Project Status Report

Status as of July 22, 2016

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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 Time Tracking, Financials, Integrations (NSHE and Campus), Financials Conversion, Testing and Training. Please refer to the detailed status below.
❖ **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	Yellow	**Financials:** 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):** 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):** Certain conversion extract programs have been taken as far as possible, and now are waiting on the updated FDM crosswalk. Data Catalogs are not up to date for a few extracts programs. This impacts the developer who relies on the data catalog completion.
	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. We have started the work on Data Governance with the campuses.
	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 schedule has been established • Editing Change Network Strategy with feedback from Campus Change Leads • Project Reboot activities underway

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	**Testing** • Overall testing status is yellow. A test plan has been finalized and is ready for publication. 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 pending move to JIRA as test management tool. Finance team efforts since Phase 2 have focused on JIRA issue resolution, with further clarification needed re: scenario development. • Significant work remains for integrations, with large volume of work at some institutions. • Work on JIRA is progressing, including creation of NSHE instance, but additional configuration validation and refinement remains. • Status of work to make sure that security role assignments are in place to support testing is unclear

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	**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 Points of Contact 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 • Not all institutions have responded to the Training Resources Assessment survey by the 7/15 deadline. Waiting on reply from two institutions before we can proceed. • Security conversation was not possible with the Points of Contact at their last meeting, because Michael Bakker was unable to attend. We will again include on next Points of Contact meeting 7/27) agenda to discuss planning/requirements to develop/provide orientation/training to campus security coordinators about Workday Security. Will work with John Brandvold to define requirement • Training Project Timeline drafted
Schedule	Yellow	Yellow	The status for Schedule remains at Yellow due to Time Tracking, Financials and Testing. Please refer to the detailed status below.
❖ 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	Yellow	**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.

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Training:** Ahead of schedule now that new Go Live date is 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	Yellow	**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. • JIRA environment has been created with users, but further refinement to configuration is needed to support test management and reporting. Progress will depend upon availability of JIRA administrator resources. • 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. • Current anticipated project allows sufficient time to address the above points.
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 budget to support the implementation date of October 2017 is accepted and the project is funded accordingly. The budget is being finalized and will be vetted thru project governance and presented to the Board of Regents in August for approval.
Personnel	Yellow	Yellow	The status of Personnel remains at Yellow due to resource issues within the Technical, Training and Testing teams. Please refer to the detailed status below.
❖ Personnel	Green	Green	**HCM**
	Green	Green	**Payroll**
	Green	Green	**Time Tracking**

Item	Current Status	Prior Status	Status Notes
	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** • Planning/discussions underway with co-leads for testing – both part-time participation. Continuing to evaluate level of effort needed for test team to confirm sufficient resources. • Need to confirm that sufficient resources are available to cover all JIRA responsibilities to support testing, given other project responsibilities of technical staff.
Project Risk	Yellow	Yellow	The status of Project Risk remains at Yellow due to the Time Tracking, Technical and Testing areas. Please refer to the detailed status below.
❖ Project Risk	Green	Green	**HCM**
	Green	Green	**Payroll**
	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.
	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

Item	Current Status	Prior Status	Status Notes
	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. A plan to review and rewrite is needed.
	Yellow	Yellow	**Testing** • Availability of appropriate resources to support testing activities (including scenario identification, development, and review and test results review) on timely basis. • Completion of JIRA environment configuration 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 15 feedback / design enhancements. The changes consisted creating I-9 Legal Name Audit report, creating a To-Do step in the Termination BP to populate expiration date for Absence Custom IDs, updating help text, and updating notification setup, and adding validation rule in Additional Job business process. 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 met 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. Updated DRI Compensation Steps and Grades. f. Finalized Organization Assignment approach. Met to get the ball rolling on the tasks due this week for the Organization Assignments. g. Validated Education, Tax Treaty, W-4 Withholdings and Position Files. 2. Recruiting a. Completed 5 feedback item. The changes consisted of updating configuration to allow Undo Move, Career Sites, and Job Posting Templates. 3. Benefits a. Completed 3 feedback / design enhancements. The change consisted of updating notifications and updating plan setup. 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. Reviewed Benefit Conversion Errors with Pat La Putt. 4. Absence Management 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. Began planning for Project Reboot. 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. Continued work with STAT team for Time Clock guidelines and decisions. 2. Began to revisit OT and Comp Time Rules, based on changes coming from new FLSA guidelines and recommendations for the HRAC 3. Got the finished report on Multi-account lines out to the Stat team for review.
Payroll	1. NRAT - NRATs returned screen shots of the Thomas Reuters (Windstar) system that was requested. Currently reviewing. We'll regroup the week of 7/11 for progress check and to fully engage Mary. 2. Payroll History – NSHE continues to update this file. Earnings can be lumped to the CONV-Earnings we set up. We need separate YTD rows for taxes and NSHE deductions. Retirement deductions also need the Retirement base YTD. 3. PERS – Configuration: Awaiting reconfigure of specified earnings calculations for PERS reduction. Team attended meeting with Integrations team. We plan to have a meeting the week of 7/11 to discuss PERS status codes. 4. Payroll - Annual/Sick Reduce Regular: The team will continue work on calculating the reduced regular earnings to support DRI FIN's request to break out PTO from Regular earnings. Work has continued this week on PTO reduction for DRI. 5. Payroll - Academic Pay: Tenant available for Academic Pay testing and testing in progress. 6. The NSHE team spent a good part of the week on production operations and Quarterly tax returns.
Technical Team	1. FIN Conversion a. Reviewed Conversion Specification document for Suppliers b. Held Data Catalog review for meeting Life to Date Balances. 2. FIN/HCM Conversion: Reached a decision on how to determine Default Organizational Assignments for all workers. The decision was a mutual agreement between HCM and Finance after discussing the pros/cons of 3 different options. 3. Integrations: Completed a mapping document for the ACH CTX format for Financials Integration Lead. 4. Project Management: Moved JIRA from former instance to new instance.

iNtegrate 2

Area	Accomplishment /Activity
Training	1. Waiting on feedback from FIN to identify BP status for prep in creating Curriculum Dev Plan – BP Info for Curriculum Dev Plan file. HCM team provided general information/guidance on areas complete/near-complete. 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 Specialist candidate has accepted the position. Onboarding activities underway. Start date is 8/1. He will reside at SCS LV. 4. Survey responses for Training Resource assessment received from 5 of 7 institutions. Results recorded. 5. Identified date for Training Liaison training and job aid development session at GBC (Week of Oct 10 identified). Collecting attendee information and continuing the planning effort 6. Approvals on out of state travel request for 11 Workday Rising participants from project team. 7. Working with Workday staff to ensure 'discounts' are given for NSHE wide participation at Rising
Change Management	1. Monthly Change Management Campus Lead meetings are scheduled. First meeting is Monday 7/25. Also developed PPT for the meeting. 2. Posted updated Change Network Strategy document and updated the Change Management Timeline 3. Rolled out the Knowledge Sharing Plan to SCI team and identified target rollout to the ESC and NSHE core Team 4. Reboot planning for Training/Communications table; draft posters prepared 5. Working with Renee and Vic to prepare script and recording session for Regent Trachok's opening remarks for Reboot Sessions. 6. Overall Reboot Planning Checklist Developed 7. Received offer from SCI to add their intern Molly to our project reboot prep effort
Testing	1. Final Test Plan completed and posted to the 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	7/25/2016 through 7/29/2016	Complete 15 Feedback / Design Enhancements Changes.
Core HCM		Finish configuration of the remainder of the bulletin and onboarding documents set up in NSHE3.
Core HCM		Continue to work on Academic Appointment setup.
Core HCM		Launch Organization Assignment Plan and share with the team.
Core HCM		Configure Document Category Segment Security.
Compensation	7/25/2016 through 7/29/2016	Update Classified Compensation Grades and Steps. Updated GA and LOA Research Period Activity Pay Changes.
Benefits	7/25/2016 through 7/29/2016	Complete 3 Feedback / Design Enhancements Changes.
Benefits		Continue to work on PERS Setup. Continue to work on Classified Retirement Setup.
Benefits - Conversion		Continue Review of Benefit Conversion Errors with Pat La Putt.
Absence	On Going	Continuation of configuration and design updates as a result of Phase 2 testing.
Absence	On Going	Continued development of termination payout adjustments and DRI buy back requirements.
Absence	7/25/2016 through 7/29/2016	Testing of Absence Step in Job Change, Additional Job, and Edit Position BPs.
Absence	Target Completion is 8/8/2016	Testing of absence balance payouts with Payroll.
Absence		Testing of leave without pay codes with Payroll.
Recruiting	7/18/2016 through 7/22/2016	Complete 3 Feedback / Design Enhancements Changes.
Recruiting		Finalize configuration of the Offer Approval process configuration.

Area	Dates	Upcoming Activities
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.
Payroll – PERS Reduction	On-going	Audra - continue work on updating the earnings that need to have a PERS reduction. Need meeting with Payroll team and Pat L. to discuss.
Payroll NRAT Testing	On-going	We will work with Debbie and Mary next week (7/11) to start initial testing and gathering test scenarios.
Payroll History	On-going	EIB has been updated and validation is in progress.
Payroll Go-live Cutover	On-going	Discussed an option to reduce the number of balances to just YTD's by processing the prior month's payrolls on Workday for the month of go-live. Assuming 10/1/2017 go-live, payroll will process monthly period 9/1-9/30, and semi-monthly of 9/16-9/30. In essence HCM, Time Abs will be live in September to support the running of the monthly payroll by the end of September (paid 10/1) and semi-monthly (Paid 10/10). Ursula has an updated document with better dates. UPDATE – discussed with group again and listing options and pros/cons and turn over to project mgmt. group. We postponed meeting until next week when we are all available (7/25)
Payroll/Comp		Need requirements surrounding hourly allowance calculation for Bi-lingual Pay, working out of Class Pay. There is only one comp plan but the calculation cannot be shared. We need to know what hours types are included in the percent allowances. Compensation reviewing Allowances.
FIN Conversion	7/18 - 7/28	Prepare FDM mapping to load into Xwalk. Provide cross walk to FIN and HCM Conversion developers.
FIN Conversion	Week of 7/25	Review Budget Data Catalog.
FIN Conversion	8/1	Review Ad Hoc Payments Data Catalog
FIN Conversion	Ongoing	Weekly meetings with Locations, Assets, and Banking conversion validation teams.

Area	Dates	Upcoming Activities
Integrations	7/22 - 7/26	Develop integration file template for Accounting Journal imports (JV Loads)
Integrations	7/25 - 8/5	Work on Standard Insurance Payroll Inbound integration, vendor is delayed in sending test file in the correct format
Integrations	8/1-8/15	Meetings with Lawroom for integration
Integrations	7/25 - 8/15	Configure ACH and BAI Integrations
Integrations	8/20 - 9/15	Work on T2 (campus Parking) Payroll Inbound integration. Test file is not expected from vendor until the end of August
Integrations	8/1-8/5	OKTA/SSO Project Kickoff Meeting
Integrations	7/18	Continue developing American Fidelity Enrollment integration
Integrations	7/18	Continue developing the American Fidelity Remittance integration
Integrations	7/11 -7/31	Continued testing started for Workday-PS UID (INTH-S009)
Reporting	7/18 – 9/30	(In Progress) HCM and FIN standard reports – design, build, and basic testing (In Progress) CF prefix calculation field cleanup effort in P1 tenant: 79% complete
Reporting	7/25	Meeting: Review details and requirements for AAUP report with representatives from UNR, UNLV, and CSN
Reporting	7/19-7/26	(In Progress) In collaboration with functional teams, introduction of the Workday Delivered Reports Tracker has begun for purpose of evaluating delivered reports with designees
Reporting/Integrations	7/26	Meeting: Continue review of PERS reporting requirements
Reporting	Aug	Planning: Begin analysis and requests for government/compliance sample reports that NSHE will be responsible for

Area	Dates	Upcoming Activities
Training	7/25 – 7/29	• 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 to be shared with Campus Points of Contact and to Chris Mercer/PMO to help ensure sufficient training resources, for implementation and post go-live. • Provide additional details to Training Liaisons about the GBC workshop activities in Elko in October • All NSHE participants for Rising registered and discount process confirmed
Change Management	7/25 – 7/29	• Gather feedback on Change Management 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/Presentations • Campus Change Lead meeting 7/25
Testing	7/25 – 7/29	• Present Test Strategy Overview presentation at Project Checkpoint meeting • Meet with Testing Leads/Testing Team on 7/28 for preliminary planning activities • Aleta & Mark to meet with HCM/Fin/Pay leads to assess Unit Testing Status for respective modules • Draft of the Payroll Parallel Test Plan to be completed (Aleta)

Planned Time Away

Dates	Team Member	Planned Time Away
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 1-2	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 15-22	Michael Di Salvo	PTO
Aug 22-26	Loukia Verhage	PTO
August 29-September 9	Steven Sullivan	PTO
Sept 1 – Oct 21	Mary Stoltz	Financial Statements
September 2	Ursula Price	PTO
September 6 - 7	Betsy Kuchta	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 19-23	Marianne Bealles	PTO
October 17-21	Kim Whiting	Other SCI Business
October 24-28	Loukia Verhage	Other SCI Business

iNtegrate 2

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		STAT team has now been formed and has begun to meet. Deadline for recommendation is August 15.
2	Need to confirm the selected Single Sign-on vendor and process will support the configuration for Terminated and Retired employees	High	Michael Bakker	6/15/2016	7/8/2016	Technical		OKTA kick-off meeting the week of 8/1 to discuss the redirect requirement and confirm the design
3	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.

iNtegrate 2

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Type	Resolution Plan
4	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).
5	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.
6	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
1	Integration	Exceptions – EX-006 ARCHIBUS Exception on HOLD	Open	Chris Mercer	8/1/2016	Meet with team to discuss how potential issues with integration can be mitigated
2	Procurement	Exception – EX-007 Bidding System on HOLD	Open	Chris Mercer	8/1/2016	Work with team to finalize brainstorm and move process forward
3	Payroll / Integrations	ADP is being considered for Tax filing services and garnishments processing, however no decision has been made, which is of impact to integrations.	Open	Chris Mercer	8/1/2016	Work with ESC to escalate decision and determine appropriate prototype for integration testing.

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	Upon completion of the STAT team's recommendation (due Aug 15), Time Tracking Team should reach out to campus designees and SMEs to review decisions and configuration for additional input and buy in.

Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
2	FIN Configuration	Sprint Progress - Team still has a significant # of outstanding JIRA tickets opening and potential risk of having missing P2 functionality.	M	M	Steve, Matt	Continuing working sessions and close management.
3	Integrations	The following Campus Integrations are at risk: 1) JV Loads: The development time and number of integrations by campuses put this as risk for completion on time. 2) Thomas and Mack 3) Lawlor 4) Assets: Exception request still outstanding for this.	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. Additional decisions needed by Financials team for Adhoc Bank Transactions and Adhoc Payments so we can provide input file layouts to the campuses. Thomas and Mack and Lawlor: Michael & Jim & identifying a point person for this and scheduling Working Sessions with Thomas and Mack.

Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
4	Conversion (FIN)	Supplier Conversion	High	Medium	Financials	While we discussed the process for "conversion" there are still many manual processes that need to be defined, developed and communicated to the campuses for this to be successful. These manual processes are needed so that we can convert open purchase orders and 1099 information from Advantage to Workday.
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	The new mapping for the FDM was submitted on time, however a round of revision is needed. This delays the activity to consolidate the mapping and load it into the crosswalk. **(see notes in the Conversion (FIN) in the summary section.**

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	75%	
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		