



Project Status Report

Status as of July 8, 2016

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Summary

Item	Current Status	Prior Status	Status Notes
Overall Project Status	Yellow	Yellow	<p>Below is the Overall Project Status for all pillars:</p> <ul style="list-style-type: none"> • HCM (Green) • Payroll (Green) • Time Tracking (Yellow): Time Clock and Worktag open items keep this at a yellow. • Financials (Green): Combined status remains Green this week. The teams were working in their home locations and there were still a few people out on vacation this week. Activity continued around FDM Data gathering and follow-up on the Budgeting session including Ledger accounts design. Designees who were on-site had extensive virtual meetings with the consultants. 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. 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.

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			<ul style="list-style-type: none"> ○ 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"> ○ Waiting for feedback on HCM & FIN (Matt & Steve, John D, Audra) to identify BP status for prep in creating Curriculum Dev Plan due 7/1/16 ○ Training Liaisons meeting monthly; developing timeline/plan ○ To present to Campus Point of Contact (7/13/16) a request to develop/provide orientation/training to campus security coordinators about Workday Security. Will work with John Brandvold to define requirements. ○ Training Project Timeline drafted ● Change Management/Communication (Green) <ul style="list-style-type: none"> ○ Monthly meeting schedule being established ○ Editing Change Network Strategy with feedback from Campus Change Leads ○ Campus Change Lead Kick off Meeting conducted ○ Communication Plan presented at Change Lead Kickoff Meeting for feedback

Item	Current Status	Prior Status	Status Notes
			<ul style="list-style-type: none"> ○ 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 ● 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. ○ Significant work remains for integrations, with large volume of work at some institutions. ○ Testing Plan was discussed at the 7/5/16 Project Checkpoint meeting. Additional feedback from that meeting has been incorporated into plan. Next steps – repost for final approval
Schedule	Yellow	Yellow	<p>The published Project Timeline contains all milestone dates for the Oct 2017 go-live, and the PMO is completing the resourced-levelled project plan. Schedule is green except where noted below:</p> <ul style="list-style-type: none"> ● 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. ● Training (Green): <ul style="list-style-type: none"> ○ Ahead of schedule now that new Go Live data is tentatively 10/1/17 ○ Once a month TLG meetings scheduled ● Change Management/Communication (Green): <ul style="list-style-type: none"> ○ On schedule (Change Management Activities); ramping up with communications. See risks below.

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			<ul style="list-style-type: none"> • Testing (Green): <ul style="list-style-type: none"> ○ Significant campus integration work is outstanding, varied by institution; delays in completing integrations could cause delays in end to end testing and overall project timeline. ○ Level of effort for payroll parallel testing is unclear, depending on work required in legacy. Initial parallel payroll approach discussion being scheduled for week of 7/11 to clarify impacts. ○ Significant work may be required to identify and prepare necessary scenarios for phase 3 unit testing. ○ Current anticipated project allows sufficient time to address the above points.
Budget	Yellow	Yellow	<p>As of 6/30: Actual Hours: 51% of budget Projected Hours: 51% 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. Pillars are green except the following:</p> <ul style="list-style-type: none"> • Technical Team (Yellow): We are in the process of working through two open positions for reporting and security to help in these areas. • Training (Yellow): Roberta is stretched doing too many roles and Training Coordinator will have some ramp up once hired. Two trainers will be hired late summer. No plan for hiring the remaining two trainer positions. Hiring may not take place before P2.

Item	Current Status	Prior Status	Status Notes
			<ul style="list-style-type: none"> • Change Management/Communication (Green): Andrew Ayala, iNtegrate 2 Communication Lead on board 6/27. Has begun to post updates on Website and attended Change Management Kickoff to support change management/communication activities. • Testing (Yellow): <ul style="list-style-type: none"> ○ Continuing to evaluate level of effort needed for test lead and test team to confirm sufficient resources. ○ Timeline for availability of JIRA environment is unclear. Jim McKinney’s team is working on plan for implementation of Jira and moving users and appropriate information from Teamwork. ○ Need to confirm that sufficient resources are available to cover all JIRA responsibilities to support testing.
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. Pillars are green except the following:</p> <ul style="list-style-type: none"> • 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. • 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. • Training (Green): <ul style="list-style-type: none"> ○ 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.

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			<ul style="list-style-type: none"> • Change Management/Communication (Green): <ul style="list-style-type: none"> ○ Change Management and Communication Strategy documents will need review and updated to reflect current strategy/approach ○ 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. • 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. ○ Availability of JIRA environment to support phase 3 unit testing
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. Core HCM <ol style="list-style-type: none"> a. Added the following three onboarding documents: BoR, Ethical Standards, and SSA1945. Additionally, met with the team to review final setup. We have 1 outstanding document item. b. Completed 3 feedback / design enhancements. The changes consisted of updating I-9 Help Text, Created I-9 Validation Rule, added a To Do for Change Job, and Updating Onboarding Bulletins. The changes are detailed in the NSHE Design Changes and Configuration Updates file. c. The Applicant and User Account file was reevaluated due to Master File change. No new issues were reported. d. Reviewed Tax Treaty and Benefit Custom Object Eligibility data catalogs with the coding team. e. Provided Workday School List to be used for fixing school errors.

Area	Accomplishment /Activity
	<ol style="list-style-type: none"> 2. Recruiting - Completed 1 feedback item. The changes consisted of updating Career Site Banner. 3. Benefits: Completed 1 feedback / design enhancements. The change consisted of updating Final Paycheck solution and Onboarding Bulletin. The changes are detailed in the NSHE Design Changes and Configuration Updates file. Additionally, working on Passive Event Setup Changes and Coordination of Event Setup. 4. Absence: <ol style="list-style-type: none"> a. 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. b. Reviewed notification to Absence Partner when 3/5 days of leave is requested with Jim Lowe. c. Determined that leave balances and leave of absence data for P2 will be current as of July 31, and due to Pat by 8/15 for review. 5. All: Met with the BA (Jim) to help them with configuration tickets.
Payroll	<ol style="list-style-type: none"> 1. Time Tracking: <ol style="list-style-type: none"> a. Reviewed security for Enter Time BP in response from questions from Audra Kanae. Everything is working as it should and will review with Audra during scheduled weekly meeting. b. Commissioned STAT team for Time Clock guidelines and decisions. Had 2 meetings of the STAT meeting. 2. NRATs returned screen shots of the Thomas Reuters (Windstar) system that was requested. Currently reviewing. We'll regroup the week of 7/11 for progress check and to fully engage Mary. 3. Payroll -Withholding Order Conversion - One more session needed with Mary/John and Steven to finalize W/H orders going forward. 4. Payroll History - New Hire was added to P1. I have added John's data to the EIB, working on validation now. Will pull John in while on-site next week for final validation and load. Week of 7/11. 5. Payroll - PERS – Config - Awaiting reconfigure of specified earnings calcs for PERS reduction. Team attended meeting with Integrations team. We plan to have a meeting the week of 7/11 to discuss PERS status codes.... include Pat L. 6. Payroll - Annual/Sick Reduce Regular - 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. Payroll - Academic Pay - 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 8. Multi account report - Created and distributed the multi account report for hourly employees from the 05/25/2016 payday.

Area	Accomplishment /Activity
	<p>9. Payroll Master Payroll conversion files - Created and distributed the 06/29/2016 new payroll master from Q/A. Verified the payroll conversion files from the 06/29/2016 Q/A reload.</p>
FIN	<ol style="list-style-type: none"> 1. GAP Tracker - Reconciled the GAP Tracker with the Brainstorm list. The Designee & SCI team performed an initial prioritization of the Brainstorms and we created new Gaps to represent the 'High' & 'Highest' priority Brainstorms. 2. Exceptions - The Finance team still has 7 open Exception requests. Feedback was received from the submitters in the new form and is being finalized for resubmission to the Executive Steering Committee. Status: <ol style="list-style-type: none"> a. Ready for Resubmission: EX-003 CSN VAT; EX-004 UNLV Assetworks; EX-009 DRI Effort Reporting; EX-010 UNR Land Grants; b. Recommend to withdraw: EX-008 DRI Expense Report – workarounds suggested c. On HOLD: EX-006 UNLV ARCHIBUS – waiting on integration discussion; EX-007 RFQ – waiting on Brainstorm submission; 3. Ledger Account Design - Initial versions of the Ledger account design and mapping spreadsheet was developed by Cynthia Washburn. 4. Supplier Registration - Initial approach documents for both SREG and Supplier Conversion were developed by Mike Wilde and Brian Meyerpeter respectively.
Technical Team	<ol style="list-style-type: none"> 1. Integrations: <ol style="list-style-type: none"> a. Files for Qualifying events and New hires have been sent to Infinisource for unit testing. b. Inbound HSA Payroll Input integration is unit tested and ready for system testing in P2. c. Inbound Liberty Mutual Payroll Input integration is unit tested and ready for system testing in P2 d. Hometown Health passed internal and vendor test. Ready for system testing in P2. e. A contract with OKTA has been signed and we are getting ready to start the SSO project. f. Unit testing started for Workday-PS UID (INTH-S009) 2. Reporting: <ol style="list-style-type: none"> a. Kickoff for Data Governance pre-planning. b. NSHE Report Tracker moved to 73-Reporting > 73-000 Administration for greater visibility on finalized list of reports that NSHE will develop.
Audit	<ol style="list-style-type: none"> 1. Completed analysis of some of the accounting roles, manager roles, safety roles, and leave roles. Summarized their permissions/security and identified incompatible roles. 2. Met with NSHE Worker's Compensation office. Discussed worker's compensation tasks. Arranged meeting for integrate auditor, financial accounting designee and worker's compensation people to discuss the possible use of Workday for the Worker's Compensation area.

Area	Accomplishment /Activity
	<ol style="list-style-type: none"> 3. Reviewed various business processes for approvals.
Training	<ol style="list-style-type: none"> 1. Waiting on feedback from HCM & FIN (Matt & Steve, John D, Audra) to identify BP status for prep in creating Curriculum Dev Plan – BP Info for Curr Dev Plan file. Due July 1st. 2. Presented Security concepts to TLG. Other topics ongoing. 3. All TLG materials posted to 80–Training. 4. Scheduled to present to Campus Points of Contact (7/13/16) a request to develop/provide orientation to campus security coordinators about Workday security. Will work with John Brandvold to define requirements. 5. Training Project Timeline sent to Kelley Downs for initial feedback. 6. Short list of candidates for Training Coordinator identified. Dates for interviews set for July 25-26. Candidates are being scheduled. 7. 99-Training cleaned up and archived 8. We have made a formal offer to one of the Training Specialist candidates. Waiting now on formal signed acceptance. Start date set at 8/1/16. Candidate will reside in LV. 9. Met with Leads (John, Matt G, and Steve C) to discuss expectations for ‘Mobile’ training 10. Curriculum Dev Plan started, skeleton version on 80-Training – Curr Dev Plan 11. Hour allocation complete for deliverables (for Lance) 12. Survey created and distributed to PoC and Training Liaisons to identify Institutional training needs for NSHE support/trainers/resources 13. Review expectations with SCI/Project Team on Mobile expectations
Change Management	<ol style="list-style-type: none"> 1. Change Management Kickoff completed 6/30/16. 2. Developed and distributed survey to establish Campus Change Lead call schedule. 3. Posted Change Management presentations to 83- Change Management 4. Communication Lead is onboard and productive. 5. Editing Change Network Strategy document using feedback from Campus Change Leads. 6. Introduced Change Management Toolkit #1 for Change Lead review. 7. Introduced Communication Plan for Campus Change Lead review. 8. New iNtegrate2 Website announced. Feedback has been good. People are pleased with site and have offered constructive ideas for continued improvement 9. 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. 10. Hour allocation complete for deliverables (for Lance)

Area	Accomplishment /Activity
Testing	<ol style="list-style-type: none"> 1. Mark and Roberta presented feedback and changes to the first draft of the Testing Plan. Additional updates received and updated plan posted. Will revisit at 7/11 meeting. 2. Mark is in process of detailed project plan to outline Testing tasks and responsible party 3. Potential internal project candidate for test lead identified. Discussions continue.

Upcoming Activities

Area	Dates	Activities
Core HCM / Compensation	7/11/2016 through 7/15/2016	Complete 15 Feedback / Design Enhancements Changes. Several of the changes will be adding Change Job and End Additional Job notifications.
Core HCM		Continue to configure the remainder of the bulletin and onboarding documents set up in NSHE3.
Core HCM		Continue to work on Academic Appointment setup.
Core HCM		Develop Organization Assignment Plan and share with the team.
Compensation	7/11/2016 through 7/15/2016	Update DRI Compensation Grades and Steps. Updated GA and LOA Research Period Activity Pay Changes.
Benefits	7/5/2016 through 7/15/2016	Complete 3 Feedback / Design Enhancements Changes.
Benefits		Continue to work on PERS Setup. Continue to work on Classified Retirement Setup.
Benefits		Finalize & Review Passive Event Setup.
Benefits - Conversion		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.
Absence	Target Completion is 8/8/2016	Testing of absence balance payouts with Payroll.
Absence		Testing of leave without pay codes with Payroll.
Recruiting		Complete 3 Feedback / Design Enhancements Changes.
Recruiting		Finalize configuration of the Offer Approval process configuration.

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Area	Dates	Activities
Recruiting	7/11/2016 through 7/15/2016	Recruiting Open Lab in Reno on Friday, July 8th.
FIN Conversion	Week of 7/11	Review Conversion Specification documents and Data Gathering Workbook questions with Consultants and Designees for Life to Date balances, 1099s and Open POs.
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	7/7 - 7/31	Modify complex PEBP logic per payroll guidance.
Integrations	7/7 - 7/31	Standard Insurance Payroll Inbound
Integrations	7/1 - 7/15	Finish configuration of AFLAC Enrollment file
Integrations	7/16 - 7/31	FlexAdmin (campus Parking) integration file expected
Integrations	7/11 - 7/31	Configure ACH and BAI Integrations
Integrations	8/1-8/5	OKTA/SSO Project Kickoff Meeting
Integrations	7/11 - 7/31	Continued testing started for Workday-PS UID (INTH-S009)
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	7/12	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
FIN - All	7/11 – 7/14	All teams & SCI working from Las Vegas.
FDM Data Gathering	Monday, 7/11	FDM data gathering status and roundtable meetings are scheduled for Monday – 1 meeting for universities and another for the CC's & DRI.
FDM Data Gathering	Friday, 7/15	Deadline for submission of the FDM spreadsheets is 7/15.
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

Area	Dates	Activities
		Groups. Catch-up on any open configuration items. Updates to Design Guide.
Payroll – PERS Reduction	On-going	Audra - continue work on updating the earnings that need to have a PERS reduction. Need meeting with Payroll team and Pat L. to discuss
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	EIB has been updated and validation is in progress.
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. We postponed meeting until next week when we are all available (7/11)
Payroll/Benefits		Discussion needed with BEN team regarding RPA plans (401 to 415) and Med School Accident.
Payroll/Comp		Need requirements surrounding hourly allowance calculation for Bi-lingual Pay, Working out of Class Pay. There is only one comp plan but the calc cannot be shared. We need to know what hour types are included in the percent allowances. Meeting week of 7/11.
Training	7/5 – 7/11	<ul style="list-style-type: none"> ● Feedback from BP Booklet status form to HCM/FIN leads ● Finishing touches on Training Project Plan ● Continue to develop of Curriculum Dev Plan ● Attended scheduled meetings ● Prepare to Onboard Training Specialist ● Results of the Training Resource Survey sent to the Training Liaison group and the Campus Points of Contact is due on 7/15. Once received data/feedback will be analyzed and presented to Chris Mercer/PMO to help ensure sufficient training resources, for implementation and post go-live.

Area	Dates	Activities
Change Management	7/5 – 7/22	<ul style="list-style-type: none"> ● Gather feedback on Change Mgmt Toolkit #1 from Campus Leads ● Collect names and roles of Campus Change Ambassadors to prepare for appropriate orientation ● Review NSHE Change Management Strategy Document for gaps against current plan ● Review NSHE Communication Strategy document for updates ● Engage Designees in communication efforts to inform Campus Change Leads of practice changes for campus communication efforts ● Identify ‘reviewers’ to verify that the We Call It/Workday Calls It document, Glossary of Terms, and FAQs is correct. ● Establish call schedule for Campus Change Leads
Testing	7/5 – 7/11	<ul style="list-style-type: none"> ● Present revised Test Plan to Project Team for approval on 7/11/16 ● Payroll Parallel meeting scheduled for 7/13 (initial discussions) ● Identify Test Lead the week of 7/11
Audit	7/13/16	Meeting to discuss Workday capabilities for Worker’s Compensation.
Audit	July 2016	<ul style="list-style-type: none"> ● Schedule meetings with designees in other functional areas to discuss roles. ● 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	9/1/16-10/21/16	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
July 11-15	Kim Whiting Lee Ann Davis	PTO
July 18-22	Mary Stoltz Jim Lowe Michele Meador Chris Mercer	PTO
July 19-20	Heather Jansky	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 15-19	Leslie Obourn	PTO
Aug 22-26	Loukia Verhage	PTO
Sept 1 – Oct 21	Mary Stoltz	Financial Statements
September 2	Ursula Price	PTO
September 6 - 7	Betsy Kuchta	PTO
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
September 19-30	Marianne	PTO and WD Rising
October 17-21	Kim Whiting	Other SCI Business
October 24-28	Loukia Verhage	Other SCI Business

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. STAT team has now been formed and has begun to meet. Deadline for recommendation is August 15.
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	Resources - BA Hire	High	Steve, C., Jim Mc.	7/8/16	Over next 2 weeks	Steve		Hiring process has been initiated.
6	Exceptions – EX-006 ARCHIBUS Exception on HOLD	Medium	Steve, Mike Bakker	7/8/16	Over next 2 weeks	Steve		Meet within the project team to discuss integration requirements.

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7	Exception – EX-007 Bidding System on HOLD	High	Steve, Chris, Matt Luby	6/10/16	Next week	Steve		Exception is on HOLD until Brainstorm submitted. SHC is currently reviewing & modifying the DRAFT.
8	FDM Status	Medium	Finance Designees	7/8/16	Through July	Steve		Monitor status of FDM submission. Potential risk with i) delay/rework in FDM mapping; ii) delay in Ledger accounts & other related tasks – allowables, defaults.
9	Sprint Progress	Medium	Steve, Matt	7/8/16	Through July	Steve		Team still has a significant # of outstanding JIRA tickets opening and potential risk of having missing P2 functionality.
10	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

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11	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
12	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	FIN Configuration	Sprint Progress - Team still has a significant # of outstanding JIRA tickets opening and potential risk of having missing P2 functionality.	M	M	Steve, Matt	Continuing working sessions and close management.
3	FIN 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.
4	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
5	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.
6	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.
7	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
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		