Project Status Report

Status as of July 15, 2016
Prepared by; Jim McKinney, iNtegrate 2 Technical Project Manager; Leslie Obourn, SCI Engagement Manager
Note: Christopher Mercer, iNtegrate 2 Project Director is out of the office the week of 7/18.

Summary

Item	Current Status	Prior Status	Status Notes
Overall Status – Functional Lanes	Green	Green	**HCM**
	Green	Green	**Payroll:** Work on outstanding Payroll configuration continues. Developing go-live check list/build based upon new go-live date.
	Yellow	Yellow	**Time Tracking:** Time Clock and Worktag open items keep this at a yellow.
	Yellow	Green	**Financials:** Combined status changed to Yellow this week based on schedule. As described below, there are a large number of open JIRA tasks. While the team feels the 'key' tasks will be completed for P2, there will be a fairly large volume of outstanding JIRA's that will not be complete before the P2 freeze. Activity continued on the FDM Data gathering and follow-up on the Budgeting session. The completion of the FDM and Budget configuration remain a focus. Next step is to reprioritize the open JIRA tickets to develop a realistic plan for what we can complete in time for P2 and what will need to be postponed.
	Green	Green	**Audit**
Overall Status – Technical Team	Yellow	Yellow	**Integrations (NSHE):** 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.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	**Integrations (Campus):** We request Status Reports from the campuses on a bi-weekly basis. 7/30 is the most recent due date for status reports. 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.
	Yellow	Yellow	**Conversion (Financials):** We are making progress with Financials conversion, and feel that most extracts will be ready for P2, however there is risk of a limited time for validation. We feel that there is risk to the schedule if the FDM is not completed in a timely fashion and there is concern around that.
	Green	Green	**Reporting:** 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.
	Green	Green	**Security:** is constantly being evaluated based on functional requirements. Currently there are no outstanding timeline issues with regards to this area. The NSHE Security Admin is looped into the security change process and the process of knowledge sharing/transfer has begun.
Overall Status – Training & Outreach	Green	Green	**Change Management/Communication** Change Management remains in green status overall. Communications activities are underway; meeting schedules being established. Kim Whiting is on vacation this week, returning 7/18 • Monthly meeting schedule being established • Editing Change Network Strategy with feedback from Campus Change Leads • Project Reboot activities underway-

Item	Current Status	Prior Status	Status Notes
	Yellow	Green	**Testing** • Overall testing status is yellow. A test plan has been finalized and is ready for publication. Meetings were held with HCM and Finance teams as well as PoC to review strategy. Mary Stoltz and Mike Wilde have agreed to be part of the testing team and a meeting has been scheduled for planning/next steps. However, there are still some areas of concern at this point that we need to pay attention to: 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. • Significant work remains for integrations, with large volume of work at some institutions. • The progress on JIRA is still largely unknown • Status of work to make sure that security role assignments are in place to support testing is unclear
	Yellow	Green	**Training** Overall status of Training is Yellow. Have still not received BP status info from HCM and Finance, which will impact the development of the Curriculum Plan. Updates from HCM/Finance leads indicate that they are targeting the last week of July to have it completed. Additionally, the discussion of security policies and security requests from campuses has been postponed with the PoC again because the needed resource was unavailable. Continued delays could impact the preparation of Campus Security Coordinator training for testing activities. • 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 • Campuses have been responding to the Training Resources Assessment survey. We believe they will meet the deadline • Security conversation was not possible with the PoCs this week, because Michael Bakker was unable to attend. We will again include on next PoC meeting agenda to discuss planning/requirements to develop/provide orientation/training to campus security coordinators about Workday Security. Will work with NSHE Security Administrator to define requirement • Training Project timeline under reviewed by UNR, sending out to broader audience after feedback incorporated • Training Project Timeline drafted

Item	Current Status	Prior Status	Status Notes
Schedule	Green	Green	**HCM**
	Yellow	Yellow	**Time Tracking (Yellow):** Schedule has potential risk due to delay in Time Clock/Worktag issues
	Green	Green	**Payroll**
	Yellow	Green	**Financials:** We have created additional Sprints that go through 7/10/16 and another for 7/24/16. This last Sprint is beyond the original ending date for P2 completion. In addition to that, the team still has a large number of outstanding tasks – 179 open JIRA's. We will need to carefully assess the scope of P2 to determine if some of these outstanding tasks can be moved to post-P2.
	Green	Green	**Technical Team**: Nothing based on the new schedule shows that we won't be able to complete the tasks at hand.
	Green	Green	**Training:** Ahead of schedule now that new Go Live data is tentatively 10/1/17. Once a month TLG meetings scheduled
	Green	Green	**Change Management/Communication:** On schedule (Change Management Activities); ramping up with communications. See risks below
	Yellow	Green	**Testing** • Significant work may be required to identify and prepare necessary scenarios for phase 3 unit testing. • Effective P2 unit testing will depend upon accurate role assignments, which is outstanding item. • 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. • 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. • Payroll testing discussed at initial meeting to outline the strategy, identify parallel timing and lock in dates for necessary legacy changes. Meetings to plan the change management/communication needs may now be scheduled with BSN/BCS. • Current anticipated project allows sufficient time to address the above points.

Item	Current Status	Prior Status	Status Notes
Budget	Yellow	Yellow	As of 6/30: Actual Hours: 51% of budget Projected Hours: 51% of budget Notes: ● The above projections are based on the *revised* 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	**Technical Team**: We are in the process of working through two open positions for reporting and security to help in these areas.
	Yellow	Yellow	**Training:** 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.
	Green	Green	**Change Management/Communication:** Andrew continues to work on revamping the website and ensuring weekly updates are sent out
	Yellow	Yellow	**Testing** • Continuing to evaluate level of effort needed for test lead and test team to confirm sufficient resources. Co-leads identified for part-time participation. • Need to confirm that sufficient resources are available to cover all JIRA responsibilities to support testing.
Project Risk	Yellow	Yellow	**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**.**
	Yellow	Yellow	**Technical Team:** We have some key risks with the FDM mapping, JV Load Integrations, and Supplier Conversion, that have impact on this pillar. These risks could impact timelines if they are not addressed in a reasonable timeframe.

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Training** • Delays in receiving necessary BP information from HCM and Finance Leads could delay the development of curriculum plan • 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
	Green	Green	**Change Management/Communication** • 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.
	Yellow	Yellow	**Testing** • 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	1. Core HCM a. Finished configuration for the Drivers Acknowledgement in the onboarding documents section. b. Completed 8 feedback / design enhancements. The changes consisted of updating Change Job Security, Validation Rule Instructions, Modifying HCM Reports, Help Text, Adding To Do Step to Termination Business Process, Added Standalone Condition Rule to Return Leave of Absence sub processes. The changes are detailed in the NSHE Design Changes and Configuration Updates file. c. Met with the team to review to gather Document Category Segment Security requirements. Scheduled follow-up meeting to gather remaining Document Category Segment Security requirements. Betsy is meeting with John to train him on how to configure the setup. d. Conducted Several Feedback Review Sessions to Review Solutions and Gather Notification Requirements. e. Coordinated with the Interns to complete School Name Corrections & Reviewed their work. f. Discussed final changes for UNR Period Activity Pay. g. Education and Position Files are out for validation. 2. Recruiting: Completed 1 feedback item. The changes consisted of updating configuration to allow Undo Move. 3. Benefits: a. Completed 11 feedback / design enhancements. The change consisted of updating notifications, correcting insurance rates, help text, and validation rules. 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. b. Finalized and Reviewed Passive Event Setup. c. Reviewed Benefit Conversion Errors with Pat La Putt. 4. Absence: 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. Worked through a number of items from Design Change document and resolved failed items. c. Met with HCM to walk through Absence needs on the Change Job and the Term BP 5. All Lanes a. Met with the BA (Jim & Nancy) to help them with configuration tickets. b. Developed Workday Delivered Reports Tracker and published on google drive.

Area	Accomplishment /Activity
Time Tracking	1. Worked to resolve issues with Comp Time Totals on Time Entry Template 2. Continued work with STAT team for Time Clock guidelines and decisions. 3. Met with Workday to begin to frame issue surrounding Worktag Brainstorm
Payroll	1. Payroll – NRAT: Provided access to NSHE team member for testing NRAT, remote meeting scheduled the week of 7/25. 2. Payroll -Withholding Order Conversion: Withholding orders meeting was held with the payroll team. This issue has been resolved. 3. Payroll History: Testing continues, and looks good. NSHE to revolve 2 issues before testing the Payroll History load. 4. Payroll - PERS – Config: Awaiting reconfigure of specified earnings calcs for PERS reduction. Team attended meeting with Integrations team. We reviewed the PERS Status codes and decided that we can identify earnings pertaining to codes via PCG's. The payroll team will get a list of earnings and will note the status code the earning belongs in. In the team meeting next week, we'll add the PCG's. 5. Payroll - Annual/Sick Reduce Regular: Continue work on calculating the reduced regular earnings to support DRI FIN's request to break out PTO from Regular earnings. 6. Payroll - Academic Pay: SCI Planning meeting on 7/18. 7. Payroll – Benefits: Discussed RPA limits. Benefits will not have a 415 plan. When EE hits the 401 limit, they will auto enroll in a 415 deduction. 8. Payroll – Standard Reports: Reviewed with the Payroll Team where they can find the Workday delivered reports. NSHE to review for missing reports needed for go-live. 9. Payroll – HCM: There is a legacy field related to EE preference of paper or electronic W-2s. Conversions meeting to be discussed. Pay team working on verbiage for the TO DO within the on-boarding bp. 10. Payroll – Parallel: Met with Testing Leads about Parallel Test Plan. There seems to be significant misunderstanding of what a payroll parallel test consists of. The NSHE Payroll team is planning for 3 parallels. One parallel (2 pay runs; Monthly and Semi) will occur in P2. Another two consecutive parallels will occur in P3. 11. Payroll – Tax Elections: We discovered a logic problem with the Fed tax elections data load. NSHE is reviewing.

Area	Accomplishment /Activity
FIN	1. Assets Brainstorms: The Assets team worked with the consultants to define the exact missing functionality around assets and multi-book accounting. These areas were identified and the Brainstorms are being written. This also allows the team to document our initial go-live processes based on workarounds for these functional gaps. This should complete the assets configuration for P2. 2. Exceptions: The Finance team is still working the 7 open Exception requests. The latest drafts were submitted for resubmission to the Executive Steering Committee. Status: a. Resubmitted: 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. FDM Data Gathering: Review meetings were held with all schools on Monday. The original deadline was extended slightly to be Monday, 7/18, rather than Friday, 7/15. Only one institution has said they will not meet the deadline. We have developed a plan to create content for that institution. We also held meetings to develop the format for gathering the next round of FDM data – worktag hierarchies and default and allowable worktag values. 4. Ledger Account Design: Work continued the Ledger account design and mapping spreadsheet. The plan is to distribute that spreadsheet next week and give 2 weeks for its completion.
Technical Team	1. Integrations a. Resolution found on AFLAC Enrollment CCB Submitted Date issue b. New hire and QE file was sent to Infinisource and the data has been processed successfully. Unit testing is complete and this integration is ready for system testing. 2. Integrations/FIN Conversion: Completed the integration to extract worktag and ledger account mapping from the FDM cross-walk in Workday. 3. FIN Conversion: Completed as much of the coding as possible in Beginning Balances and Accounting Journal data extracts. Waiting on updated FDM crosswalk.
Audit	1. Downloaded all roles current in Workday and their BP and domain security policy permissions. Formatting the information in a spreadsheet to make it useful for the team and for role analysis. 2. Held meeting with financial accounting designee and worker's compensation people to discuss the possible use of Workday for the Worker's Compensation area. Needed reports for the area were identified. 3. Attended a security training class on Monday and Tuesday. 4. Met with Reporting to discuss the audit dashboard. 5. Reviewed multiple audit/security reports.

Area	Accomplishment /Activity
Training	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. Reschedule discussion with Campus Points of Contact to discuss best way to develop/provide orientation to campus security coordinators about Workday security. Will work with John Brandvold to define requirements. 3. Training Project Timeline sent to Kelley Downs for initial feedback. 4. First two candidates for Training Coordinator have been interviewed. Next interviews scheduled for July 26-27. 5. Training Specialist candidate has accepted the position. Onboarding activities underway. Start date is 8/1. He will reside at SCS LV. 6. Met with Leads (John, Matt G, and Steve C) to discuss expectations for 'Mobile' training 7. Loukia awaiting meeting with Leslie/Lance to cover hour allocation complete for deliverables/training plan 8. Survey responses for Training Resource assessment being received from institutions 9. Review expectations with SCI/Project Team on Mobile expectations 10. Identified date for Training Liaison training and job aid development session at GBC (Week of Oct 10 identified).
Change Management	1. Project Reboot planning session with campus team members. 2. Invitations sent out for Reboot Sessions to the entire Project Team 3. Google Survey to identify monthly meeting schedule for Campus Change Leads was issued. 4. Brainstorm reconciliation between the NSHE Spreadsheet and the Community report has been completed and shared with Leads/Architects. Still waiting to hear back from them for a meeting time to discuss the discrepancies and review process for submission, prioritizing and voting.
Testing	1. Final Test Plan completed. Waiting for review/okay from Chris Mercer before posting to Google Drive. 2. Mark completed detailed project plan for testing tasks and responsible party 3. Co-Test leads identified and in place to begin work 4. Preliminary Parallel Payroll Planning session was conducted to determine the approach to parallel testing and to identify the scope of changes need to legacy system. 5. Aleta has reached out to SCI Architects to request reports on Unit Testing Scenarios (both complete and in progress) for use in DA Checkpoint and sign-off metrics

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM / Compensation	7/18/2016 through 7/22/2016	Complete 15 Feedback / Design Enhancements Changes.
		Finish configuration of the remainder of the bulletin and onboarding documents set up in NSHE3.
		Continue to work on Academic Appointment setup.
		Develop Organization Assignment Plan and share with the team.
		Configure Document Category Segment Security.
		Update DRI Compensation Grades and Steps. Updated GA and LOA Research Period Activity Pay Changes.
Benefits	7/5/2016 through 7/22/2016	Complete 3 Feedback / Design Enhancements Changes.
		Continue to work on PERS Setup. Continue to work on Classified Retirement Setup.
		Continue Review of Benefit Conversion Errors with Pat La Putt.
Absence	On Going	Continuation of configuration and design updates as a result of Phase 2 testing. 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. Testing of leave without pay codes with Payroll.
Recruiting	7/18/2016 through 7/22/2016	Complete 3 Feedback / Design Enhancements Changes. Finalize configuration of the Offer Approval process configuration.
Time Tracking	Within 2 weeks	Identification of departments wanting to use Time Clocks instead of Workday Time Tracking, and what their needs are (Kim Beers/John Doetch UNR, Chris UNLV, John Doetch all other campuses)
Time Tracking	On-going	Continue work on MOA/CTA set up. Review, update, and test any necessary changes to Time Code Groups and Time Calculation Groups. Catch-up on any open configuration items. Updates to Design Guide.

Area	Dates	Upcoming Activities
Payroll	On-going	1. Continue work on updating the earnings that need to have a PERS reduction. 2. We will work with Debbie and Mary next week (7/11) to start initial testing and gathering test scenarios. 3. History load for a new hire is finished and looks good. We have 2 open issues with the EIB though. Hope to have those resolved by EOW next week. 4. 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. Ursula will start mapping out in detail the variables around the options and then we'll engage with pros/cons to present to NSHE. 5. Discussion needed with BEN team regarding RPA plans (401 to 415) and Med School Accident. 6. Need requirements surrounding hourly allowance calculation for Bi-lingual Pay, Working out of Class Pay. We can separate the eligibility by hourly and salary using one comp plan, but cannot get the hourly employees to pull data from the base pay (hourly rate) AND comp allowance. Salary allowances are working, we need a different solution for hourly ee's.
FIN Team	7/18 – 7/22	All teams & SCI working from home locations. Teams will continue to work on Open JIRA tickets.
FDM Data Gathering	Monday, 7/18	Deadline for submission of the FDM spreadsheets is 7/18. Next step is to consolidate all the input and prepare for the assignment of IDs for loading into Workday.
Supplier Contracts	Thursday, 7/21	The key remaining Procurement working session for Supplier Contracts will be held on 7/21. The bulk of the outstanding P2P tickets are related to this task.
FIN Conversion	7/20	Supplier Conversion Approach review (includes 1099s and Open POs)
FIN Conversion	Week of 7/18	Review and consolidate campus FDM mapping for load to FDM crosswalk
FIN Conversion	7/18	Review Ad Hoc Payments data gathering workbook.
Integrations	7/7 - 7/31	Modify complex PEBP logic per payroll guidance.
	7/7 - 7/31	Standard Insurance Payroll Inbound
	7/1 - 7/15	Finish configuration of AFLAC Enrollment file
	7/16 - 7/31	FlexAdmin (campus Parking) integration file expected
	7/11 - 7/31	Configure ACH and BAI Integrations

Area	Dates	Upcoming Activities
	8/1-8/5	OKTA/SSO Project Kickoff Meeting
	7/18	Continue developing American Fidelity Enrollment integration
	7/18	Continue developing the American Fidelity Remittance integration
	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
	7/12	Data Advisory Group meeting – First meeting with institutional IR and HR representatives to kickoff initial discussion of key operational data elements
	Aug	Plan and begin requests for government/compliance reports that NSHE will be responsible for.
Training	7/18 – 7/22	• Feedback from BP Booklet status form to HCM/FIN leads • Incorporate feedback from UNR's review of the Training Plan • Continue to develop of Curriculum Dev Plan • Training Coordinator interviews to continue 7/26 • 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. • Provide details to Training Liaisons about the GBC workshop activities in Elko in October
Change Management	7/18 – 7/22	• 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 • Continue work for Project Reboot Planning • Communicate the schedule for the Campus Change Leads monthly meetings • Prepare for campus reboot presentations
Testing	7/18 – 7/22	• Present Final Test Plan to Project Team for review at Checkpoint meeting 7/18/16

Area	Dates	Upcoming Activities
		• Meet with Testing Leads for preliminary planning activities • Draft of the Payroll Parallel Test Plan to be completed
Audit	July 2016	• 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.

Planned Time Away

Dates	Team Member	Planned Time Away
July 18-22	Mary Stoltz, Jim Lowe, Michele Meador, Chris Mercer Steve Creswell	PTO
July 19-20	Linda Moore Heather Jansky	PTO
July 20 - August 5	Michelle Hughes	PTO
July 21-25	John Tully	PTO
July 28-29	Monique Schafer	Limited Availability
July 28 – Aug 1	Michael Bakker	PTO
July 29 - August 11	Nancy Kelly	PTO
August 1-3	Ursula Price	PTO
August 1-5	Mariela Neshem	PTO
August 3-9	John Tully	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 Bealles	PTO
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>

#	Key Issue	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.

iNtegrate 2

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Type	Resolution Plan
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		Follow-up & a meeting within the project team was planned. It did not happen.

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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	High	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

Escalated Issues

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

Risks

Risk#	Risk	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.

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3	Integrations	The following Integrations are at risk: 1) JV Loads scope, requirements, definition outline for campuses delaying development 2) Thomas and Mack 3) Lawlor	High	Medium	Financials	JV load: NSHE tech team needs to review the campus provided information on categorization of their JV loads which as submitted on 6/24. This task is delayed. Thomas and Mack and Lawlor: Chris is identifying a point person for this and scheduling Working Sessions with Thomas and Mack.

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4	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. NSHE has drafted a conversion approach to be discussed on 7/20. We expect this risk to close after that discussion.
5	Conversion (HCM and FIN)	Crosswalks for both HCM and FIN conversion programs are dependent on the FDM and ledger account mapping 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 (7/15/16), we may be able to stay on track with conversion incorporating the new mapping. Otherwise, we may need to delay the P2 Tenant build.

Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
6	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.
7	Testing	No JIRA Administrator	M	M	Mark S.	Knowledge transfer between Matt Luby and NSHE named JIRA administrator. Investigate other JIRA training options.
8	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		