Project Status Report

Status as of July 7, 2017
Prepared by; Christopher Mercer, iNtegrate 2 Project Director; Leslie Obourn, SCI Engagement Manager

Summary

Item	Current Status	Prior Status	Status Notes
Overall Status	Yellow	Yellow	The overall status for the project remains Yellow due to delays caused by the Payroll Accrual solution, Integrations (NSHE and Campus) and Financials Reporting. Please refer to the detailed status below. Workday has completed the development of the Payroll Accrual solution. SCI and NSHE team members are evaluating it in the preview tenant. The NSHE team will begin testing the Payroll Accrual and PERS Reduction solutions at that time and will continue thru July 28th.
❖ **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 (related to Payroll Accrual); ii) status of reporting (delayed initially due to Payroll Accrual); and iii) Supplier conversion. Other functional areas remain green, now including the PCard implementation. The focus for the following week is on P4 testing, report development and Supplier conversion 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 HCM team is completing the prioritization of their custom reports. This will better position the reporting team to complete the remaining body of critical and high priority reports.
	Green	Green	**Security**

Item	Current Status	Prior Status	Status Notes
❖ **Overall Status – Training & Outreach**	Green	Green	**Training**
	Green	Green	**Change Management/Communication**
	Green	Green	**Testing**
Schedule	Yellow	Yellow	Status remains Yellow based on the Payroll Accrual soltution.
❖ **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, both impacted by Payroll Accrual.
	Green	Green	**Technical Team**
	Green	Green	**Change Management/Outreach**
	Green	Green	**Audit**
Budget	Green	Green	As of 6/30: SCI Hours % Complete: 85% of budget Project Plan % Complete: 85% 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	1. Core HCM a. Configuration: Addressed the several JIRA tickets. b. Configuration: Configured PERS Salary Plans, Custom Object, Compensation Eligibility Rules, Calculated Fields, Updated Compensation Package, and Total Compensation Statement in NSHE10 to support PERS testing. c. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 70 conversion tickets. d. Conversion: Mike and Jeff are working through Error Report Issues and P4 Build Programmatic Issues. 2. Benefits a. Configuration: Addressed the following tickets: Details can be found in JIRA. 3. Recruiting a. Configuration: Submitted case to Workday regarding addendums in Review Document step of Offer BP. Workaround has been configured and tested (HCM-296). Researched extensively in Workday Community about editing data in the Screen step of the Job Application BP to add the Recruiting Instruction; however, it is not currently possible. Additionally, Job App and Screen BPs do not allow Custom Worklets, which means we cannot create custom data. Best solution proposed is to add a custom notification to go to the Primary Recruiter, notifying them about the Recruiting Instruction used for said candidate. Will advise the need for additional training if accepted (WCR-197). Recreated condition rules and tested successfully in NSHE5; Screen BP does not allow Review step, so Affirmative Action Approval may need to be a To Do - expect to deliver options in Jira by end of week (WCR-199). See Jira tickets for further details.

Area	Accomplishment /Activity

	4. Absence Management
	   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; Completed and/or continued work on WCR-419, CNV-429, WCR-68, WCR-69, WCR-247, WCR-302, WCR-312, WCR-413, WCR-277, WCR-423. Details can be found in JIRA.
	   b. Absence SME Meeting: Reviewed decisions made to date regarding iLeave decommissioning and catchup configuration in Workday. Discussed creating a report and corresponding alert to notify absence partners if more than three days of time off has been requested at a time.
	Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning, Absence Management Weekly Meeting, Project Checkpoint.

Time Tracking	1. DRI Exception Request: Configured DRI Exception Request in NSHE2 (WCR-291). Audra and Heather unit tested. Cindy Littlefield is currently testing. Once we receive feedback from Cindy, we will close this item. 2. Time Clocks: We have moved 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. 3. Cutover Planning: Continued cutover discussions. Time Tracking deadline for the first payroll needs to be changed to 10/4 instead of 10/5 to accommodate for Columbus Day holiday. 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 tickets & FAILED scenario tickets; Completing open tickets from End to End testing. 5. Meetings: HCM Conversion, Cross Functional Meetings, Parallel Payroll, Project Checkpoint, Cutover Planning.
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 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. 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. 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. 5. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.
Financials	1. Banking

Area	Accomplishment /Activity

	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
	   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. 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.
	3. Financial Accounting
	   a. Currently testing new configuration relating to multiple work tag managers and financial accounting transactions.
	   b. Sent out month end BP checklist to campuses with requests for any revisions.
	   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. Review and preparing for residual scenarios to be tested.
	   f. Continue to work on financial report proto-types, trial balance variations and financial statements.
	4. Budgets
	   a. Continued development of report layouts and requirements with Budget SMEs and unit testing of developed reports.

Area	Accomplishment /Activity

	b. Institutions are updating the CY2017 Summer School budgets to reflect July - Dec, rather than full CY. Revenue/Expense detail will not be converted for Jan - June, so budgets need to be updated to reflect that.
	c. FY17 Position budgets are due this week. Position budgets will be loaded in P4 as soon as they are received from each institution.
	d. Received the approved FY18 Fringe Rates - updated the FY18 Payroll Commitment rule for all institutions and ran the Payroll Commitment Adjustments to update the encumbrances.
	5. Assets
	    a. Cutover Plan Meeting with UNLV - Agreement made on Cutover plan.
	    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 This must be configured by 07/14/17. We need agreement on the change to one ledger account for equipment.
	    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. Determined this needs to be split into two journals. One for FY17 Asset Move and one for Fy18 Asset move. Met with UNLV planning procedure to create JV for all schools. This requires an outlined plan and reconciliation by all schools. Will Meet with Daly & Tazeen week of 07/10.
	6. Projects
	    a. Tenant validation completed.
	    b. UAT Testing in Progress.
	    c. Review of Project training document in progress.
	    d. Customer Accounts.
	    e. Completed significant testing and validation of P4 Tenant configuration around departmental billing, customer security segments.
	    f. Completed Step by Step procedures for Customer creation and updated Customer Contracts & Billing Schedules.
	    g. Created test data to analyze various reports. Still need Grants/Award data for complete analysis.
	7. Expenses
	    a. Worked on clearing FIN-Projects - Expense Jira Tickets.
	    b. Supported Testers SA-UAT and P4 Residual.
	    c. Worked on Reporting.
	    d. Worked with team on PCard testing configuration changes Tested in NSHE5 - Ability to enter more than one name for a Worktag approvers- Programs worked fine, Gifts had some problems.
	8. Grants and Effort
	    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.

Area	Accomplishment /Activity
	9. Procurement a. Verified Requisitions and PCard require HCM default Fund FD892 to be changed - custom validation working as designed JIRA FIN-2361. b. Held JIRA Orientation for PCard Testers who are completely new to the process. 7.5.17. c. Finished assigning security roles for PCard Testers (was waiting on info from the institutions. Finally received from all 7.5.17. d. Started PCard Administration/SMEs testing/validation group meetings on 6.29.17. 10. 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.
Technical	1. FIN Conversion a. Provided updated crosswalks to John Tully for the July Data Extract Validation cycle. b. John Tully ran the Assets, Outstanding checks, and Beginning balances. 2. Integrations a. Updated logic in the integration that will load Journals into Workday from PeopleSoft for past and future accounting dates. b. Ran latest Student Financials integration changes for Shared. Sent updated project to UNLV and UNR. 3. Reporting a. Custom reports completed and ready for unit test: i. R174 Employees with Period Activity Pay - HCM - CR (NSHE) ii. R185 Classified Transactions Summary – HCM – CR (NSHE) iii. R122 Trial Balance by Fund – FIN – CR (NSHE)
CM/Outreach	1. CM-Communications a. 1st Project-level communication sent to inform 3k+ benefits-eligible staff paid semi-monthly of upcoming benefits deductions schedules changes sent 7/1. 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. Workday@NSHE logo developed. e. NSHE Workday training repository accessible to any NSHE user logged in through Workday anywhere, regardless of network. f. NSHE Workday email communication template developed, to be shared with institutions for their custom branding. 2. Training a. Curriculum job aid development continues. 1 revision has been posted this week. There are currently 100 job aids created. b. Train the Trainer in Las Vegas scheduled for 7/18 - 7/19. Representatives from UNLV, TMCC, DRI, and WNC have signed up to attend. c. Linda and Roberta met with Pam Burns and John Brandvold to discuss steps for OKTA implementation for NSHE8. NSHE8 to be refreshed on 7/10 and they will begin configuration. Goal to have OKTA operational 8/1.

Area	Accomplishment /Activity

	d. Tom and Erik are developing ILT for Manager and Admin assist classes. First draft of Time and absence created.
	e. Linda is developing a Security class. Requested Michael Baker's assistance.
	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 with current testing.
	    c. Campus Support: Provided support to the Campus Testing Coordinators as they continue 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: HCM-195, HCM-189 (Pending Client Requirements), and HCM-60.
Recruiting	On-Going	Complete 3 Feedback / Design Enhancements Changes. Working on tickets: HCM-277, HCM-295, HCM-296, WCR-197, WCR-199, WCR-355, WCR-356, WCR-363, WCR-399, and WCR-400.
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.

Area	Dates	Upcoming Activities
	Ongoing	TCH-1901 Troy Check Printing - Michael Bakker pending response from Troy 6/28/17.
	ongoing	FIN-1324 Create/update functional process documentation - need to understand how to update.
	ongoing	FIN-1280 Current SA Pooled Cash Accounting - Cynthia is out till next week, will follow up then 6/30/17.
	ongoing	FIN-2053 Notification of Wire Specialist when wire settlement is processed - moving forward with process and in testing phase 6/30/17.
	ongoing	FIN-2041 - provide reporting requirements for Cashier Deposits - pending PeopleSoft data integration.
	ongoing	FIN-1717 Return payments - pending PeopleSoft data Integration.
	ongoing	FIN-804 System admin cash for pooled cashed - Cynthia is out till next week, will follow up then 6/30/17.
	new	WCR-390 - Banking Transaction auto reconcile prior to being approved - Tazeen 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		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.

Area	Dates	Upcoming Activities
	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.
	TBD	Review State reporting options with institutions for best solution.
Assets	21-Jul	Test JV for cutover plan ledger balance movement - Need to process this by fund with Worktags. This process needs to be finalized by 07/21 for distribution to schools.
	31-Jul	Cut-over plan outline for distribution to schools being finalized.
Projects	5/31	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	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.
	TBD	Reassigned FIN-1023 JIRA to consultant and updated priority from Medium to High. This is the request to create custom reports to separate out Sponsors from Customers.
	14-Jul	Monitor P4 UAT & Residual testing, increased focus on reports including custom reports.
	Ongoing	Continue to make connections and build relationships with identified end users and potential end users.
	7-Jul	Still trying to determine if UNR logo provided for BIRT Layout for Invoice and Statement was approved by Communications and Marketing. UNLV and DRI are testing the same in P4 UAT Residual.
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.

Area	Dates	Upcoming Activities
	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.
	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.
Integrations	June	Design and coding of the Student Worker/Work Study integrations in time for P4 testing.
	June	Complete configuration of remaining Punch-out's (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.

Area	Dates	Upcoming Activities
Reporting	June - August	(In Progress) HCM report development: 76% of reports are in progress or complete/ready for review & testing (27% in progress, 49% in test/review).
	June - August	(In Progress) FIN report development: 49% of reports are in progress or complete/ready for review & testing (17% in progress, 32% in test/review).
	June - July	Planning: P4 custom report cleanup and audits.
	June	IPEDS reports specifications discussion in progress and report builds started.
	10-Jul	IPEDs reporting in Workday (weekly).
	11-Jul	Bi-weekly Reporting lane meeting with the campuses.
	17-Jul	Data Governance Meeting.
CM-Communications	thru October	Weekly Project Update.
	thru 8/4	Central Training repository rapid revisions for UAT.
	ongoing	Exploring analytics for Training Repository site.
	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	Orientation for SA UAT testers.
	thru June	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.
	17-Jul	Workday print posters in development.
	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.
	7/18 & 7/19	Train the Trainer in Las Vegas.
	7-Jul	Training Tool kit packets with detail instructions for logistics for training to be given to TLG by Linda.
	7/25/2017	Training Preparedness Session.
Testing	7/10-7/14	Work with designees on remaining scenarios P4 End to End testing.
	7/10-7/14	Continue to load scenarios for P4 Residual End to End testing.
	7/10-7/14	Participate in functional team, TLG, UAT, POC, reporting and integration meetings.
	7/10-7/14	Meet with Finance Team on performance testing.

Planned Time Away

Dates	Team Member
July 3-14	Margaret Walsh
July 5-20	Michelle Briggs
July 10-11 Workday Altitude	Ashley Ruen Steven Sullivan Heather Jansky Matt Luby
July 13-14	Katrina Pitts
July 14	Ashley Ruen
July 17-21	Mary Stoltz Chris Mercer
July 24 – 28	Nancy Kelly Kanchana Marimuthu
July 29 - August 14	Donna Cruzado
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-2074	Loading of Worker Locations is needed for testing OKTA Identify Management	High	Michael Bakker	31-Jul-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 location. The technical team will create an EIB to load the worker locations into Workday.
TCH-2015	SReg is behind Schedule	High	Steve Creswell	31-Jul-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. The issue also includes supplier conversion which is supported by both the temporary and permanent SReg solutions.
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	28-Jul-17	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. The team is ready to begin testing 7/17 when the product updates are ready.

iNtegrate 2

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
HCM-297	Payroll Parallel Testing is Behind Schedule	Highest	Leslie Obourn	04-Aug-17	P4 Parallel testing has begun and the following actions are in place to ensure we stay on track: 1) Daily checkpoints. 2) All variances to be researched are assigned to specific team members. 3) Additional staffing was added and trained.

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%	616/2017
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		
Begin Build of Workday Production Environment	Green	August 25, 2017		
Extract Data from Legacy HRMS and Advantage	Green	September 6, 2017		
Turn HRMS Employee Self Service (ESS) to Inquiry Only	Green	September 6, 2017		

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
Campuses begin tracking emergency changes in legacy HRMS	Green	September 7, 2017		
Last day to submit Advantage Expense Report	Green	September 7, 2017		
Deadline for Suppliers to Register in SReg	Green	September 15, 2017		
Run Final Semi-Monthly Payroll in Legacy	Green	September 20, 2017		
Run Final Monthly Payroll in Legacy	Green	September 21, 2017		
Freeze New Advantage Accounts	Green	September 22, 2017		
Freeze Purchase Orders	Green	September 22, 2017		
Campuses begin entering catch-up transactions in Workday	Green	September 23, 2017		
Facilitate Final "Readiness" discussion	Green	September 29, 2017		
Close Advantage for Asset Activity	Green	September 30, 2017		
End Account Dual Maintenance in Advantage/WAX and Workday	Green	October 1, 2017		
Turn iLeave to read-only	Green	October 1, 2017		
Workday Live	***Green***	***October 1, 2017***		
Begin entering Expense Reports in Workday	Green	October 2, 2017		
Begin entering held requisitions into Workday	Green	October 2, 2017		
Complete first Semi-Monthly (Pay Date 10/10) in Workday	Green	October 4, 2017		
September Close in Advantage	Green	October 10, 2017		
Complete second Semi-Monthly (Pay Date 10/10) in Workday	Green	October 20, 2017		
Complete first Monthly (Pay Date 11/1) in Workday	Green	October 27, 2017		