Project Status Report

Status as of July 21, 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 testing the solution. The testing of Payroll Accrual and PERS Reduction solutions will continue thru July 28th.
❖ **Overall Status – Functional Lanes**	Green	Green	**HCM**
	Green	Green	**Payroll**
	Green	Green	**Time Tracking**
	Yellow	Yellow	**Financials:** Overall Status remains Yellow based on i) status of Budget configuration (delayed due to Payroll Accrual); ii) status of reporting (delayed due to Payroll Accrual); iii) SReg and iv) Award Cleanup. Other functional areas remain green. The focus for the following week is on P4 testing, report and NSHE SReg 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 has completed the prioritization of their custom reports. This will better position the reporting team to complete the remaining body of critical and high priority reports.
	Green	Green	**Security**

Item	Current Status	Prior Status	Status Notes
❖ **Overall Status – Training & Outreach**	Green	Green	**Training**
	Green	Green	**Change Management/Communication**
	Green	Green	**Testing**
Schedule	Yellow	Yellow	Status remains Yellow based on the Payroll Accrual 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	1. Core HCM
	    a. Configuration: Addressed the following tickets: Updated IJF/JFG is not Medical Resident or Skip step if Primary Recruiter is unassigned condition rule (WCR-428). The details can be found in JIRA. Answered Tickets that didn't result into any changes.
	    b. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 64 conversion tickets. The SCI are working on CNV-618 and CNV-449.
	    c. Conversion: Mike and Jeff are working through Error Report Issues and P4 Build Programmatic Issues.
	2. Absence Management
	    a. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt.). Daily monitoring of tickets is ongoing. Troubleshooting, reconfiguration, retesting and fixing of assigned & FAILED scenario tickets; Completed and/or continued work on HCM-50, HCM-211, WCR-419, and WCR-302. Details can be found in JIRA.
	    b. Absence SME Meeting: Reviewed open change requests. Confirmed leave payout processing. Discussed plans for cutover to Gold.
	    c. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning, Absence Management Weekly Meeting.

Time Tracking	1. DRI Exception Request: Cindy Littlefield confirmed that DRI Exception Request in NSHE2 (WCR-291) is working as requested. This ticket has been closed. 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. Working with ATS to get the managers moved over

Area	Accomplishment /Activity
	to the clocks for administrative purposes, without having to move all exempt employees. 3. Time Tracking Weekly Meeting: Discussed alerts that should be written for time tracking - Time Not Submitted, Time Not Approved. The team will work next week on determining the timing of those alerts as part of the Payroll Processing Checklist meeting in Las Vegas. 4. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt.). Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned tickets & FAILED scenario tickets; Completing open tickets from End to End testing, and any issues from UAT testing. 5. Meetings: HCM Conversion, Cross Functional Meetings, Parallel Payroll, Project Checkpoint, Cutover Planning, Time Tracking Weekly Meeting, AccuTime Weekly.
Payroll	1. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting. 2. Payroll Parallel: The team continued to validate Semi-Monthly employee (North/South) grosses & net amounts and identify variances between Legacy & Workday. More resources have been brought to the Project to help with validation to help speed up the process; Audra trained Stefania (a new Resource) on the process of validating the Net balances. 3. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt.). Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned & FAILED scenario tickets; Completing open tickets from End to End testing. 4. P4/Test scenario planning: Drago continued the creation of residual scenarios into P4 for testing. Those left over from End to End testing labeled as On Hold, Not Started and Postponed will be tested in P4; Audra will create Integration scenarios for P4 Residuals. 5. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.

Financials	1. Banking
	    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 P4 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.

Area	Accomplishment /Activity

	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
	   a. Updating FDM in Workday based on load issues and coordinating with Campus users for WAX updates.
	   b. Coordinated conversion data validations in P4 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.
	   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.
	3. Financial Accounting
	   a. Advance routing of approvers - completed testing.
	   b. Completed performance testing for items configured.
	   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. Provide testing scenarios for reports as they are completed.
	   f. Continue to work on financial report proto-types, trial balance variations and financial statements.
	4. Budgets
	   a. Continued development of report layouts and requirements with Budget SMEs and unit testing of developed reports.
	   b. Testing proposed solution for Land Grant funds, setup a separate budget structure for Land Grants in NSHE5.
	   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. Workday released Pay date solution to NSHE10; began testing. Identified bug with solution where it reads the incorrect posting rule and posts the ER paid benefits to an expense account rather a liability account.
	   f. Continued work on change in Capital Accounting to be sure all posting rules are updated. Will require updates to ledger conversion mapping.
	5. Business Assets
	   a. Reviewed Cutover plan online and updated details.
	   b. Completed performance testing for Assets.
	   c. JV for Balance Conversion 50% complete. Should finish for test load into NSHE5 next week and then into NSHE2.

Area	Accomplishment /Activity

	d. Found way to update accumulated depreciation for schools that need to add assets that are not in legacy system.
	6. Projects
	    a. UAT Testing in Progress.
	    b. Project training document approved.
	7. Customer Accounts
	    a. Created a few additional UAT Residual test scenarios to validate WD delivered reports will meet the needs of various departments for DRI, UNR & UNLV.
	    b. Continued analyzing A/R conversion balances in 1270C for UNR & DRI.
	    c. Continued analyzing WD delivered reports and need for custom reports to separate out Sponsor data from Customer data (FIN-1023).
	    d. Completed detailed procedures for Record Cash Sale and View Cash Sale.
	    e. Completed additional testing on Bad Debt write-off in NSHE10, encountered different issues that need to be addressed.
	8. Expenses
	    a. Worked on clearing FIN-Projects - Expense Jira Tickets and TCH Jira Tickets.
	    b. Worked on Reporting - Hari working on finalizing three Expense Reports, 2 Additional Reports are completed. I have test scenarios written for the two reports completed and will add the others if they are done by Monday morning. For Residual End to End Testing and UAT Testing.
	    c. Performance Testing is complete.
	9. Grants & Effort
	    a. Continuation of Award Clean-up.
	    b. Completed Performance Testing.
	10. Procurement
	    a. PCard end to end testing has concluded except for DRI - UAT will start the week of 7/24/17.
	    b. PCard - Receiving daily CDF file feeds.
	    c. Working session conducted to address duplicate suppliers in the Advantage systems.
	    d. First cross walked PO extract file from Advantage was provided to Procurement team for validation.
	    e. Residual testing is @80% complete.
	11. Suppliers
	    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	1. FIN Conversion a. Campus Validation team completed their review of the Assets and Outstanding Checks data extract files for July. 2. Integrations

Area	Accomplishment /Activity
	a. Completed testing on the following integrations in P4: Hometown Health Enrollments, Sierra Health Enrollments, Hyatt Legal Enrollment/Remit file, Western Insurance Remittance. b. Thomas and Mack has completed the SFTP set up to automate the file transfer of their Time data for Payroll Input. c. Completed development on the logic changes for PEPB Payroll Input integration. The new logic assumes that the file is always going to be late and will now process on-going deduction changes starting with the second payroll of the month and do a one-time adjustment in the second payroll for deductions or credits that should have occurred in the first payroll. d. Completed development on the Employee Deductions to PERS integration. 3. Reporting: Custom reports completed and ready for unit test since last week: a. R171 (TCH-1850) Standard Insurance Remittance – HCM – CR (NSHE). b. R184 (TCH-2089) 415(m) Enrollment/Termination – PAY – CR (NSHE).
CM/Outreach	1. CM-Communication a. Supported Train the Trainer in Las Vegas. 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. Posted updated job aids to the online NSHE Workday training repository. e. Met individually with NSC, CSN, and UNLV to discuss campaign email app, expectations, timelines, and strategy at the institution- and system-levels. f. Drafted a series of posters focused on awareness, engagement, and education for training kits and college campuses. g. Supported UAT help desk. 2. Training a. Curriculum job aid development continues. There are currently over 100 job aids created. b. Train the Trainer occurred in Las Vegas 7/18 - 7/19. Representatives from all campuses except UNR participated. UNR was previously scheduled for UAT activities. Participants included trainers, Training Liaison reps, SMEs, and designees. c. OKTA was configured in NSHE8 by the SCS team and Security project team (Derek and John) Last step is to activate the 'spokes' to the campuses - this is to happen by 8/1. d. Linda has met with campuses and finalized training dates. Class invitation template and campus training checklist was reviewed and distributed. Campus are to begin sending out invites. e. Linda is developing a Security class. Requested Michael Baker's assistance. Taryn advised that she assist with the class. 3. Testing a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, TLGs and PoCs. b. Team Support: Worked with the consultants, leads, designees, and BAs with current testing.

Area	Accomplishment /Activity
	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-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-363, WCR-399, WCR-400, WCR-412, and WCR-415.
Absence	3/20-3/25	Continue work on changes to Faculty Sick Accrual. Pat met with HRAC on 1/19, and a document is being developed for review and approval before the next HRAC meeting.
	Ongoing	Continue testing proposed solution for Worker's Comp buyback with Payroll.
Time Tracking	Ongoing	Collaborate with Workday on implementing Worktag brainstorm re: Worktags for those with multiple account lines.
	TBD	John to check on OT requirements for those getting paid less than 1 1/2 times the minimum wage - needs to meet with Legal (HCM-40).
Payroll	TBD	Configure Work Study. SCI is prototyping a calculation to determine the award for a student from a generic time entry code.
	16-Jun	Mid-Term Academic Pay Testing.
	4/2 - 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.
	new	Payment integration settlement run testing (combos ACH with Check) issues that Daly and team is working on in P4.
	new	PayMode integration testing - generating data for testing in P4.
	Ongoing	TCH-1911 - Peoplesoft Unit Testing - still testing 7/20/17.
	Ongoing	TCH-1901 Troy Check Printing - team is still pending response from vendor 7/20/17.
	ongoing	FIN-1324 Create/update functional process documentation - need to understand how to update.
	ongoing	FIN-1280 Current SA Pooled Cash Accounting - Meeting with Sheri and Cynthia on Friday, making progress.

Area	Dates	Upcoming Activities
	ongoing	FIN-804 System admin cash for pooled cashed - meeting with Cynthia and Sheri Fri, making progress.
	ongoing	FIN-2053 / WCR-439 Notification of Wire Specialist when wire settlement is processed.
	ongoing	FIN-2041 - provide reporting requirements for Cashier Deposits - pending PeopleSoft data integration 7/20/17.
	ongoing	FIN-1717 Return payments - pending PeopleSoft data Integration 7/20/17.
	new	WCR-438 Ad hoc Bank Transaction (first notice rule) BP if denied/canceled, they get sent back to IT team (who did the integration), needs to be updated to send to individuals at campuses.
	new	WCR-390 - Banking Transaction auto reconcile prior to being approved - Tazeen is pending response from Workday 7/17.
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.
Business Assets	21-Jul	Test JV for cutover plan ledger balance movement - Need to process this by fund with Worktags. The test JV is 50% complete should have Daly load next week for testing.
	31-Jul	Cut-over plan outline for distribution to schools being finalized.

Area	Dates	Upcoming Activities
Projects	7/21/2017	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, continue to update documentation as needed.
	Ongoing	Continue to monitor progress on FIN-1023 to gain clarity on exactly what reports will be developed for Go-Live and which will not.
	3-Aug	Monitor P4 UAT & Residual testing, increased focus on reports including custom reports.
	3-Aug	Prepare for UAT training sessions including for UNR Campus users scheduled for August 3rd.
	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.
		Travel Card- FIN-2230 / Will be implemented Post go Live - A discussion needs to be had with NSHE Leadership regarding the time and implementation process for the Travel Card Post-Go-Live.
		Reporting.
		Spend Authorization Roll-Over (not available- I voted on community, but we need to figure out what we are going to do post go live for cash advances.).
	TBD	Payment Election - After going live - Audra Kane created a Jira ticket on HCM side for On-boarding.
	28-Jul	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.
	Post Go Live	Spend Authorization Role Over - There is Brainstorm for this.
Grants & Effort	TBD	Need to load budget lines via EIB.
	on going	Continue to work on award conversion activities.
	31-Jul	Continued to finalize report development and provided samples for the reports.
	31-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.

Area	Dates	Upcoming Activities
Procurement	On Going	Workbook is sole source of company roles. WAX is sole source of grant roles (grant accountant is in a workbook). Ongoing update of roles in WAX and security workbook.
	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.
	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 develop.
FIN Conversion	7/18-Complete	Campus validation of July data extract files: Assets and Outstanding checks.
	In Progress	Test load the incremental Worktag extract file from WAX.
	Not Started	Load Incremental Worktag extract file into NSHE6.
	1-Aug	Complete crosswalk updates and FDM Mapping Updates in WAX for August validation cycle.
Integrations	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.
	28-Jul	Complete development on the Remittance Advice Integration.
	May - August	Finish Build DA reviews on SCI developed integrations.

Area	Dates	Upcoming Activities
Reporting	June - August	(In Progress) HCM report development: 84% of reports are in progress or complete/ready for review & testing (23% in progress, 61% in test/review).
	June - August	(In Progress) FIN report development: 52% of reports are in progress or complete/ready for review & testing (17% in progress, 34% in test/review).
	July	In Progress: P4 report cleanup (naming conventions, duplicates) and reconciliation to Jira tickets for NSHE standard reports.
	July	IPEDS reports specifications discussion in progress and report builds started.
	25-Jul	IPEDs reporting in Workday (weekly).
	26-Jul	Bi-weekly Reporting lane meeting with the campuses.
	31-Jul	Data Governance Meeting.
CM-Communication	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.
	6/19/2017	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	HRMS/Workday cutover strategies communication.
	7/7, 8/2, 9/4, and two days prior to payday	Workday change in benefits split communication campaign has begun.
Training	on-going	Continue job aid assignment and review in preparation for UAT testing.
	7/24 - 8/4	Campus Delivery Plans are on Google Drive for each campus. Linda to meet with each campus and review manager and admin support facilitator guides to discuss any adjustments needed for their campus training.
	7/31 - 8/4	Linda in Vegas for training practice.
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.
	thru 8/4/17	UAT Testing Labs continue at institutions.

Planned Time Away

Dates	Team Member
July 24 – 28	Nancy Kelly Kanchana Marimuthu
July 29 - August 14	Donna Cruzado
July 31	Amy Liotti-Polo
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
Aug 30 – Sept 1	Ken Bialobrzeski

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	A decision was made to deploy a UNLV version of SREG rebranded for NSHE. This is a stop-gap measure until the NSHE SREG can be completed and deployed. The team is working on a transition plan to move from the temporary to the NSHE version of SREG. The team is prioritizing the items necessary for the NSHE version of the application to go live. The issue also includes supplier conversion which is supported by both the temporary and permanent SReg solutions.
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	04-Aug-17	The team is testing the product updates and Workday is delivering updates on 7/28.
HCM-297	Payroll Parallel Testing to be Actively Monitored	Highest	Leslie Obourn	04-Aug-17	P4 Parallel testing has begun and the following actions are in place to ensure we stay on track: 1) Daily checkpoints. 2) All variances to be researched are assigned to specific team members. 3) Additional staffing was added and trained.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
P2 Playbacks	Green	November 11, 2016	100%	11/11/2016
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 27, 2017	100%	1/27/2017
Payroll Parallel (P2) Begins	Green	January 27, 2017	100%	2/3/2017
Run P3 Data Extracts & Validate	Green	January 31, 2017	100%	2/3/2017
Begin Build of P3	Green	February 6, 2017	100%	2/6/2017
P3 Playbacks	Green	March 13, 2017	100%	3/16/2017
E2E Testing (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Ends	Yellow	May 5, 2017	100%	616/2017
Begin P4 Build	Green	May 15, 2017	100%	5/15/2017
User Acceptance Testing (P4) Begins	Green	June 19, 2017	100%	6/19/2017
End-User Training Begins	Green	August 7, 2017	75%	
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		

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		