



Project Status Report

Status as of July 29, 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: Combined status stays at Yellow this week based on schedule, personnel and risks. 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. 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): The integrations team is making good progress on development and unit testing of the integrations that we have targeted for P2 testing. There are a handful of integrations that are targeted for P3 because 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): New, updated, FDM crosswalks have been provided to John Tully to incorporate into the data extract programs. As soon as the extract programs have been updated, we will provide extracts out to the validation teams. The main concern we have at this point is the limited time between now and the deadline for P2 data extracts, to validate extracts, identify issues and have those issues corrected.
	Green	Green	Reporting: We have defined a standard reports list and have started development on HCM reports and Financials reports. Coming up in August/September we'll be gathering specifications and samples for Compliance reports. 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	<p>Change Management/Communication Change Management remains in green status overall. Communications activities are underway; meeting schedule has been established.</p> <ul style="list-style-type: none"> • Reviewing and updating early Change Management and Communication Strategy documents to ensure they reflect current project strategies. • Engaging Campus Change Leads and collecting feedback • Project Reboot activities underway.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	<p>Testing</p> <p>Overall testing status is yellow. Training team had first team meeting with Aleta, Mark, Roberta, Mary Stoltz and Mike Wilde. Detailed plan being reworked with new information on testing timelines/dates. However, there are still some areas of concern at this point, that we need to pay attention to:</p> <ul style="list-style-type: none"> • JIRA field configuration requirements have been provided to JIRA Administrator (Michael Bakker). Goal is to ask Kim Beers, Matt Garland and Steve Creswell to validate design and provide all test groups with finalized template to populate with phase 3 unit testing scenarios by COB Friday, to be uploaded week of August 1st. SCI will be assisting with JIRA support as needed. • Phase 3 unit testing preparation is in progress, with documentation being stored in interim format pending move to JIRA as test management tool. • Due to redesign of the FDM, NSHE Finance team is reviewing unit test scenarios that have been tested and passed but may need retesting with new FDM. • Finance has identified 2 functional areas that will not have design/config/test complete prior to the September P2 configuration freeze due to WD 27 functionality that will be adapted. These items will be listed as exceptions in the Unit Test sign off document. HCM does not have exceptions. • Significant work remains for integrations, with large volume of work at some institutions. Communication will be needed with campuses to reinforce their responsibility for testing of outbound integrations for campus integrations. • 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	<p>Training</p> <p>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. (Originally due 7/1/16)</p> <ul style="list-style-type: none"> • Not all institutions have responded to the Training Resources Assessment survey by the 7/15 deadline. Waiting on reply from DRI before we can proceed. • While Security presentation was completed to PoC, still unclear on how much training the Training team may have to develop for campus security resources. • Training Project Timeline drafted. • Assisting with plans for Reboot and CM/Training booth at Reboot. • Interviews for Training Coordinator were completed this week.
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: Schedule to complete i) JIRA tickets; ii) P1/Phase 3 test scenario development; iii) P1/Phase 3 testing; iv) Fixes that come out of testing prior to P2 freeze is very tight.
	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 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 and reboot activities.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	<p>Testing</p> <ul style="list-style-type: none"> Significant work is underway to identify and prepare necessary scenario updates for phase 3 unit testing. Effective P2 unit testing will depend upon accurate role assignments, which is outstanding item. 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. September 2 is current goal for all untested scenarios so as to allow September 6-30 to close all outstanding issues and feedback items. Sign-off for Unit Testing Phase is targeted for September 30 when P1 configuration is frozen and no further changes can be migrated to the P2 build. Current anticipated project allows sufficient time to address the above points.
Budget	Yellow	Yellow	<p>As of 7/15: Actual Hours: 51% of budget Projected Hours: 51% of budget</p> <p>Notes:</p> <ul style="list-style-type: none"> The above projections are based on the <i>revised</i> implementation date of October 2017. The budget is considered at risk until the recommendation for the new 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, Financials, Training and Testing teams. Please refer to the detailed status below.
❖ Personnel	Green	Green	HCM
	Green	Green	Payroll
	Green	Green	Time Tracking
	Yellow	Green	Financials: The team is dealing with some issues around resource availability and existing job responsibilities.
	Yellow	Yellow	Technical Team: We are in the process of working through two open positions for reporting and security to help in these areas.

Item	Current Status	Prior Status	Status Notes
	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 <ul style="list-style-type: none"> Co-leads for testing – both part-time participation have begun. 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, Financials, Technical and Testing areas. Please refer to the detailed status below.
❖ Project Risk	Green	Green	HCM
	Green	Green	Payroll
	Yellow	Yellow	Time Tracking: Time Clock decision needs to be made to move forward with identifying any configuration changes, and any integration needs.
	Yellow	Green	Financials: Considering current risks to be addressed. Continue to monitor.
	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 <ul style="list-style-type: none"> 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	<p>Change Management/Communication</p> <ul style="list-style-type: none"> Change Management and Communication Strategy documents will need review and updated to reflect current strategy/approach. Received feedback that the We Call It/Workday Calls It document and the Glossary of Terms document on the website may not have been as vetted as we understood. A plan to review and rewrite is needed. Maintain level of engagement of Change Leads and them for their Change Partners over the extended amount of time up until Go Live. Reboot requirements for Open House area are still a great UNKNOWN. Have a 2 table requirement from HCM at each location. One table for Training/Testing/Communication. Nothing from Payroll; Technical Team (integrations, reporting) or Finance.
	Yellow	Yellow	<p>Testing</p> <ul style="list-style-type: none"> Availability of appropriate resources to support testing activities (including scenario identification, development, and review and test results review) on timely basis. Completion of JIRA environment configuration to support phase 3 unit testing. Timely closeout of Unit Testing (Phase 3, feedback, outstanding issues and required retest items) prior to September configuration freeze.
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
Core HCM	<ol style="list-style-type: none"> 1. Finished configuration for the Drivers Acknowledgement in the onboarding documents section. 2. Completed 1 feedback / design enhancements. The changes consisted of Creating <i>End Employment in the Past or Next 60 days</i> and <i>Employee with Probationary End Dates Approaching 30 Days</i> reports. The changes are detailed in the NSHE Design Changes and Configuration Updates file. 3. 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. 4. Conducted Several Feedback Review Sessions to Review Solutions and Gather Notification Requirements. 5. Updated DRI Compensation Steps and Grades. 6. Finalized Organization Assignment approach. Met to get the ball rolling on the tasks due this week for the Organization Assignments. 7. Validated Education, Tax Treaty, W-4 Withholdings and Position Files.
Recruiting	<ol style="list-style-type: none"> 1. Completed 5 feedback items. The changes consisted of updating configuration to allow Undo Move, Career Sites, and Job Posting Templates.
Benefits Benefits	<ol style="list-style-type: none"> 1. 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. 2. Reviewed Benefit Conversion Errors with NSHE.
Absence	<ol style="list-style-type: none"> 1. 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. 2. Worked through a number of items from Design Change document and resolved failed items. 3. Began planning for Project Reboot.
All Lanes	<ol style="list-style-type: none"> 1. Met with the BA (Nancy) to help them with configuration tickets. 2. Developed Workday Delivered Reports Tracker and published on google drive.
Time Tracking	<ul style="list-style-type: none"> • Continued work with STAT team for Time Clock guidelines and decisions. • Continued to revisit OT and Comp Time Rules, based on changes coming from new FLSA guidelines and recommendations for the HRAC. • Demonstrated Time Tracking functionality for departments at UNR that may be interested in using Time Clocks. • Worked with NSHE to plan for Project Reboot.

Area	Accomplishment /Activity
Payroll	<ol style="list-style-type: none"> 1. Payroll - NRAT - HCM Team working on NRAT Security and access. 2. Payroll -Withholding Order Conversion - BCN has completed updating the withholding order spreadsheet and will review it next week. 3. Payroll History - NSHE loaded payroll history file to SFTP. SCI reviewed and has questions for an internal meeting. 4. Payroll - PERS – Config - Awaiting reconfigure of specified earnings calcs for PERS reduction. Team attended meeting with Integrations team. Configured the Status codes at PCG’s, NSHE designated where the appropriate earnings exist in the status codes. 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. More work occurred this past week and they are about 50% done with configuration. 6. Payroll - Academic Pay - Tenant for Academic Pay testing. SCI working on test plan related to Payroll/Retro Pay. 7. Payroll Input File - NSHE loaded the payroll input file onto own cloud Friday Morning, want to review the file with SCI. 8. File Validations - NSHE completed the validation of the North and South W-4 information and had 15 missing employees total North and South. Unable to programmatically verify the Tax Treaty files because the Legacy System screen 35 Residency Information has never been set up to allow focus reporting on it.

Area	Accomplishment /Activity
Financials	<ol style="list-style-type: none"> 1. FDM Data Gathering - Initial responses were submitted and reviewed by Designees & SCI. The final version of the spreadsheet was submitted to SCI for loading into Workday and for generating the conversion crosswalk. The actual data loads of the FDM data was planned for this week also. 2. Ledger Account Design - Work continued the Ledger account design and mapping spreadsheet. The initial version of the document was completed. It will be distributed for campus review and given 2 weeks for its completion. 3. FDM & Ledger Crosswalks - Initial versions of both the FDM & Ledger crosswalks were created and delivered to the Conversion teams for both HCM and Finance. 4. Supplier Contracts - Decisions were documented for a large portion of the Supplier Contract design. There are still several business processes to be configured which should happen over the next couple of weeks. 5. 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: <ol style="list-style-type: none"> a. Approved: EX-003 CSN VAT; EX-004 UNLV Assetworks; EX-009 DRI Effort Reporting; b. Still being considered: EX-006 UNLV ARCHIBUS – waiting on integration discussion; EX-010 UNR Land Grants; c. On Hold: EX-007 RFQ – waiting on Brainstorm submission; 6. Budget Conversion - Data Gathering Workbook meeting was held. Initial requirements were documented. 7. P1/Phase 3 Testing Planning - Several preliminary planning meetings were held to plan the approach for P1/Phase 3 testing, plus the configuration of JIRA to accommodate testing scenarios and feedback.
Technical	<ol style="list-style-type: none"> 1. FIN Conversion <ol style="list-style-type: none"> a. Provided the new FDM spreadsheets to SCI so they can load the new Worktags into the P1 tenant. b. New Ledger Account and FDM crosswalks have been provided to HCM and Financial developers to incorporate into the data extract programs. c. Meeting held to review and update the Budget Data Catalog. 2. FIN/HCM Conversion - Finalized the template that will be used to collect the Unit and Cost Center values for Organizational Assignments. 3. Integrations <ol style="list-style-type: none"> a. Created the Payroll ACH integration in NSHE3 b. Standard Insurance Billing (Inbound) integration Unit testing is complete. Ready for system testing. 4. Reporting <ol style="list-style-type: none"> a. PERS reporting requirements completed with Payroll, Benefits, and Integration teams. Utilizing PERS procedure manual for final confirmation. b. Workday Delivered Reports Tracker introduced to both FIN and HCM teams for formalizing the review process for tenant delivered reports.

Area	Accomplishment /Activity
Training	<ol style="list-style-type: none"> 1. NSHE Tech Lead was able to participate in the 7/28 Campus Point of Contact meeting to discuss the elements of Workday Security and how its relationship to Campus security coordinator roles. Still need to identify any Training team involvement in orienting/educating the campus security coordinators to their role. 2. Survey responses for Training Resource assessment received from 6 of 7 institutions. Results recorded. 3. Continuing planning for Training Liaison training and job aid development session at GBC for Oct 10th. Collecting attendee information and continuing the planning effort. 4. Approvals received on out of state travel request for 11 Workday Rising participants from project team. All NSHE participants are registered. Working with Workday Rising contact to verify all NSHE registrations and to ensure all discounts are received. 5. Training Coordinator interviews completed for all candidates.
Change Management	<ol style="list-style-type: none"> 1. Developed and posted Change Management templates and resource documents (Kickoff Template, CM Activities and Approach Timeline) to Google – 83. 2. Initial Change Lead’s monthly call completed. 3. Provided SWOT Analysis tool to Campus Change Leads to collect Toolkit #1 feedback by July 29th. 4. Knowledge Sharing Plan communicated to PMO team and email sent to NSHE PMO team to confirm BA/Designee identification. 5. Identified possible dates for KSP presentation to NSHE BA/Designees teams. 6. Reboot planning for Training/Communications table. 7. Scripts prepared and approved for Regent Trachok’s opening remarks at Reboot Sessions. 8. Overall Reboot Planning Checklist Developed. Site visits and planning with TMCC and CSN teams completed. 9. Reboot invitations sent to members of Board of Regents and Chancellor White. 10. Talking points under development for Chancellor White and President Hilgersom.
Testing	<ol style="list-style-type: none"> 1. Initial configuration of JIRA developed, in conjunction with Michael Bakker’s team. Reviewed with HCM group. Some concerns still exist. 2. Team meeting with co-Leads, SCI & Workday Consultants to identify next steps 3. Testing Strategy presented at Project Checkpoint meeting to ensure common understanding of necessary rigor.

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM / Compensation	8/1/2016 through 8/5/2016	Complete 10 Feedback / Design Enhancements Changes.
		Finish configuration of the remainder of the bulletin and onboarding documents set up in NSHE3.
		Work on Named Professorship and Academic Appointment setup to work on Academic Appointment setup.
		Launch Organization Assignment Plan and share with the team.
		Finish Configuring Document Category Segment Security.
		Continue to provide feedback regarding the Supervisory Organization finalization process.
Compensation	8/1/2016 through 8/5/2016	Finish Classified Compensation Grades and Steps. Updated GA and LOA Research Period Activity Pay Changes.
Benefits	8/1/2016 through 8/5/2016	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.
	On Going	Continued development of termination payout adjustments and DRI buy back requirements.
	7/25/2016 through 7/29/2016	Testing of Absence Step in Job Change, Additional Job, and Edit Position BPs.
	Target Completion is 8/8/2016	Testing of absence balance payouts with Payroll.
		Testing of leave without pay codes with Payroll.
Recruiting	8/1/2016 through 8/5/2016	Complete 3 Feedback / Design Enhancements Changes.
		Finalize configuration of the Offer Approval process configuration.
Time Tracking	8/15/16	Completion of the Time Tracking STAT team – identification of time clock guidelines, departments who may need to use time clocks, and selection of a time clock vendor.

Area	Dates	Upcoming Activities
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	On-going	<ol style="list-style-type: none"> 1. Payroll – PERS Reduction - Continue work on updating the earnings that need to have a PERS reduction. NSHE is validating the PERS-able earnings. 2. Payroll NRAT Testing - NSHE is training to get the feel for navigating in Workday. Next meeting is at 10am on 8/8. 3. Payroll History - SCI Internal review planned for the week of 8/1. 4. Payroll Go-live Cutover - 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. 5. Payroll/Comp - Need requirements surrounding hourly allowance calculation for Bi-lingual Pay, Working out of Class Pay. Have the eligibility split for one comp plan. There is an outstanding issue on the payroll calculation for hourly employees.
Financials	8/1 – 8/5	<ol style="list-style-type: none"> 1. All teams & SCI working from home locations. 2. JIRA Activity - Teams will continue to work and close tickets that are within P2 scope. They will also identify items that will be deferred to post-P2. 3. P1/Phase 3 Test Planning - Planning meeting will be held on Monday/Tuesday. Team needs to start working on development of P1/Phase 3 scenarios 4. Reboot Planning - Team will develop and finalize presentation and demonstrations for the Reboot sessions to be held the week of 8/8/16. 5. FDM Load & Crosswalk - FDM spreadsheets will be loaded into Workday and then exported for use in the conversion crosswalk. 6. FDM & Ledger Data Gathering - Describe next step efforts to gather allowables & hierarchies. Also describe next steps on Ledger data gathering.
FIN Conversion	Week of 8/1	Load FDM and Ledger mapping into Workday crosswalk.
FIN Conversion	8/1	Review Ad Hoc Payments Data Catalog
FIN Conversion	Week of 8/1	Provide first round of Accounting Journal and Beginning Balances extracts to campus validation teams.

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Area	Dates	Upcoming Activities
FIN Conversion	Week of 8/1	Provide another data extract of Assets to the conversion team for validation.
FIN Conversion	Ongoing	Weekly meetings with Locations, Assets, banking, Journals, and Beginning Balances data validation teams.
Integrations	Week of 8/1	Continue troubleshooting the error being received with the BAI2 integration with the input file from Bank of America.
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	7/11 -7/31	Continued testing started for Workday-PS UID (INTH-S009).
Reporting	7/25 – 9/30	(In Progress) HCM and FIN standard report prototypes – design, build, and basic testing. (In Progress) CF prefix calc field cleanup effort in P1 tenant: 79% complete.
Reporting	8/10	Reporting Bi-weekly reporting lane meeting with campuses.
Reporting	Aug	Planning: Begin analysis and requests for System Administration government/compliance sample reports that NSHE will be responsible for.
Reporting	9/12 – 9/15	Ken onsite in Reno.
Audit	August 2016	<ul style="list-style-type: none"> Follow up with security officer in regards Workday security standards. 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.

Area	Dates	Upcoming Activities
Training	8/1-8/5	<ol style="list-style-type: none"> 1. Feedback from BP Booklet status form to HCM/FIN leads needed. 2. Continue to develop of Curriculum Dev Plan. 3. Background checks for Training Coordinator interviews to from 7/26 interviews. 4. 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. (cannot schedule until we receive DRI input). 5. Provide additional details to Training Liaisons about the GBC workshop activities in Elko in October 10th. 6. Continue to work with Workday Rising contact to ensure all discounts are identified and processed for NSHE. 7. On-board Eric Feagans, new Workday Trainer.
Change Management	8/1 – 8/5	<ol style="list-style-type: none"> 1. Compile and prepare evaluation of SWAT analysis for Workday Toolkit#1. 2. Collect names and roles from remaining institution’s Change Partners to prepare for appropriate orientation. (DRI & NSC have completed). 3. Provide Reboot support using logistic information collected. 4. Provide requested collateral and other necessary support to for Reboot. 5. Continue work for Project Reboot Planning/Presentations. 6. Provide updates to Roberta on NSHE’s early Change Management and Communication Strategy documents for gaps against current plan. 7. Engage Designees in communication efforts to inform Campus Change Leads of practice changes for campus communication efforts (may not be possible until after Reboot). 8. Regent Trachok presentation to be recorded. 9. Initial meeting with HCM and BCN regarding paycheck normalization planning and communication for changes to legacy system.
Testing	<p>8/1 – 8/5</p> <p>8/3</p>	<ul style="list-style-type: none"> • JIRA environment complete and ready for unit test cases to be loaded. • Testing of JIRA with HCM team.

Planned Time Away

Dates	Team Member	Planned Time Away
July 20 - August 5	Michelle Hughes	PTO
July 28 – Aug 1	Michael Bakker Audra Kanae	PTO
July 29 - August 11	Nancy Kelly	PTO
August 1	John Doetch	Doctors Appt
August 1 - TBD	Pat La Putt	PTO
August 1-2	Ashley Ruen Ken Bialobrzkeski	Altitude
August 1-3	Ursula Price	PTO
August 1-5	Mariela Neshem	PTO
August 3	Aleta Sefic	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
August 15-18	Ursula Price Matt Luby	Internal SCI Meetings
Aug 15-19	Leslie Obourn	PTO
Aug 15-22	Michael Di Salvo	PTO
August 17-19	Roberta Roth	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 19-26	Marianne Bealles	PTO

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Dates	Team Member	Planned Time Away
September 25 – 29	Robert Roth Training Coordinator TBD	Workday Rising
October 10-14	Kim Whiting	Other SCI Business
October 14-21	Theresa Quinn	PTO
October 24-28	Loukia Verhage	Other SCI Business
October 28	NSHE Team	Nevada Day

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	8/15/2016	Time Tracking		STAT team has now been formed and is meeting. On tracking for meeting 8/15/16 deadline. Team has developed guidelines for using time clocks, as well as determined that a time clock system (punch in/punch out) will be used for select departments and not an additional third party timekeeping system.

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Type	Resolution Plan
2	Need final decision on Single Sign on / Redirect 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		<p>We need dates provided by the NSHE team on when this process will occur.</p> <p>Detailed timeline of Jira implementation tasks is not available.</p> <p>We are operating in silos instead of working together as one unit with testing planning. For example, this week we had several meetings, however, the meetings were split out instead of having them together as one time. Due to the split out there are conflicting requirement.</p>

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4	Supervisory Organization Validation from Institutions is due 7/29 but the excel worksheet sill has outstanding work to be done. Sent email on 7/25 with status and looked today (7/28) and there are still outstanding items.	High	Matt, Michele	7/29/2016	8/5/2016	Betsy Kuchta		Get with individual campuses to resolve open items.
5	Workday doesn't allow you to convert data to create new I-9 forms in Workday.	Medium	Matt, Michele	7/29/2016	9/1/2016	Matt Garland / Michele Meador		NSHE needs to develop a plan for how NSHE will handle this process for I-9 processes outside of Workday amongst their current different i-9 systems.
6	FDM Status	Medium	Finance Designees	7/8/16	Prior to P2 freeze	Steve		Initial FDM created. Ongoing risk with i) delay/rework in FDM mapping; ii) delay in related tasks – allowables, defaults.

Project Status Report

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Type	Resolution Plan
7	Sprint Progress	High	Steve, Matt	7/8/16	Through July	Steve		Team still has a significant # of outstanding JIRA tickets open - 122 and potential risk of having missing P2 functionality.
8	FDM Maintenance	High	Steve, Jim McKinney, Brian	7/29/16	Month of August	Steve, Brian, Ursula		Specification & development of tools is ongoing. We need to identify an owner
9	ADP is being considered for Tax filing services and garnishments processing, however no decision has been made, which is of impact to integrations.	Medium	Payroll	7/20/2016	Contract must be in place by 8/15 to have integrations ready for testing in the P2 timeframe. OR, by 10/15 for P3 testing.	Ursula Price	Integrations	A final decision to use ADP or not for services must be made, and a contract in place by the dates specified in the Resolution Date column, if integrations are to be developed and unit tested so they are ready for P2 or P3.
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
1	Integration	Exceptions – EX-006 ARCHIBUS Exception on HOLD	Open	Chris Mercer	8/1/2016	Meeting scheduled to discuss interface requirements and to bring closure to this request.
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	Informed ESC and requested a timeline of events to incorporate into our plan. This integration may have to wait for the P3 test cycle.

Risks

Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
1	Time Tracking	<p>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</p> <p>Review of history has showed that UNR had close to 500 employees over 3 month period who had two or more account distributions by job, some as many as eight. This is why we put through a Brainstorm as a High priority.</p>	H	M	John Doetch	<p>Once Time Clock STAT team has finished meeting, the Time Tracking team will reconvene, review configuration, and look to SMEs for input.</p> <p>We have already received some good input from the departments that attended the Time Tracking Demo on 7/27.</p>
2	Functional 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	FDM & Crosswalk Maintenance	We do not currently have a method to maintain the existing FDM values & the crosswalk to legacy values.	H	M	Steve, Brian, Ursula, Jim Mck.	Additional meeting to confirm functionality and determination of responsible parties.

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4	Integrations	<p>The following Campus Integrations are at risk:</p> <ul style="list-style-type: none"> 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	<p>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.</p> <p>Thomas and Mack and Lawlor: Michael & Jim & identifying a point person for this and scheduling Working Sessions with Thomas and Mack.</p>

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5	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.
6	FIN Conversion	Limited time for validation of data extracts and issue corrections. The impact is that we may not meet the target of 85% accuracy for the data in the Financials extracts for the P2 build	Medium	High	Financials	At the same time that the data extracts are provided to the campus validation teams, we will also have the project team and consultants review the files so that we can identify issues quickly for the developer.

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7	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.
8	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.
9	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	September 2, 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		