



Project Status Report

Status as of June 23, 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 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 Budget configuration; ii) status of reporting; and iii) SREG. Other functional areas remain green, now including PCard implementation. The focus for the following week is on P4 testing, report development, & SREG development.
	Green	Green	Audit
❖ Overall Status – Technical Team	Yellow	Yellow	Integrations (NSHE): A few NSHE integrations are behind schedule but are being finalized and are in unit testing. Full end-to-end testing will occur during P4.
	Yellow	Yellow	Integrations (Campus): Several campuses currently 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.
	Green	Green	Security
	Green	Green	Training

Item	Current Status	Prior Status	Status Notes
❖ Overall Status – Training & Outreach	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 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
	Green	Green	Financials: We continue to monitor several specific risks but have mitigation strategies in place to resolve.

Item	Current Status	Prior Status	Status Notes
	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: Loaded Skills into NSHE2 (WCR-403). The details can be found in JIRA. b. Build Activities: Inactivated Conversion Reasons for the following business processes (Add Academic Appointment, Add Retiree Status, Job Requisitions, Hire, Period Activity, and Request Compensation Change). c. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 57 conversion tickets. We are closing the week with 55 tickets. d. Conversion: Mike and Jeff are working through Error Report Issues and P4 Build Programmatic Issues. 2. Benefits <ol style="list-style-type: none"> a. Configuration: Addressed the following tickets: Details can be found in JIRA. 3. Recruiting <ol style="list-style-type: none"> a. Configuration: Attended feedback sessions at SCS South and UNR; updated roles for completing questionnaires and combined questionnaires in response to feedback - centralized and decentralized requested routing to Admin Assistant and Manager, or Institution HR Partner Professional (HCM-276, HCM-292 through HCM-296). Updated titling of questionnaires and inserted a validation rule on the Job Requisition BP to clarify which questionnaires should and should not be selected for candidates (WCR-411). Updated several questions and text blocks to correct verbiage from feedback sessions (WCR-409). Deleted step from Job App BP and recreated it in Screen BP (NSHE5) - testing was unsuccessful due to

Area	Accomplishment /Activity
	<p>Compensation issue, but will finish testing by end of week (WCR-199). See Jira tickets for further details.</p> <p>b. Configuration: BIRT layout for CSN has been recreated in NSHE2 - populated BIRT with campus logos and header dynamically to solve page break issues. Will proceed with all other campuses, as well as Employment "Offers" to accommodate for Classified and Technologist job families.</p> <p>4. Absence</p> <p>a. 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. WCR-413, WCR-302, WCR-389, CNV-639.</p> <p>b. Conversion: Reviewed data fallouts on P4 build to discuss next steps. Validated P4 configuration build. Worked conversion issues, including the duplicate time off requests. This was resolved on Monday. The issue with multiple holidays showing on the time and leave calendar is a known issue with Workday and a case was filed.</p> <p>c. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning, Absence Management Weekly Meeting, Project Checkpoint.</p>
Time Tracking	<ol style="list-style-type: none"> 1. Worktag Solution: Demonstrated the Worktag Validation solution to the Cross Functional Team. Closed HCM-8. 2. Training/Knowledge Transfer: Trained Missy on updating the Period Schedule. She began updating the schedule for Monthly and Semi Monthly through 2019; I will verify upon her completion. 3. Time Clocks: We are moving the testing of the timeclocks to NSHE2 to test with all other HCM/Pay Transactions, as well as do end to end testing. The team continues to work with AccuTime on any issues. 4. Cutover Planning: Continued cutover discussions. The team is exploring options to collect the hours for the hourly workers for the 9/15 – 9/30 semi-monthly cycle for payment on the 10/10 paycheck. An EIB cannot be used due to data limitations in legacy and the differences with how Workday calculates eligibility. Both North and South Payroll offices will move to bring any departments who are currently not being paid on the 1-15, 16-end of month schedule, into line with this schedule in August, before Go Live. This will begin as soon as Workday is available for catchup transactions in mid/late September. 5. 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. 6. Meetings: HCM Conversion, Cross Functional Meetings, Parallel Payroll, Project Checkpoint, Cutover Planning.
Payroll	<ol style="list-style-type: none"> 1. Payroll Parallel: The team continued to validate Semi-Monthly employee (North/South) grosses & net amounts and identify variances between Legacy & Workday. More resources have been brought to the Project to help with validation to help speed up the process.

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	<ol style="list-style-type: none"> 2. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting. 3. Payroll Parallel: The team continued to validate Semi-Monthly employee (North/South) grosses & net amounts and identify variances between Legacy & Workday. More resources have been brought to the Project to help with validation to help speed up the process; Audra trained Stefania (a new Resource) on the process of validating the Net balances. 4. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt). Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned & FAILED scenario tickets; Completing open tickets from End to End testing. 5. P4/Test scenario planning: Drago continued the creation of residual scenarios into P4 for testing. Those left over from End to End testing labeled as On Hold, Not Started and Postponed will be tested in P4; Audra will be creating Integration scenarios for P4 Residuals. 6. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.
Financials	<ol style="list-style-type: none"> 1. Banking & Cash Settlement <ol style="list-style-type: none"> 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. 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. m. Determine accounting for Pooled Cash for System Admin and Investment Accounting. 2. FDM <ol 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.

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	<ul style="list-style-type: none"> d. Need to set date for FDM Governance committee to make decisions on outstanding requests. 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. Role assignments are being made as planned during the P4 testing process. b. Updated and customized reports are in progress and will be available for P4. c. Outstanding JIRAs have been discussed as to pre and post go live. Will update for follow up. d. Project team waiting on FDM Governance decisions on new values. e. Payroll meeting was conducted to understand process and responsibilities of payroll vs. Controller's office. In progress. f. Continue to work on financial report proto-types, trial balance variations and financial statements. <p>4. Budgets</p> <ul style="list-style-type: none"> a. Continued development of report layouts and requirements with Budget SMEs and unit testing of developed reports. b. Design sessions with Consultants to identify approaches and options for State budget rollover tracking and Land Grant reporting in the State budget. c. Working with Business Assets on issue with Multi-book that affects encumbrances. Tested on fix to encumbrance accounts but this raised a different issue. d. Two issues identified with new Budget Amendment process documented for logging a case. This new functionality has not been turned on in UAT. e. Consultants developed workarounds for several budget issues for Payroll Commitments and HCM Budget check that are being logged as cases. Matt developed workarounds for now. f. NSHE10 copied from P4 and Workday process to restate balances under the "Lite" balance approach chosen. Verification underway. <p>5. Assets</p> <ul style="list-style-type: none"> a. Asset Report Review & specs being compiled. b. Cutover plan testing in progress. c. Tested depreciation start date in prior fiscal year. Determined workday will catch-up depreciation in current year. d. Encumbrance for asset purchase being reconfigured to accommodate Workday's fix. e. Moved ledger balance for Buildings by detail work code in NSHE 5 for CSN. Will do this for all ledger accounts in NSHE2. Working on process to accommodate all schools. <p>6. Projects</p> <ul style="list-style-type: none"> a. Tenant validation completed. b. UAT Testing in Progress. <p>7. Customer Accounts</p> <ul style="list-style-type: none"> a. Validation of P4 Tenant configuration.

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	<ul style="list-style-type: none"> b. Met with consultants to validate Segment Based and Org Membership security group configuration, descriptions edited to provide clarity. Flagged tester generated Customer Security Segments erroneously created during P3 to ensure non-inclusion in Gold Tenant. c. Identified additional testers as a result of email sent to Controllers regarding plans for use of Record Cash Sale functionality. d. Confirmed UNR logo used on BIRT Layout for Invoice and Statement needs to be corrected. UNLV and DRI are testing the same in P4 UAT Residual. <p>8. Expenses</p> <ul style="list-style-type: none"> a. Worked on clearing FIN-Projects - Expense Jira Tickets. b. Completed Validation of P4 Tenant. c. Demonstrated creating External Committee Member to P4 - Residual End to End Testers. d. Worked on Reporting. e. Worked with team on PCard BP. <p>9. Grant & Effort</p> <ul style="list-style-type: none"> a. Met with campuses to go over data entry of Awards (for the smaller institutions) and review and approval of Awards (UNLV, UNR and DRI) in NSHE6 as this will be carried forward to go-live. b. Completed P4 Tenant Validation. <p>10. Procurement</p> <ul style="list-style-type: none"> a. Residual testing scenarios for PCard have been developed and delivered to Mary - targeting week of 7/3/17 to start testing. b. New PCard files have been loaded into NSHE2. c. Confirmed 3 configured punch-out's are working in NSHE2. d. Work has begun on automation of PO issuance on punch-out's to suppliers. e. Kick off meeting for Office Depot punch-out. <p>11. Suppliers</p> <ul style="list-style-type: none"> 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	<p>1. FIN Conversion</p> <ul style="list-style-type: none"> a. Revised the Schedule for July validation. <p>2. Integrations</p> <ul style="list-style-type: none"> a. Received confirmation from the project team that the PCard/Travel Card integrations is functioning correctly and will be used to create credit card accounts in Workday as necessary when transactions come in. We will not convert the card holder accounts into the Gold tenant. b. Loaded April, May and thru June 15th bank statements in P4 and scheduled the integration to run daily at 8 AM PST. c. 6/4 to 6/10 PCard transactions were loaded into P4 for all the institutions. d. When a Journal is in Posted or Cancelled status, it is not possible to update the Journal again. It will error out.

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	<ul style="list-style-type: none"> e. If the Journal is in Created Status, and the file is run again, then the existing Journal will be updated. Duplicate Journal will not be created. f. Tested the above scenarios and confirmed. g. Corrected two minor issues with the MetLife file and sent another test file to the vendor for confirmation. <p>3. Reporting</p> <ul style="list-style-type: none"> a. Custom reports completed and ready for unit test this week: <ul style="list-style-type: none"> i. R07 IPEDS -Full-time Instructional Staff by Academic Rank and Tenure Status – HCM – CR (NSHE). ii. R07 IPEDS A2 –Full-time Instructional Staff by Function – HCM – CR (NSHE). iii. R128 Find Spend Authorization Lines for Company - FIN –CR (NSHE). iv. R128 Find Spend Authorization Lines for Organization – FIN – CR (NSHE). v. R161 PERS Retiree (\$20K and Up) – HCM – CR (NSHE). vi. R012 OES Report – HCM – CR (NSHE).
<p>Technical</p>	<ul style="list-style-type: none"> 1. CM-Communication <ul style="list-style-type: none"> a. Central Training Repository online and reachable through Workday. b. UAT Scenarios developed, assigned and calendar set for SA UAT activities. c. Getting Started activities and prep for UAT sent to all UAT testers for SA. 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. b. Curriculum job aid development continues. Some of the more critical job aids completed this week include Mobile app use as well as Mobile app install, procurement requisitions, and HR Hire. c. Completed job aids were reviewed and categorized for download to the NSHE Training Support Web Site which will be activated on 6/18. d. Brian Steen is replacing Jackie Hess as UNLV's TLG and Change Management Lead. Mike Ellison is the POC for UNLV. e. Linda in Vegas 6/18-6/22. 3. Testing <ul style="list-style-type: none"> 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 with current testing. c. Campus Support: Provided support to the Campus Testing Coordinators as they have started UAT. d. Continued loading P4 Residual End to End test scenarios.

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.
Recruiting	On-Going	Complete 3 Feedback / Design Enhancements Changes. Working on tickets: HCM-70, HCM-277, HCM-295, HCM-296, WCR-197, WCR-199, WCR-265, WCR-355, WCR-356, WCR-363, WCR-374, WCR-399, WCR-400, WCR-408, WCR-409, and WCR-411.
Absence	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.
	16-Jun	Mid-Term Academic Pay Testing.
	4/24 - 6/16	Payroll Parallel Complete Monthly Variance research and begin Semi-Monthly compare.
Banking	ongoing	B of A is working internally to assign internal team to PayMode implementation for other campuses.
	Ongoing	Determine how best to have the reconciled Bank Recons done in WD by July-Sept 2017.
	Ongoing	TCH-1911 - Peoplesoft Unit Testing - testing confirmation 6/8/17 for multiple days.
	Ongoing	TCH-1901 Troy Check Printing - Michael Bakker sent files to Troy 6/21/17.
	ongoing	FIN-2054 Assigned to Mary Green in Payroll.
	ongoing	FIN-1324 Create/update functional process documentation - need to understand how to update.
	ongoing	FIN-1280 Current SA Pooled Cash Accounting - meeting successful 6/7 - team will update FNR in NSHE 3 and NSH4 - pending final response from Cynthia and Sheri 6/22/17.
	ongoing	FIN-2053 Notification of Wire Specialist when wire settlement is processed - pending decision on how Wire specialist will receive the info.

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Area	Dates	Upcoming Activities
	ongoing	FIN-2041 - provide reporting requirements for Cashier Deposits - pending PeopleSoft data integration.
	ongoing	FIN-1717 Return payments - pending PeopleSoft data Integration.
	6/19/2017	FIN-804 System admin cash for pooled cashed - meeting successful 6/7 - team will update FNR in NSHE 3 and NSH4 - pending final response from Cynthia and Sheri 6/22/17.
	closed 6/20/17	WCR-325 - Bank Statement event business process needs a restriction update to the process.
	new	WCR-390 - Banking Transaction auto reconcile prior to being approved - SCI is researching.
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.
		Design and develop the workarounds that are needed for Lite Worktag balancing-these impact Supplier Accounts and Financial Accounting.
		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 document discussed with CEC review).
	TBD	Work with Financial Accounting on Manager report development.
	TBD	Continue Budget report specification and 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. - New Comp plans will not be added to P4 until testing is complete by HCM, PAY, FIN.

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	TBD	Review State reporting options with institutions for best solution.
Assets	30-Jun	Test JV for cutover plan ledger balance movement - Need to process this by fund with Worktags.
	16-Jun	Testing Asset Load with Depreciation Start Date in Prior Month for Cut Over Plan underway.
	30-Jun	Finalization of cut-over planning.
Projects	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.
	19-Jun	Monitor P4 UAT & Residual testing.
	Ongoing	Continue to make connections and build relationships with identified end users and potential end users.
Expenses	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. -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.).
	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.
Grants & Effort	TBD	Exploring option to create Budget Template via EIB to load award budgets. Currently, this must be done one-by-one through the user interface.
	on going	Continue to work on award conversion activities.
	15-Jul	Continued to finalize report development and provided samples for the reports.

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Area	Dates	Upcoming Activities
	15-Jul	Completion of outstanding JIRA tasks.
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	28-Jul	PCard testing.
	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. (It was decided that the name change would take place for the legal name to print on forms and then change back to Sys Admin. This will be required each year.
		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.
	6/19 - 6/27	Campus Validation of June data conversion Extracts - In Progress.
Integrations	June	Design and coding of the Student Worker/Work Study integrations in time for P4 testing.
	June	Complete configuration of remaining Punchouts (Amazon, Office Depot).
	June	Complete Development on the PERS Employee Contributions Integration.
	June	Complete development of reports related to Troy check printing.
	June	Complete development on the employee file to Lawroom.
	June	Complete updates to the FDM and Ledger Worktag Mapping integration.
	June	Complete PERS Reduction Comp Plan update integration.
	week of June 12	Migrate integrations to P4.
	May - July	Finish Build DA reviews on SCI developed integrations.

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Area	Dates	Upcoming Activities
Reporting	May/June	(In Progress) 48% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (14% in progress, 34% in review)
	June/July	Planning: P4 custom report cleanup and audits.
	June	IPEDS reports specifications discussion in progress and report builds started.
	27-Jun	IPEDs reporting in Workday (weekly).
	28-Jun	Bi-weekly Reporting lane meeting with the campuses.
	3-Jul	Data Governance Meeting.
	CM-Communication	thru October 2017
thru 6/14		Central Training repository 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.
6/19/2017		Orientation for SA UAT testers.
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.
ongoing		HRMS/Workday cutover strategies communication.
ongoing		Workday change in benefits split communication.
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.
	7/11 & 7/12	Train the Trainer in Las Vegas.
	23-Jun	Training Tool kit packets with detail instructions for logistics for training to be given to TLG by Linda.
Testing	6/26-6/30	Continue discussions on User Acceptance Testing within the Test Team, and with designees, leads, Campus Testing Coordinators and PoCs. Work with designees on scenarios P4 End to End testing.
	6/26-6/30	Load scenarios for P4 Residual End to End testing.
	6/26-6/30	Participate in functional team, TLG, UAT, POC, reporting and integration meetings.

Area	Dates	Upcoming Activities
	6/26-6/30	Finalize names for P4 Residual End to End testers.
	6/26-6/30	Prepare scenarios for performance testing.

Planned Time Away

Dates	Team Member
June 23-30	Sharon Thygesen
June 26 – 30	Michelle Briggs
June 26 – July 7	Cynthia Washburn
June 29 – July 4	Katrina Pitts
Fridays through 6/30	Mike Smith
July 3	Lauren DeVera Jane Kober Daly Costanza Linda Moore Steve Creswell Missy Stahlke
July 3-7	Amy Liotti-Polo Yvette Walton Michele Meador Ursula Price Ashley Ruen
July 3-14	Margaret Walsh
Through July 5	Donna Cruzado
July 5-7	Kim Beers
July 6-19	Michelle Briggs
July 10-11 Workday Altitude	Ashley Ruen Steven Sullivan Heather Jansky
July 12	Michelle Briggs
July 13-14	Katrina Pitts
July 17-21	Mary Stoltz Leslie Obourn Chris Mercer
July 24 – 28	Nancy Kelly Kanchana Marimuthu

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Dates	Team Member
July 31-August 4	Kim Beers Ashley Ruen
Aug 7-8	Jane Kober
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
TCH-2015	SReg is behind Schedule	High	Steve Creswell	30-Jun-17	<p>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.</p> <p>The team is working on a transition plan to move from the temporary to the NSHE version of SREG.</p> <p>The team is prioritizing the items necessary for the NSHE version of the application to go live.</p>
HCM-297	Payroll Parallel Testing is Behind Schedule	Highest	Leslie Obourn	30-Jun-17	<p>P4 Parallel testing has begun and the following actions are in place to ensure we stay on track:</p> <ol style="list-style-type: none"> 1) Daily checkpoints. 2) All variances to be researched are assigned to specific team members. 3) Additional staffing was added and trained.
TCH-2074	Loading of Worker Locations is needed for testing OKTA Identify Management	High	Michael Bakker	30-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</p>

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					<p>processes. Today, workers are defaulted to a particular location.</p> <p>The project team will create an EIB to load the worker locations into Workday.</p>
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	28-Jul-17	<p>Workday has confirmed the product updates to be delivered in mid-July 2017 and the project team has been briefed. Workday is also providing an update for the PERS reduction configuration.</p> <p>The team is ready to begin testing 7/17 when the product updates are ready.</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	100%	6/16/2017
Begin P4 Build	Green	May 15, 2017	100%	5/15/2017
User Acceptance Testing (P4) Begins	Green	June 19, 2017	100%	6/19/2017
End-User Training Begins	Green	August 7, 2017		

Project Status Report

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
Build Production Tenant	Green	September 5, 2017 (Tentative)		
Move to Production (Go Live)	Green	October 2, 2017		