that need to be completed. d. Worked on clearing FIN-Projects - Expense Jira Tickets. e. Attended Meetings. 9. Grants & Effort a. Updated the Award Role workbook. b. Had a meeting with the Controller's Office to discuss the Fixed Price and Prepaid award conversion process. 10. Procurement a. PCard demonstration is ready to present. Working session is scheduled with PCard Admins next week 6/5/17. b. Kick-off meeting with Office Depot for Punch-out functionality. c. Grainger Punch-out is complete: PO and eInvoicing. 11. Suppliers a. P4 Supplier Accounts test Scenarios complete - Need to add PayMode test. b. All FIN's and TCH have been reviewed. c. No Change orders.
CM/Outreach	1. CM-Communications 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.

Area	Accomplishment /Activity

	e. UAT information kit communication to UAT coordinators includes information on suggested scenarios, testing timeline, support plan, getting started guide, JIRA job aid, etc..
	f. Workday Exposure on Campuses communication included in this week's Project Update.
	2. Training
	   a. TLG meetings are now weekly combining with UAT update meetings with Testing Coordinators.
	   b. Curriculum job aid development continues. All UAT job aids have been highlighted and are actively being pursued to completion by Tom and Erik. TLG team and designees are responding to follow-up requests. Progress is happening.
	   c. Preliminary training calendar has been established by NSHE team for training to be completed by NSHE trainers. TMCC, DRI, WNC, GBC have confirmed their dates. CSN and NSC are reviewing.
	   d. Linda and Erik attended NSC's IT Helpdesk support WD overview session. Kat has done a great job getting her campus ready for UAT and training.
	   e. Jackie Hess announced her departure effective 6/15. Jackie is keeping Linda posted on where UNLV stands with their training plans.
	3. Testing
	   a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, TLGs and PoCs.
	   b. Team Support: Worked with the consultants, leads, designees, and BAs for upcoming testing. Meeting with teams in preparing for UAT and P4 End to End.
	   c. Campus Support: Worked with campus testing coordinators in preparing for UAT. Provided weekly updates on UAT progress.
	   d. Continued loading UAT scenarios.

Technical	1. Integrations
	   a. Completed configuration of the CDW-G and Grainger Punch outs. These integrations are ready for functional testing.
	   b. Resolved an issue with the SFTP for MetLife, sent another test file from E2E after completing bug fixes.
	   c. Troubleshooting discrepancy between the Journals and Adhoc Bank Transactions extracts from PeopleSoft.
	   d. Knowledge sharing session on Punch-out configuration.

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.

Area	Dates	Upcoming Activities
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.
Recruiting	On-Going	Complete 3 Feedback / Design Enhancements Changes. Working on tickets: HCM-277, WCR-265, WCR-199, WCR-88, and HCM-70.
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.
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.
	Ongoing	TCH-1901 Troy Check Printing - pending IT support to move forward, Michael Bakker is researching - Ursula is working with Michael 5/31/17.
	ongoing	FIN-2054 Make sure that BCS is able to print checks from BCN payroll - 6/1/17 followed up with group to see if this should be discussed at the Controllers meeting or CEC.
	ongoing	FIN-1324 Create/update functional process documentation - need to understand how to update.
	ongoing	FIN-1280 Current SA Pooled Cash Accounting - meeting scheduled for 6/7/17 with group to make some final decisions.
	ongoing	FIN-2053 Notification of Wire Specialist when wire settlement is processed - waiting for testing and integration to be done. We will discuss with Tazeen the week of 6/5.
	ongoing	FIN-2067 Order serialize deposit slips for cashiers pending final approval from group prior to sending data to BofA 6/1/17.
	ongoing	FIN-2041 - provide reporting requirements for Cashier Deposits - pending PeopleSoft data integration.

Area	Dates	Upcoming Activities
	ongoing	FIN-1717 Return payments - need to wait till PeopleSoft data are imported into WD.
	ongoing	FIN-804 System admin cash for pooled cashed - meeting with group scheduled for 6/7 to discuss and make final decisions.
	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, determine which are required, and priority.
		Work on campus Allocations and JV Loads for testing.
		Test proto-type reports as they are being developed.
		Reaching out to campuses to follow-up and improve month end and year end close.
		Test new functionality for Accounting Adjustments to Operational transactions.
		Plan for ongoing security role data collection and updates.
Budgets	TBD	Pending policy/procedure decision on REGIA and workaround requirements (Michele Meador drafting document for CEC review).
	TBD	Finalize institution decision on Fringe rates and load for P4.
	TBD	Finalize Worktag balancing options and itemize the workarounds that may be needed.
	TBD	Work with Financial Accounting on Manager budget report development.
	TBD	Begin testing prototype Budget reports and develop specifications for additional budget reports.
	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.
Assets	30-Jun	Test JV for cutover plan ledger balance movement - Need to process this by fund with Worktags.
	30-Jun	Working with UNLV regarding AssetWorks integration. Gathering information and feedback from Team.
	16-Jun	Testing Asset Load with Depreciation Start Date in Prior Month for Cut Over Plan underway.

Area	Dates	Upcoming Activities
	2-Jun	Creation of Default Cost Center for legacy asset conversion in process.
	16-Jun	Processing requests from UNLV for customizations and reports requested for Integration.
	30-Jun	Finalization of cut-over planning.
Projects	6/15/2017	Gathering feedback SME's regarding Project Phases and templates for all NSHE Institutions - only received feedback from UNLV at this point.
	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.
	6/15/2017	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.
	19-Jun	Prepare for P4 Testing, revisit Cash Sale EIB to get familiar with processes, reports, etc..
Expenses	TBD	Configure and test Receivable aging worklet.
	Ongoing	Open Jira Tickets -Travel Card- FIN-2230 / Will be implemented Post go Live - A discussion needs to be had with NSHE Leadership regarding the time and implementation process for the Travel Card Post-Go-Live. - FAA Creating an Expense Report on Behalf of a Terminated Employee. -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 External Committee Member Non-Worker – I need to write test scenarios.
	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.
	Post Go Live	Travel Card Business Process FIN-2230- 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	2-Jun	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.

Area	Dates	Upcoming Activities
	15-Jun	Continue to work on award conversion activities. Write up documentation for fixed price and prepaid awards.
	15-Jun	Reviewed reports that have not been started or have not been completed with Glenda. Need to research and get more information.
	15-Jun	Completion of outstanding JIRA tasks.
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	16-Jun	Continued Discussion of PCard requirements.
	31-Jul	Report Requirements.
	31-Jul	Procurement and Supplier Accts continue work with SReg team.
	31-Jul	Cutover (go live) Planning.
	15-Aug	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
Suppliers	99% complete	1099 Process - Shawn created a JIRA for the Project team to approve a name change to the System Administration Company that is the "single legal entity" that the 1099 rolls up to. The name change is required as the legal reporting agency.
		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.
	26-May	Security data gathering Workbooks due - In Progress.
	1-Jun	Grant/Award security extracts due.
	1-Jun	Crosswalk and WAX updates due for June Validation cycle.
	6/8 - 6/9	Complete catch up configurations in P4 tenant (BAs/Consultants).
	6/12 - 6/13	P4 smoke testing (BAs/Consultants).
	6/14 - 6/16	Tenant Validation (BAs/Designees).
	6/14 - 6/16	Conversion Validation (Campus Validation teams).
	6/19-6/27	Validation of June data conversion Extracts.
Integrations	May	End to End testing support and issues corrections.
	May/June	Design and coding of the Student Worker/Work Study integration in time for P4 testing.
	May/June	Complete Development of BIRT Reports and Form Layout.
	May/June	Complete configuration of remaining Punch-out's (Grainger, Amazon, Office Depot).
	May	Complete Development on the PERS Employee Contributions Integration.

Area	Dates	Upcoming Activities
	May	Complete development on the OASDI Update.
	week of June 12	Migrate integrations to P4.
Reporting	May	FIN reports review from NSHE standard reports list with Designees is scheduled to finish 5/26 .
	May/June	(In Progress) 45% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (14% in progress, 31% in review). Note change in progress partially due to edits from new/adjusted requirements + splits of Jira tickets to address requested alternate versions.
	30-May	IPEDs reporting in Workday (weekly).
	14-Jun	Bi-weekly Reporting lane meeting with the campuses.
	5-Jun	Data Governance Meeting.
CM-Communication	thru October 2017	Weekly Project Update.
	thru 6/14	Central Training repository development.
	thru 6/13	Central Training Repo code development.
	16-Jun	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.
	ongoing	Workday Training: population estimations of power users, light users, and everyone in between in development.
	ongoing	Workday launch campaign discussions have started.
	ongoing	Workday faculty outreach brainstorming.
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.
	6/7 and 6/8	Final grants training for CSN.
Testing	6/5-6/9	Continue discussions on User Acceptance Testing within the Test Team, and with designees, leads, Campus Testing Coordinators and PoCs. Work with designees on scenarios for UAT and P4 End to End testing.
	6/5-6/9	Load scenarios for testing.
	6/5-6/9	Participate in functional team, TLG, UAT, POC, reporting and integration meetings.
	6/5-6/9	Close out End to End Testing.
	6/5-6/9	Finalize names for UAT testers to prepare tenant/Okta access. Obtain list of campus support team for proxy access in UAT.

Planned Time Away

Dates	Team Member
June 5	Jane Kober Daly Costanza
June 5 – 7	Michael Bakker
June 6-9	Roberta Roth
June 9	Ken Bialobrzeski Lauren DeVera
June 12-14	Linda Moore
June 15-21	Matt Garland
June 21-23	Audra Kanae
June 26 – 30	Michelle Briggs
Fridays through 6/30	Mike Smith
July 3	Amy Liotti-Polo Daly Costanza Linda Moore
July 3-5	Yvette Walton
July 3-7	Michele Meador Ursula Price
Through July 5	Donna Cruzado
July 12	Michelle Briggs
July 13-14	Katrina Pitts
July 17-21	Mary Stoltz Leslie Obourn Chris Mercer
July 24 – 28	Nancy Kelly
July 31-August 4	Kim Beers
Aug 14 – 23	Michael Bakker
Aug 14 – 25	Pat LaPutt
Aug 21-23	Mike Smith

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
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	Highest	John Doetch	9-Jun-17	Workday will deliver the related/allowable Worktag functionality in WD30. The team is has configured and shared the go-live solution.
TCH-2015	SReg is behind Schedule	High	Steve Creswell	9-Jun-17	A decision was made to deploy a UNLV version of SREG rebranded for NSHE. This is a stop-gap measure until the NSHE SREG can be completed and deployed. The team is working on a transition plan to move from the temporary to the NSHE version of SREG. The team is prioritizing the items necessary for the NSHE version of the application to go live.
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) Daily checkpoints have been scheduled. 2) Specific assignments will be made for items yet to be researched. 3) Variance reports will be updated nightly.
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

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
					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%	
Begin P4 Build	Green	May 15, 2017	100%	5/15/2017
User Acceptance Testing (P4) Begins	Green	June 19, 2017	75%	
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)		