



Project Status Report

Status as of July 1, 2016

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

Summary

Item	Current Status	Prior Status	Status Notes
Overall Project Status	Yellow	Yellow	<p>The Payroll, Technical, and Change Management/Training teams identified their pillars as 'Yellow' and actions are underway to mitigate their identified issues and risks:</p> <ul style="list-style-type: none"> • HCM (Green) • Payroll (Green): Work on outstanding Payroll configuration continues. Developing go-live check list/build based upon new go-live date. • Time Tracking (Yellow): Time Clock and Worktag open items keep this at a yellow. • Financials (Green): Combined status remains Green this week. There were quite a few people out on vacation this week, so there was not significant progress across the board. Primary activity around FDM Data gathering and follow-up on the Budgeting session. Designees who were on-site had extensive virtual meetings with the consultants and made good progress in Banking & Settlement, Business Assets, Projects, Grants, Financial Accounting and Budgets. We will continue to monitor progress of current Sprints closely to ensure we continue to make adequate progress. • Technical Team <ul style="list-style-type: none"> ○ Integrations (NSHE): (Yellow) Our status borders on green/yellow. While we are making progress on integrations, some of the requirement gathering efforts are taking longer than anticipated and with some we are uncovering additional, more complicated requirements during our meetings. ○ Integrations (Campus): (Yellow) We request Status Reports from the campuses on a bi-weekly basis. 6/30 is the most recent due date for status reports. Only 5 out of the 8 reports were submitted, and only 3 of the 5 were in the correct format.

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			<ul style="list-style-type: none"> ○ Some major integration points (JV Loads, Thomas & Mack, Lawlor, Assets and Supplier Registration) have only just started the requirements gathering or have yet to be started. ○ Conversion (Financials): (Yellow) We have an overall schedule defined for Financials Conversion. Although early in the schedule, we are currently on track. However, there are concerns with the impact of the FDM development schedule as it pertains to Integrations and dependent conversions. Based on guidelines below, we feel that there is “potential” risk to schedule if the FDM is not completed in a timely fashion and there is concern around that. It probably should have been yellow last week, but we are correcting this now. ○ Reporting: (Green) We have defined a standard reports list and have started development on HCM reports and are in the process of getting existing report samples from Financials. ○ Security: (Green) is constantly being evaluated based on functional requirements. Currently there are no outstanding timeline issues with regards to this area. John Brandvold is now being looped into the security change process and the process of knowledge sharing/transfer has begun. ● Audit (Green) ● Training (Green) <ul style="list-style-type: none"> ○ Working with HCM & FIN (Matt & Steve, John D, Audra) to identify BP status for prep in creating Curriculum Dev Plan ○ Ongoing meetings with Training Liaison Group (TLG) ○ New request to develop/provide orientation/training to campus security coordinators about Workday Security. Will work with John Brandvold to define requirements. ● Change Management/Communication (Green) <ul style="list-style-type: none"> ○ Change Network Ambassador Strategy ready for final ○ Change Lead Kick-off Meeting conducted 6/30/2016 ○ Communication Plan presented at Change Mgmt Kickoff Meeting for feedback ○ Andrew Ayala, iNtegrate 2 Communication Lead onboard as of Monday 6/27. Participated in Change Mgmt Kickoff. ○ New iNtegrate 2 Website announced and receiving feedback ○ Introduced Knowledge Sharing Plans to NSHE Team

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			<ul style="list-style-type: none"> • Testing (Green) <ul style="list-style-type: none"> ○ Phase 1 unit testing complete and documented in Teamwork. Test data will be retained, in read only format. ○ Phase 3 unit testing is in progress, with documentation being stored in interim format (such as Excel) pending move to JIRA as test management tool. ○ Test roles, responsibilities, and resources are being clarified. ○ Unclear status on many campus integrations, with many past due dates, with potential impact to system and end to end testing. ○ Testing Plan feedback from the Project Team incorporated into new version of Test Plan to be discussed at Project Checkpoint 7/5/16.
Schedule	Yellow	Yellow	<p>Payroll remains at Yellow due to the potential risks with Time Clock and Worktags. The PMO will be leading an effort to identify and expedite the Time Clock selection process. Worktags are being reviewed with Workday and will be escalated if necessary.</p> <ul style="list-style-type: none"> • HCM (Green) • Payroll (Green) • Time Tracking (Yellow): Schedule has potential risk due to delay in Time Clock/Worktag issues. • Financials (Green) - We have created additional Sprints that go through 7/10/16 and are currently adjusting assignment of issues to that Sprint. Some items will be moved to post-P2 per discussion with SCI team consistent with the goal of 85% completion for P2. • Technical Team (Green): Nothing based on the new schedule shows that we won't be able to complete the tasks at hand. • Audit (Green) • Training (Green): Ahead of schedule now that new Go Live data is tentatively 10/1/17 • Change Management/Communication (Green): On schedule (Change Management Activities); ramping up with communications. See risks below. • Testing (Green): <ul style="list-style-type: none"> ○ Campus integrations status information is obsolete, with many past due tasks not showing as completed; delays in integrations could cause delays in end to end testing and overall project timeline.

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			<ul style="list-style-type: none"> ○ Payroll parallel testing may require normalization (by pay period, vs. monthly) of benefits in legacy, which could represent lengthy effort. ○ Initial Parallel Payroll discussion being scheduled for week of 7/11 ○ Current anticipated project allows sufficient time to address the above points. ○ Work underway by Mark Sonntag to identify NSHE Testing Lead.
Budget	Yellow	Yellow	<p>As of 6/15: Actual Hours: 50% of budget Projected Hours: 50% of budget</p> <p>Notes:</p> <ul style="list-style-type: none"> ● The above projections are based on the <i>revised</i> implementation date of October 2017. ● The budget is considered at risk until the recommendation for the new implementation date of October 2017 is accepted and the project is funded accordingly. These numbers are based on the drafted budget and will be finalized by mid-July.
Personnel	Yellow	Yellow	<p>Additional resources have been added to the project. There are a few areas where we are still attempting to finalize resource allocations. The status will remain at risk until the resources are finalized and the transition of new project leadership has been completed.</p> <ul style="list-style-type: none"> ● HCM (Green) ● Payroll and Time Tracking (Green) ● Financials (Green): ● Technical Team (Yellow): We are in the process of working through two open positions for reporting and security to help in these areas. ● Audit (Green) ● Training (Yellow): Interviews have been conducted to hire two of the training positions. Interviews for the Training Coordinator we begin later this month. Hiring may not take place before P2. ● Change Management/Communication (Green): Andrew Ayala, iNtegrate 2 Communication Lead on board 6/27. Has begun to

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			<p>post updates on Website and attended Change Mgmt Kickoff to support change mgmt./communication activities.</p> <ul style="list-style-type: none"> • Testing (Yellow): <ul style="list-style-type: none"> ○ Sonntag met second time with Michael Wilde on 6/28 to discuss him acting as NSHE Testing Lead. Work underway to estimate how much time it would entail weekly, as well as what the specific responsibilities are for the Test Lead in the detailed Testing Project plan. ○ Jim McKinney’s team is working on plan for implementation of Jira and moving users and appropriate information from Teamwork. Still unclear on when this will be ready
Project Risk	Yellow	Yellow	<p>The PMO has made this one of the top priorities and will work towards a timely resolution of all outstanding issues.</p> <ul style="list-style-type: none"> • HCM (Green) • Payroll (Green) • Time Tracking (Yellow): Time Clock decision needs to be made to move forward with identifying any configuration changes, and any integration needs. Worktag brainstorm should be escalated with Workday once impact is known. • Financials (Green) - Considering current risks to be addressed. Continue to monitor. • Technical Team (Yellow): We have some key risks for FDM, JV Load Integrations, Supplier Conversion and Budget Conversion, that have impact on this pillar. These risks could impact timelines if they are not addressed in a reasonable timeframe. • Audit (Green): • Training (Green): Training Coordinator will need time to ramp up and build strong relationships with campus members. Timely arrival is important! We believe there is sufficient time with interviews in July. • Change Management/Communication (Green): <ul style="list-style-type: none"> ○ Change Management Strategy may need review and updated to reflect current strategy ○ Received feedback that the We Call It/Workday Calls It document and the Glossary of Terms document on the website may not have been as vetted as we understood. Plan is to discuss at 7/5 checkpoint meeting to identify ‘reviewers’ to work with.

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			<ul style="list-style-type: none"> • Testing (Yellow) <ul style="list-style-type: none"> ○ Availability of appropriate resources to support testing activities (including scenario identification, development, and review and test results review) on timely basis. ○ Complications in setting up and using JIRA for test management, including lack of knowledgeable JIRA resources. Lack of clarity concerning ownership for JIRA administration for uses beyond testing. ○ Further conversations required to identify NSHE Test Lead.
Color Key			
Red	Project has significant risk to schedule, budget, or project deliverables. Immediate action and/or management is required.		
Yellow	Project has a current or potential risk to schedule, budget, or project deliverables.		
Green	Project has no significant risk to schedule, budget, or project deliverables.		

Key Accomplishments

Area	Accomplishment /Activity
HCM	<ol style="list-style-type: none"> 1. HCM <ol style="list-style-type: none"> a) Completed 5 feedback / design enhancements. The changes consisted of updating Job Change Validation Messages, Updated Job Requisition Help Text, Applied Guiding Principles to configured Help Text, and Adding Help Text to Manage Probation business process. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b) Discussed Period Activity Pay setup changes and conversion mapping. c) Completed first round of coding development on the Education file. The file is now out for validation. d) The Personal Data file has been closed out NSHE and SCI. We have completed the development and validation for 12 files. e) Reviewed the Costing Allocation with the team. During the review we defined requirements for the Distribution Percentage field. Jeff now can update the coding logic. 2. Recruiting: Completed 2 feedback item. The changes consisted of updating Career Site Banner and Adding Notifications to Job Application Disposition reasons. 3. Benefits: Completed 8 feedback / design enhancements. Of the 8 changes 2 ended up not resulting in any changes but further explaining how the system works. The changes consisted of updating Benefit Electronic Signatures,

Area	Accomplishment /Activity
	<p>Developing Two Benefit Custom Reports, Requiring Spouse SSN, Updating Retirement Benefit Plan Minimums, Updating Enrollment Instructions, and Updating Enrollment Event Rule EOI Setup. The changes are detailed in the NSHE Design Changes and Configuration Updates file.</p> <ol style="list-style-type: none"> 4. Absence: Configured updates based on feedback from Phase 2 testing. The changes consisted of updating help text, notifications, eligibility updates, intermittent leave testing, and streamlining of business processes 5. All Lanes: Met with the BAs (Nancy and John) over 3.5 hours to help them with configuration tickets.
Payroll	<ol style="list-style-type: none"> 1. Time Tracking: <ol style="list-style-type: none"> a. Continued testing revisions to time entry codes, time code groups, and time calculation groups. b. Discussed Submit Text for Timesheets with Time Tracking team. Sent sample for editing and review. 2. Met with both North and South NRATs. Demo'd workday functionality and discussed future plans for the NRATs to get into the tenant and start testing. Mary will be working closely with the NRAT group, test and integration teams. Conversion doc's and Country maps from legacy and Workday have been generated. NRAT's working on providing sample reports and screen shot samples to the team. Ashley is working on security and NRAT team requested notifications out of some of the HCM bp's. We'll regroup the week of 7/11 for progress check. 3. Conversion complete/data loaded. Data review in progress. Steven has updated the worksheets to more easily enter current and future W/H orders. We will be moving the existing spreadsheets that the NSHE BCN and BCS teams have been maintaining to the new worksheets while on site the week of July 11. 4. New Hire was added to P1. Waiting on Marianne to reformat EIB with the data that John pulled. Estimate completion the week of 7/4 and review with team the week of 7/11. 5. Drago began changing the earnings and tested, handed off to Audra to complete. We will engage Drago on the reporting side of PERS. 6. Audra and Steven will continue work on calculating the reduced regular earnings to support DRI FIN's request to break out PTO from Regular earnings. 7. Ursula repurposed a tenant for Academic Pay testing. Marianne working on test plan related to Payroll/Retro Pay. That will go to Ashley to update on the HCM side. Regrouping when we are both on-site the week of 7/11
FIN	<ol style="list-style-type: none"> 1. Reconciled Brainstorm lists and created new JIRA tickets as necessary. 2. Finance team still has 7 open Exception requests. Transferred the information to the new Exception form and distributed to the original submitters for comments

Area	Accomplishment /Activity
	and additional input. Also working with project team and SCI to confirm initial recommendations for accepting/rejecting the requests.
Technical Team	<ol style="list-style-type: none"> 1. Reporting: Review of HCM and FIN standard lists by designees is complete. Reporting team completed analysis of vetted lists and consolidated into the NSHE Standard Report Tracker. 2. Integrations: <ol style="list-style-type: none"> a. Inbound H\$A Payroll Input integration is functionally complete and ready for unit testing b. Inbound Liberty Mutual Payroll Input integration functionally complete and ready for unit testing. c. Added Archiving functionality and completed the file transfer process in the PeopleSoft > Workday UID integrations. d. Configured the BAI Bank Reconciliation integration e. Configured the CSN ACH Integration. 3. Financial Conversion: Held weekly meeting with Location and Asset conversion teams
Audit	<ol style="list-style-type: none"> 1. Completed analysis of the expense roles, accounts receivable roles, and asset roles. Summarized their permissions/security and identified incompatible roles. 2. Met with SCS Security Officer and discussed the Workday security standards draft. Made some recommendations of additional areas to address in the document. 3. Held meetings with the procurement, expense and grants designees to discuss their business processes and the roles used in their business processes. 4. Signed up for a security class. Prepared list of security questions and reviewed the information provided by the consultants to the questions. Documenting additional questions. 5. Met with Reporting to discuss the use of alerts in the Workday system.
Training	<ol style="list-style-type: none"> 1. Working with HCM & FIN (Matt & Steve, John D, Audra) to identify BP status for prep in creating Curriculum Dev Plan – BP Info for Curriculum Dev Plan file sent to them to fill out by July 1, 2017 2. Holding ongoing meetings with Training Liaison Group (TLG) – communication of timeline, updates, Learning Topic focus on Understanding Objects 3. Short list of candidates for Training Coordinator identified. Dates for interviews set for July 25-26. Candidates are being scheduled. 4. Curriculum Dev Plan started, skeleton version on 80-Training – Curriculum Dev Plan 5. Feedback from TLG for Training Strategy incorporated and final, posted on 80-Training – Strategy Documents 6. Trainer Candidates interviewed. Work underway to bring one trainer onboard soon. Defining onboarding plan and activities and will work with Chris and Bob on salary offer. 7. Set up meeting with Leads to discuss expectations for ‘Mobile’ training

Area	Accomplishment /Activity
Change Management	<ol style="list-style-type: none"> 1. Introduced Knowledge Sharing Plans to NSHE leadership team 2. Change Management Kickoff completed 6/30/16. 3. Communication Lead is onboard and productive. 4. New iNtegrate2 Website announced. Feedback has been good. People are pleased with site and have offered constructive ideas for continued improvement 5. Brainstorm reconciliation between the NSHE Spreadsheet and the Community report has been completed and shared with Leads/Architects. Waiting to hear back from them for a meeting time to discuss the discrepancies and review process for submission, prioritizing and voting.
Testing	<ol style="list-style-type: none"> 1. Mark and Roberta updated Testing Plan with feedback from Project Team's review of first draft. Updates will be discussed at the 7/5 Project Checkpoint meeting. 2. Mark is in process of detailed project plan to outline Testing tasks and responsible party

Upcoming Activities

Area	Dates	Activities
Budgeting	Week of 7/5	Budgeting Design follow-up items.
Core HCM / Compensation	7/5/2016 through 7/8/2016	<ul style="list-style-type: none"> • Complete 5 Feedback / Design Enhancements Changes. Several of the changes will be adding Change Job and End Additional Job notifications. • Continue to configure the remainder of the bulletin and onboarding documents set up in NSHE3. • Continue to work on Academic Appointment setup. • Develop Organization Assignment Plan and share with the team.
Compensation	7/5/2016 through 7/15/2016	Update DRI Compensation Grades and Steps. Updated GA and LOA Research Period Activity Pay Changes.
Benefits	7/5/2016 through 7/8/2016	<ul style="list-style-type: none"> • Complete 7 Feedback / Design Enhancements Changes. • Continue to work on PERS Setup. Finalized Classified Retirement Setup. • Finalize Passive Event Setup. • Continue Review of Benefit Conversion Errors with Pat La Putt
Absence	On Going	Continuation of configuration and design updates as a result of Phase 2 testing.
Absence	On Going	Continued development of termination payout adjustments and DRI buy back requirements.

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Area	Dates	Activities
Absence	Target Completion is 8/8/2016	Testing of absence balance payouts with Payroll.
Absence		Testing of leave without pay codes with Payroll.
Recruiting	7/5/2016 through 7/15/2016	<ul style="list-style-type: none"> Complete 5 Feedback / Design Enhancements Changes. Finalize configuration of the Offer Approval process configuration. Recruiting Open Lab in Reno on Friday, July 8th.
Time Tracking	Within 2 weeks	Identification of departments wanting to use Time Clocks instead of Workday Time Tracking, and what their needs are (Kim Beers/John Doetch UNR, Chris UNLV, John Doetch all other campuses)
Time Tracking	On-going	Continue work on MOA/CTA set up. Review, update, and test any necessary changes to Time Code Groups and Time Calculation Groups. Catch-up on any open configuration items. Updates to Design Guide.
Payroll – PERS Reduction	On-going	Drago continue work on updating the earnings that need to have a PERS reduction. We will meet with the Reports team next week to begin discussions on the Report and File that needs to be created.
Payroll NRAT Testing	On-going	We will work with Debbie and Mary next week (7/11) to start initial testing and gathering test scenarios.
Payroll History	On-going	Awaiting new hire in P3 to continue testing.
Payroll Go-live Cutover	On-going	Discussed an option to reduce the number of balances to just YTD's by processing the prior month's payrolls on Workday for the month of go-live. Assuming 10/1/2017 go-live, payroll will process monthly period 9/1-9/30, and semi-monthly of 9/16-9/30. In essence HCM, Time Abs will be live in September to support the running of the monthly payroll by the end of September (paid 10/1) and semi-monthly (Paid 10/10). Ursula has an updated document with better dates. UPDATE – discussed with group again and listing options and pros/cons and turn over to proj mgmt. group.
FDM Data Gathering	Week of 7/5	Working meetings to be scheduled with the FDM contacts for each school
Brainstorms	Week of 7/5	Start initial review & prioritization of Brainstorms with the project team.
FIN Conversion	Week of 7/4	Review Conversion Specification documents and Data Gathering Workbook questions with Consultants and Designees for Beginning Balances and Accounting Journals.

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Area	Dates	Activities
FIN Conversion	6/24 - 7/15	Campuses preparing their Location Data extracts using the EIB format.
FIN Conversion	6/20 - 7/15	Campuses working on FDM re-mapping.
Integrations	7/1 - 7/15	<ul style="list-style-type: none"> • Modify complex PEBP logic per payroll guidance. • Standard Insurance Payroll Inbound • Finish configuration of AFLAC Enrollment file • Start Unit testing on Infinisource COBRA integrations
Integrations	7/16 - 7/31	FlexAdmin (campus Parking) integration file expected
Reporting	7/1 - 8/31	(In Progress) HCM and FIN standard reports initial design/build (In Progress) CF prefix calc field cleanup efforts in P1 tenant – 30% complete
Reporting	7/7	PERS reporting meeting
Reporting	7/12	Data Advisory Group meeting – First meeting with institutional IR and HR representatives to kickoff initial discussion of key operational data elements
Reporting	Aug	Plan and begin requests for government/compliance reports that NSHE will be responsible for
Testing	6/20-24/16	<ul style="list-style-type: none"> • Present revised Test Plan to Project Team for approval on 7/5/16 • Payroll Parallel meeting being scheduled for week of 7/11
Audit	7/5/16	Schedule meetings with designees in other functional areas to discuss roles.
Audit	July 2016	<ul style="list-style-type: none"> • Meeting to be arranged by Project Manager to further discuss Workday security standards. • Need to review Audit Workbench and determine what it contains and how it will be used by the Internal Audit Department. • Start identifying the alerts to be set up in the Workday system. Provide them to Reporting. Work with SCS Security Officer in identifying alerts need by this position as well.
Audit	8/8/16-10/21/16	Will be working from the Reno System Administration Office. Working on the consolidation of NSHE Financial Statements and working with the external auditors. Will be doing Workday activities when possible during this time.
Audit	7/11/16-7/12/16	Workday Configurable Security Fundamentals training

Planned Time Away

Dates	Team Member	Planned Time Away
June 13 - July 12	Jim Lowe	50% away for Legacy Support
June 27 – July 8	John Brandvold	PTO
June 30 - July 5	Pat LaPutt	PTO
July 5	Aleta Sefic	PTO
July 5	Daly Costanza	LOA
July 5 - 8	Katrina Pitts Matt Garland Yvette Walton Leslie Obourn	PTO
July 5th (Half Day), July 7-8th	Ashley Ruen	PTO
July 6 - 7	Holly Reid	PTO
July 7	Loukia Verhage	
July 11-15	Kim Whiting	PTO
July 18-22	Mary Stoltz Jim Lowe Michele Meador Chris Mercer	PTO
July 20 - August 5	Michelle Hughes	PTO
July 21-25	John Tully	PTO
July 28 – Aug 1	Michael Bakker	PTO
July 29 - August 11	Nancy Kelly	PTO
August 1-3	Ursula Price	PTO
August 1 - 16	Nancy Kelly	PTO
August 8 - 12	Ashley Ruen	PTO
Aug 8-10	Kim Whiting	PTO
Aug 8 – Oct 21	Mary Stoltz	Financial Statements
Aug 15-19	Leslie Obourn	PTO
Aug 22-26	Loukia Verhage	PTO
September 2	Ursula Price	PTO
September 6 - 7	Betsy Kuchta	PTO

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Dates	Team Member	Planned Time Away
August 29-September 9	Steven Sullivan	PTO
September 6 - 9	Matt Roberts	PTO
September 9	Ursula Price	PTO
September 19-23	Melissa Mudgett	PTO
September 19 - 20	Nancy Kelly	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>

#	Description and Impact	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Type	Resolution Plan
1	Time Clock Decision owner and timeline	High	John Doetch	9/1/2015	7/31/2016	Time Tracking		Discussed again at TT Weekly Meeting on 6/7- team to have information regarding departmental needs within 2 weeks
2	Worktag Brainstorm – inability to limit number of Worktags available for override entry via Time Tracking	High	John Doetch	1/1/2016	8/15/2016	Time Tracking		Brainstorm has been filed but not escalated. Time Tracking team felt that it should not be escalated until a decision regarding the Time Clocks was made.

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3	Need final decision on Single Signon for Terminated and Retired employees	High	Michael Bakker	6/15/2016	7/8/2016	Technical		The item really is to understand of the SSO contract has been updated to allow for Retirees and Terminated individuals access through a redirect link that was agreed on by the functional team a few weeks back.
4	Need to determine process to close out current testing going on in Teamwork within HCM and how to transition to JIRA... timeline	High	Mark Sonntag	6/10/2016	7/31/2016	Pat LaPutt		We need dates provided by the NSHE team on when this process will occur.
5	Exceptions – Initial copies of new forms submitted. Getting input from submitters. 2 are on hold.	Medium	Steve, Chris	6/10/16	Over next two weeks	Steve		Currently working with team and Chris to address. Moving current exceptions to the new form that includes team recommendation.

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6	Brainstorm – Need to enter & escalate the RFQ/Bidding system item.	High	Steve, Chris, Matt Luby	6/10/16	Next week	Steve		Will be able to review DRAFT Brainstorm and discuss options
7	Training – SCI is acting Training Coordinator; this needs to be NSHE instead of SCI to NSHE HCM/FIN groups	High	Roberta	06/10/16	08/01/2016	Loukia	Resources	Roberta interviewing trainer candidates 6/21-6/22 and 6/28. Coordinator interviews to be in late July
8	Bi-weekly integration status reports need the appropriate level of information to allow us to accurately assess and report status	High	Tech	5/20/2016	7/1/2016	Michael Bakker, Ursula Price	Integrations	Continue to direct campuses to fill out their status reports on a timely basis and with consistency
9	Testing - NSHE Testing Leads need to be identified	High	Mark Sontag	06/10/16	07/01/16	Mark	Testing	Mark researching and working with NSHE project team to identify

Escalated Issues

Issue#	Area	Description	Status (Open/Closed)	Owner	Decision Deadline	Resolution Plan/Comments

Risks

Risk#	Area	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
1	Time Tracking	Concern that Time Tracking requirements have not been fully reviewed with campus stakeholders. Requirements have been discussed primarily with the centralized Payroll offices, and SCI has begun to hear concern from campus designees that they are unclear on the Time Tracking decisions and configuration	H	M	John Doetch	NSHE Time Tracking Team should reach out to campus designees and SMEs to review decisions and configuration for additional input and buy in.
2	Resources	i) Fin Accounting staffing; ii) FDM & Crosswalk; iii) Budgeting; iv) BA's; v) Conversion/Int Lead Risk score is HIGH – high impact, high likelihood	High	High	Steve	I'm considering this addressed for now. Will continue to monitor.
3	Training	No Training Coordinator	H	M	Roberta	Successful training must be done in collaboration with campus liaisons. Strong relationships necessary. Time is of the essence.

Risk#	Area	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
4	Integrations	JV Loads scope, requirements, definition outline for campuses delaying development	High	Medium	Financials	Need to have a plan and outline for campuses to follow in order to determine how their existing JV Loads will be in future state. This needs to be done soon to remove the delay to campus development.
5	Conversion (FIN)	Supplier Conversion	High	Medium	Financials	Need to have meetings to discuss how conversions of suppliers, 1099, open purchase orders will be done in the wake of supplier registration being executed by UNLV.
6	Conversion (HCM)	FDM impact on HCM and FIN Conversions. Crosswalks for conversion are dependent on this being complete, validation of files cannot be "complete" without proper accounting. HCM: Position Files, Costing Allocations Files.	Medium	High	Financials	If the new mapping for the FDM is completed by campuses by the deadline (7/8/16), we may be able to stay on track with conversion incorporating the new mapping. Otherwise, our back up plan would be to use default values (not desirable).

Risk#	Area	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
7	Conversion (FIN)	Budget Design Sessions not complete. Conversion development (design, coding) cannot start without key decisions being made in this area.	Medium	Medium	Financials	We need to work with the Financials team to understand when decisions on configuration will be complete enough to begin work on the conversion activities.
8	Integrations	Thomas and Mack and Lawlor legacy business processes are not fully understood. Therefore the integration needs for the two event centers to Workday have yet to be determined. There is an assumption that the event centers will integrate to Workday in a similar fashion as they do today to the legacy system	Medium	Medium	HCM	Initial meeting with UNLV and UNR complete. Chris is organizing additional meetings with both groups to discuss their processes and demo Workday processes for better understanding.
9	Testing	No JIRA Administrator	M	M	Mark S.	Knowledge transfer between Matt Luby and NSHE named JIRA administrator. Investigate other JIRA training options.
10	Testing	Testing engagement. Inadequate test scenarios if not properly reviewed	H	M	Mark S.	Socialize the Test Plan. Attend standing meetings to discuss test scenarios. Possible use of interns to compare BPs to scenarios for completeness.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
FDM & Financials Unit Testing	Yellow	July 29, 2016	50%	
P1 Issue Resolution and Configuration	Yellow	September 2, 2016	50%	
Develop/Modify Data Extracts & Unit Test	Green	September 2, 2016	50%	
Design Documents Updates	Green	September 16, 2016	25%	
Build Integrations & Reports	Yellow	September 16, 2016	25%	
Unit Testing of Integrations & Reports	Green	October 28, 2016		
WD 27 Preview	Green	August 1 – September 9, 2016		
WD 27 Released	Green	September 10, 2016		
Clone Legacy Systems - P2	Green	September 3, 2016		
P1 Completion & P1 Configuration Freeze	Green	September 30, 2016		
Run P2 Data Extracts & Validate	Green	September 30, 2016		
System Testing Planning & Scenario Creation	Green	November 4, 2016		
System Test Prep - Train SMEs for Testing	Green	November 18, 2016		
Build P2 Tenant	Green	October 21, 2016		
P2 Manual Configuration and Smoke Testing	Green	October 28, 2016		
P2 Data Scorecard Review	Green	November 11, 2016		
P2 Playbacks	Green	November 11, 2016		
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 13, 2017		