



Project Status Report

Status as of July 14, 2017

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Summary

Item	Current Status	Prior Status	Status Notes
Overall Status	Yellow	Yellow	The overall status for the project remains Yellow due to delays 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 28 th .
❖ Overall Status – Functional Lanes	Green	Green	HCM
	Green	Green	Payroll
	Green	Green	Time Tracking
	Yellow	Yellow	Financials: Overall Status remains Yellow based on i) status of Budget configuration (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

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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 solution.
❖ 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	<ol style="list-style-type: none"> 1. Core HCM/Compensation <ol style="list-style-type: none"> a. Configuration: Addressed the following tickets: Reviewed Pre-Hire Report and Provided Feedback (WCR-209), Created Fast Tracking Process Document, Created Fast Track Schedule, and Updated Fast Track Write-Up (HCM-288). The details can be found in JIRA. b. Configuration: Worked with Nancy on the B-Shadow EIB. The EIB is now in NSHE2 and was successfully tested. Nancy is now proceeding with loading UNR data. c. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 67 conversion tickets. We are closing the week with {} tickets. The SCI team addressed the following tickets: CNV-659 and CNV-661. The SCI are working on CNV-618 and CNV-449. d. Conversion: Mike and Jeff are working through Error Report Issues and P4 Build Programmatic Issues. 2. Benefits <ol style="list-style-type: none"> a. Configuration: Addressed the following tickets: Provided the ability for Institutional Benefits Partner or Shared Services Benefits Partner to be able to update Nevada Public Employee Retirement System (WCR-424). Details can be found in JIRA. 3. Recruiting <ol style="list-style-type: none"> a. Configuration: Created best solution for Affirmative Action Officer approval - no reviews or approvals permitted in Screen BP, therefore a To Do was created requesting the AAO to review and approve a UNLV, AC/AD candidate who received a Search Waiver. Tested in NSHE5, moved to NSHE2 (WCR-199). Updated Social Media: LinkedIn to stop mapping to Social Share: LinkedIn to avoid extra line requesting referral contact information. Updated in NSHE5, pending approval

Area	Accomplishment /Activity
	<p>(WCR-355). Researched newly delivered functionality in WD 28 - Copy Candidates. To utilize, enabled Copy Candidates domain and activated Maintain Candidate List Assignment task, which was linked to a new candidate grid. However, this needs to be updated pending update of existing candidate grid so that nothing will change in the Job Requisition, candidate tab layout. Once updated, the functionality will allow mass actions on candidates, including the ability to copy job applications from one job requisition to another. Should be configured by next week (WCR-356). Job Application BP is functioning differently since last Workday update - assigned security groups to Next Steps does not appear to be working properly. Best solution is to add condition rules to each Next Step permitting only desired security groups to view particular steps. In the process of refining these condition rules, expect to have in place by next week (WCR-400). See Jira tickets for more details.</p> <p>4. Absence</p> <ul style="list-style-type: none"> 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-423, WCR-69, CNV-653. Details can be found in JIRA. b. Absence SME Meeting: Reviewed rounding options for leave accruals and payouts. Decision to be taken to the HRAC on 7/20. Reviewed leave liability report and solicited feedback. Discussed results of UAT Testing. c. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning, Absence Management Weekly Meeting, Project Checkpoint.
<p>Time Tracking</p>	<ul style="list-style-type: none"> 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. BCS and BCN payroll offices will collect time for the 9/15-9/30 Pay Period, as well as 10/1 and enter that into Time Tracking. Audra and Heather to work on time sheet template for completion. If campuses would like to do it themselves, the Payroll offices will work with them. 4. Time Tracking Weekly Meeting: Discussed change to cutover plans. Discussed use of Mass Submit and Mass Approve for Timesheets for Cutover. Discussed rounding and lunch hour changes that would like to be seen by UNLV - these topics need to go to HRAC for discussion. 5. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt). Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned tickets & FAILED scenario tickets; Completing open tickets from End to End testing. 6. Meetings: HCM Conversion, Cross Functional Meetings, Parallel Payroll, Project Checkpoint, Cutover Planning, Time Tracking Weekly Meeting, AccuTime Weekly.

Area	Accomplishment /Activity
Payroll	<ol style="list-style-type: none"> 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 create Integration scenarios for P4 Residuals. 5. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.
Financials	<ol style="list-style-type: none"> 1. Banking & Cash Settlement <ol style="list-style-type: none"> a. P3 End-to-End Testing support. b. Added notification to Accounting Specialist that the bank reconciliation was denied by the Controller to the Bank Statement business process. c. Integration "INTF-S035D: ACH for Expense Reimbursement" successfully tested in P3 and two ACH Expense files were delivered to SFTP for B of A review and feedback. d. Test scripts for P3 created for ACH and Positive Pay integrations. e. Banking SMEs continue to stale date their old outstanding checks. f. Developed "Touch Point Banking" for end to end testing. g. Notification added to Ad Hoc Bank Transaction business process to notify Worktag Managers if transactions posted to one of their accounts. h. Added notification to the Cashier Manager when the additional worker comments on the bank statement line to the Review Bank Statement Line business process. i. Gaps in load of bank statement dates resolved. Daily bank statements are loading into NSHE5 and NSHE3. j. Working with campus for insight for use case of WD27 "Return Payments" report. k. UAT testing began with minimal issues. l. P4 test scripts began worked on with minimal issues. m. Determine accounting for Pooled Cash for System Admin and Investment Accounting. 2. FDM <ol style="list-style-type: none"> a. Updating FDM in Workday based on load issues and coordinating with Campus users for WAX updates. b. Coordinated conversion data validations in P3 for beginning balances & journals. c. WAX meeting to discuss unmapped Worktags. d. WAX meeting to discuss incremental load of Worktags. e. WAX meeting to discuss terminated employees.

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> f. Need to set date for FDM Governance committee to make decisions on outstanding requests. g. Discussion about WAX and use to capture additional security roles allowed by WD28. <p>3. Financial Accounting</p> <ul style="list-style-type: none"> a. Testing new configuration relating to multiple work tag managers and financial accounting (operational) transactions. b. Reviewing and working on performance testing. c. Outstanding JIRAs have been discussed as to pre- and post- go live. Continue to follow up. d. Project team waiting on FDM Governance decisions on new values. e. Provided testing scenarios for reports as they are completed. f. Continue to work on financial report proto-types, trial balance variations and financial statements. <p>4. Budgets</p> <ul style="list-style-type: none"> a. Continued development of report layouts and requirements with Budget SMEs and unit testing of developed reports. b. 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. Identified issue with how the web service for Position Budget Amendments updates the Position Budgets. Case logged with Workday. Determined we will not generate the Position Budgets from commitments going forward. d. Developing crosswalks for NSHE Workday data elements to NEBS data for NEBS integration for state budget transmission. e. Finalized EIB for budget and held training session for Budget SMEs. f. Workday released Pay date solution to SCI for configuration. Target to add to NSHE10 7/17. g. Received direction to move forward with REGIA posting to all Worktags. h. Presented change in Capital Accounting proposal to Budget and Controllers - approved approach needed to address shortcoming in Workday's multi-book asset accounting functionality. Change will require new ledger accounts and adjustment in conversion mapping. <p>5. Business Assets</p> <ul style="list-style-type: none"> a. Weekly meeting with UNLV regarding JV to move assets from common book to GASB book. b. Cutover plan testing in progress. c. Found way to update accumulated depreciation for schools that need to add assets that are not in legacy system. 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

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	<p>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.</p> <ol style="list-style-type: none"> 6. Projects <ol style="list-style-type: none"> a. UAT Testing in Progress. b. Project training document approved. c. Customer Accounts. d. Created a few additional UAT Residual test scenarios to validate WD delivered reports will meet the needs of various departments for DRI, UNR & UNLV. e. Reconciled A/R conversion balance in 1270C for UNR Med School to Advantage query of Open Invoices. f. Received input from consultants on custom reports related to FIN-1023. g. Discussed Bad Debt write-off testing with consultants, added (or will add) enhanced help test and considering remapping to clearing account. 7. Expenses <ol style="list-style-type: none"> a. Worked on clearing FIN-Projects - Expense Jira Tickets and TCH Jira Tickets. b. Supported UAT and P4 Residual Testing. c. Worked on Reporting - Confirmed Go Live Reports - Almost done with the reports, I believe after meeting with Hari on Monday, I will be able to finalize expense reporting first of next week then will write scenarios for Residual End to End Testing. d. Worked with team Supplier Registration. e. Performance Testing will be done by end of day Friday. f. Grants & Effort Reporting. g. Continuation of Award Clean-up. 8. Procurement <ol style="list-style-type: none"> a. PCard end to end testing has begun and is going well - UAT should start 7/24/17. b. Performance Testing was conducted. c. PCard - Active daily CDF file feeds today. d. Working session set up for next week to address duplicate suppliers in the Advantage systems. 9. Suppliers <ol style="list-style-type: none"> a. Sharon completed Performance Testing. b. Sharon and Rhonda scheduled working session for SMEs to facilitate cleanup of duplicate suppliers. c. P4 Supplier Accounts test Scenarios complete - Need to add PayMode test. d. All FIN's and TCH have been reviewed. e. No Change orders.
Technical	<ol style="list-style-type: none"> 1. FIN Conversion <ol style="list-style-type: none"> a. Provided instruction to the campus validation teams for the July data extract validation cycle. July's schedule only includes Asset, Outstanding Checks. 2. Integrations

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> a. Updated 3 Benefits Enrollment Integrations for Medical Residents to identify UNLV and UNR separately: Eye Med, Guardian, and Hometown Health. b. Modified the Integration Attributes for the Payroll ACH file per the results that we received back from BOA on our P4 test file. New files with corrections will be sent on 7/14. c. Coordinated with JP Morgan to begin receiving daily files from Masterpay, Tuesday - Saturday. The first set of daily files was received on 7/13. The integration to load the transactions is now scheduled to run in NSHE2/P4, Tuesday- Saturday at 7AM pacific. <p>3. Reporting</p> <ul style="list-style-type: none"> a. Custom reports completed and ready for unit test: <ul style="list-style-type: none"> 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).
<p>CM/Outreach</p>	<ul style="list-style-type: none"> 1. CM-Communications <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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. 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 <ul style="list-style-type: none"> a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, TLGs and PoCs. b. Team Support: Worked with the consultants, leads, designees, and BAs with current testing. c. Campus Support: Provided support to the Campus Testing Coordinators as they 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-355, WCR-356, WCR-363, WCR-399, and WCR-400.
Absence	3/20/2017 -	Continue work on changes to Faculty Sick Accrual. Pat met with HRAC on 1/19, and a document is being developed for review and approval before the next HRAC meeting.
	3/25/2017	
	Ongoing	Continue testing proposed solution for Worker's Comp buyback with Payroll.
Time Tracking	Ongoing	Collaborate with Workday on implementing Worktag brainstorm re: Worktags for those with multiple account lines.
	TBD	John to check on OT requirements for those getting paid less than 1 1/2 times the minimum wage - needs to meet with Legal (HCM-40).
Payroll	TBD	Configure Work Study. SCI is prototyping a calculation to determine the award for a student from a generic time entry code.
	16-Jun	Mid-Term Academic Pay Testing.
	4/24 - 6/16	Payroll Parallel Complete Monthly Variance research and begin Semi-Monthly compare.
Banking	ongoing	B of A is working internally to assign internal team to PayMode implementation for other campuses.
	Ongoing	Determine how best to have the reconciled Bank Recons done in WD by July-Sept 2017.
	Ongoing	TCH-1911 - Peoplesoft Unit Testing - testing confirmation 6/8/17 for multiple days.
	Ongoing	TCH-1901 Troy Check Printing - Michael Bakker pending response from Troy 7/7/17.
	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 - 7/12 emailed security team to set up new role.
	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 to meet with Sheri 7/13.

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Area	Dates	Upcoming Activities
	new	WCR-390 - Banking Transaction auto reconcile prior to being approved - Tazeen is researching.
FDM	Week of 7/17	Need to set date for FDM Governance committee to make decisions on outstanding requests.
		Develop plan for FDM new value requests post go live.
Financial Accounting		Continue review of reports, determine which are required, and priority.
		Work on campus Allocations and JV Loads for testing.
		Test proto-type reports as they are being developed.
		Reaching out to campuses to follow-up and improve month end and year end close.
		Design and develop the workarounds that are needed for Lite Worktag balancing-these impact Supplier Accounts and Financial Accounting.
		Completed testing for Accounting Adjustments to Operational transactions.
		Plan for ongoing security role data collection and updates.
Budgets	TBD	Work with Financial Accounting on Manager Budget to Actual report development.
	TBD	Continue Budget report specification and development.
	TBD	Configure and test budget year-end rollover configuration.
	TBD	Configure and test budget adjustments for sweep and year-end. Workday does not support parent/child rollover, so this will need to be custom report and EIB combination.
	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	7/21	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	Review latest comments from consultants regarding FIN-1023. 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.

Area	Dates	Upcoming Activities
	20-Jul	Met with UNLV accounting designee to discuss UAT for Cash Sales, Cash Receipts processes. Plan to meet today and perform some tests.
	20-Jul	Waiting for more information to determine if UNR logo provided for BIRT Layout for Invoice and Statement was approved by Communications and Marketing. DRI passed, UNLV still needs to complete testing.
Expenses	Ongoing	Open Jira Tickets.
	Ongoing	-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.
	Ongoing	-Reporting.
	Ongoing	-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 Reporting - i.e. Outstanding Spend Authorizations/Cash Advances for Cost Centers, Department Accountant or Financial Administrative Assistant Role.
	Post Go Live	Travel Card Business Process FIN-2230- Will continue to work on business process, but will be implemented post go live.
Grants & Effort	Post Go Live	Spend Authorization Role Over - There is Brainstorm for this.
	TBD	Exploring option to create Budget Template via EIB in order to load award budgets. Currently, this has to be done one-by-one through the user interface.
	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.
	31-Jul	Land grants will be using program Worktag. 2 allowable values state and federal. Award budget structure to be updated to include program.
	31-Jul	Cost Share - tag the cost share award line with new detail code value cost share. FDM will need to make grant allowable to be used in other places.
	20-Jul	Security Partner as it relates to Worktag owner, grant manager and award contract analyst will be finalized in today's award conversion meeting. Workbook is sole source of company roles. WAX is sole source of grant roles (grant accountant is in a workbook).
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	21-Jul	Complete PCard End to End Testing.
	31-Jul	Report Requirements.
	4-Aug	Procurement and Supplier Accts continue work with SReg team.

Area	Dates	Upcoming Activities
	4-Aug	Cutover (go live) Planning.
	4-Aug	Complete PCard UAT Testing.
	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 developed.
FIN Conversion	18-Jul	Campus validation of July data extract files: Assets and Outstanding checks.
	18-Jul	Test load the incremental Worktag extract file from WAX.
	21-Jul	Load Incremental Worktag extract file into NSHE6.
Integrations	July	Design and coding of the Student Worker/Work Study integrations in time for P4 testing.
	July	Complete configuration of remaining Punchouts (Amazon, Office Depot).
	July	Complete Development on the PERS Employee Contributions Integration.
	July	Complete development of reports related to Troy check printing.
	July	Complete development on the employee file to Lawroom.
	July	Complete updates to the FDM and Ledger Worktag Mapping integration.
	May - August	Finish Build DA reviews on SCI developed integrations.
Reporting	June - Aug	(In Progress) HCM report development: 81% of reports are in progress or complete/ready for review & testing (24% in progress, 57% in test/review).
	June - Aug	(In Progress) FIN report development: 52% of reports are in progress or complete/ready for review & testing (18% in progress, 33% in test/review).
	June - July	In Progress: P4 report cleanup and reconciliation to Jira for NSHE standard reports. Initial tasks for report writers and consultants due 7/14.
	July	IPEDS reports specifications discussion in progress and report builds started.
	18-Jul	IPEDs reporting in Workday (weekly).
	26-Jul	Bi-weekly Reporting lane meeting with the campuses.
	17-Jul	Data Governance Meeting.

Area	Dates	Upcoming Activities
CM-Communications	thru October 2017	Weekly Project Update.
	thru 8/4/2017	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 2017	Continued Planning for UAT with PoCs.
	ongoing	Workday Training: population estimations of power users, light users, and everyone in between in development.
	ongoing	Workday launch campaign discussions have started.
	ongoing	Workday faculty outreach brainstorming.
	ongoing	HRMS/Workday cutover strategies communication.
	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	Training Preparedness Session.
	7/10-7/20	Linda in Vegas.
Testing	7/24-7/28	Work with designees on remaining scenarios P4 End to End testing.
	7/24-7/28	Continue to load scenarios for P4 Residual End to End testing.
	7/24-7/28	Participate in functional team, TLG, UAT, POC, reporting and integration meetings.

Planned Time Away

Dates	Team Member
July 5-20	Michelle Briggs
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.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
TCH-2015	SReg is behind Schedule	High	Steve Creswell	31-Jul-17	<p>A decision was made to deploy a UNLV version of SREG rebranded for NSHE. This is a stop-gap measure until the NSHE SREG can be completed and deployed.</p> <p>The team is working on a transition plan to move from the temporary to the NSHE version of SREG.</p> <p>The team is prioritizing the items necessary for the NSHE version of the application to go live. The issue also includes supplier conversion which is supported by both the temporary and permanent SReg solutions.</p>
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	28-Jul-17	<p>Workday has confirmed the product updates to be delivered in mid-July 2017 and the project team has been briefed. Workday is also providing an update for the PERS reduction configuration.</p> <p>The team is ready to begin testing 7/17 when the product updates are ready.</p>
HCM-297	Payroll Parallel Testing is Behind Schedule	Highest	Leslie Obourn	04-Aug-17	<p>P4 Parallel testing has begun and the following actions are in place to ensure we stay on track:</p> <ol style="list-style-type: none"> 1) Daily checkpoints. 2) All variances to be researched are assigned to specific team members. 3) Additional staffing was added and trained.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
P2 Playbacks	Green	November 11, 2016	100%	11/11/2016
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 27, 2017	100%	1/27/2017
Payroll Parallel (P2) Begins	Green	January 27, 2017	100%	2/3/2017
Run P3 Data Extracts & Validate	Green	January 31, 2017	100%	2/3/2017
Begin Build of P3	Green	February 6, 2017	100%	2/6/2017
P3 Playbacks	Green	March 13, 2017	100%	3/16/2017
E2E Testing (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Ends	Yellow	May 5, 2017	100%	6/16/2017
Begin P4 Build	Green	May 15, 2017	100%	5/15/2017
User Acceptance Testing (P4) Begins	Green	June 19, 2017	100%	6/19/2017
End-User Training Begins	Green	August 7, 2017		
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		
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		

Project Status Report

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
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		