



Project Status Report

Status as of August 5, 2016

Prepared by; Christopher Mercer, iNtegrate 2 Project Director; Jim McKinney, iNtegrate 2 Technical Project Manager; Leslie Obourn, SCI Engagement Manager

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, although we bordering on Red in terms of schedule to make P2. There are a large number of open JIRA tasks that are identified as part of P2. The team has only just begun the preparation for P1/Phase 3 testing, which is a prerequisite of P2.
	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.
	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.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	<p>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.</p>
	Green	Green	<p>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.</p>
	Green	Green	<p>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.</p>
❖ 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 • Feedback on Workday Adoption Toolkit #1 received from most institutions. • Project Reboot activities underway.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	<p>Testing</p> <p>Overall testing status is yellow. Training team held and attended several meeting. As a result of these meetings, the following areas present some concern at this point.</p> <ul style="list-style-type: none"> • JIRA configuration and template is being refined. Initial review of configuration has occurred, with further changers being identified during week of August 1. Teams have begun identification of scenarios. • The security roles in JIRA have not yet been defined. JIRA training for testers has not yet been developed. The upload of the current JIRA template presented some issues. • Phase 3 unit testing preparation is in progress, with documentation being stored in interim format pending move to JIRA as test management tool. Volume of scenarios may be significant, requiring time to both develop and to execute. • 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 identified at this time. • 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. • Security role assignments in the tenant are likely to be incomplete for Phase 3 unit testing.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	<p>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 early August to have it completed. (Originally due 7/1/16). This will be discussed at the 8/15 Checkpoint meeting.</p> <ul style="list-style-type: none"> • High Level CM/Training Project Timeline drafted and awaiting approval. Approvals needed to provide detailed Training Timeline. • Assisting with plans for Reboot and CM/Training booth at Reboot. • Reference checks in progress for Training Coordinator finalists.
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: Challenging schedule to complete i) JIRA tickets for P2; ii) P1/Phase 3 test scenario development; iii) P1/Phase 3 testing; iv) Fixes that come out of testing prior to P2 freeze.
	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. Teams have indicated volume of work for this will be significant, making timeline challenging. • Test scenario development should not be delayed due to needed JIRA changes or JIRA template changes. Test scenario development should instead be in process and if changes to JIRA result in minor changes to the scenarios developed, those changes will be made prior to loading scenarios to JIRA. • 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 7/31: Actual Hours: 51% of budget Projected Hours: 52% 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

Item	Current Status	Prior Status	Status Notes
	Green	Green	Time Tracking
	Yellow	Yellow	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.
	Yellow	Yellow	Training: Roberta is stretched doing too many roles and Training Coordinator will have some ramp up once hired. One additional trainer left to hire late summer. No plan for hiring the remaining two contractor trainer positions. Hiring may not take place before P2.
	Green	Green	Change Management/Communication
	Yellow	Yellow	Testing <ul style="list-style-type: none"> • Need to confirm that sufficient resources are available to cover all JIRA responsibilities to support testing, given other project responsibilities of technical staff. • Volume of test scenarios is still being determined, creating potential that volume of work will exceed capacity of resources. Selective expansion of testing participants may assist with this, but will require orienting individuals to the new NSHE business processes as well as workday, to support them in being effective and efficient in testing activities.
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	Yellow	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.

Item	Current Status	Prior Status	Status Notes
	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.
	Green	Green	Change Management/Communication <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.
	Yellow	Yellow	Testing <ul style="list-style-type: none"> Level of input and involvement from Campus SMEs in as ongoing risk. Efforts are being made to invite review/participation in the scenario development process via the campus points of contact. The testing team recognizes the need to involve campus representation to ensure concord and closure in unit 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 as additional requests for changes continue to emerge. 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. Core HCM <ol style="list-style-type: none"> a. Completed 2 feedback / design enhancements. The changes consisted of Addressing I-9 To Dos to fire different To Dos depending if employee has an I-9 in Workday. The business process that were updated are Change Legal Name and Passport & Visa Change. Also, added a validation rule to Additional Job. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Conducted follow-up meeting to gather remaining Document Category Segment Security requirements. c. Conducted Several Feedback Review Sessions to Review Solutions and Gather Notification Requirements. d. Updated Classified Compensation Steps and Grades. e. Reviewed Academic Unit Crosswalks and discussed Named Professorships and Affiliates. Additionally, updated Academic Units. f. Launched the gathering of the Organization Assignments for Unit and Cost Center. g. Master File change was completed. Received new extract files. h. Updated Schools, Degree, and Field of Study Crosswalks and Workday tables. i. Conducted 2 meetings with NSHE team to review results, next steps and timelines now that the Institutions have provided their updates. 2. Benefits: Discussed Benefit Conversion validation with Michelle Kelley. 3. Absence <ol style="list-style-type: none"> 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. Updated leave families/leave types as requested in Design Change Document – Presidential Approved Leaves of Absence. c. Updated and tested Request and Return from Leave of Absence to accommodate for new routing for sabbatical processing. Updated leave reasons for full year sabbatical. d. Discussed planning for Project Reboot. e. Testing of Absence Step in Job Change, Additional Job, and Edit Position BPs – this continues into next week 4. All Lanes <ol style="list-style-type: none"> a. Met with the BAs to help them with configuration tickets. b. Participated in several Reboot planning meetings. c. Participated in several JIRA planning meetings.

Area	Accomplishment /Activity
Time Tracking	<ol style="list-style-type: none"> 1. Continued work with STAT team for Time Clock guidelines and decisions. 2. Identified employees impacted by the worktag configuration limitation within Workday. 3. Reviewed draft of STAT report and guidelines. STAT team to review on Thursday 8/11 before presenting draft to PMO. 4. Continued to revisit OT and Comp Time Rules, based on changes coming from new FLSA guidelines and recommendations for the HRAC. 5. Project Reboot Preparation. 6. Identified new requirements for Workday Time Tracking to be reviewed and discussed with the Time Tracking team once STAT team is completed.
Payroll	<ol style="list-style-type: none"> 1. Payroll – NRAT: HCM Team working on NRAT Security and has discussions scheduled for 8/8. 2. Payroll History: NSHE loaded payroll history file to SFTP. SCI is reviewing and will provide feedback this week. 3. Payroll - PERS – Config: NSHE beginning configuration of the remaining PERS reduction earnings. 4. 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, currently 50% done with configuration. 5. Payroll - Academic Pay: Next steps are to test Academic Pay. 6. Payroll Input File: NSHE has loaded a file and SCI is reviewing. 7. File Validations: Validation of the North and South W-4 information complete (15 missing employees total North and South). Need to manually 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 Configuration - The FDM was loaded into P1. There was a large amount of additional work required for the FDM to be usable in the tenant. This included creation of hierarchies, allowable and default values, and updating of related worktag values. Most of this work was accomplished this week, but will also move to next week. 2. FDM Data Gathering - The spreadsheet for collecting the next round of FDM data is being developed. This next round is not critical for P2 and is on hold pending finding configuration of the new FDM in P1. 3. Ongoing FDM Maintenance tool - Meeting was held to review and discuss an automated tool for maintaining FDM mappings. We also discussed the requirement for a tool to manage the FDM and related values on an ongoing basis. 4. SREG - Held an initial SREG review and requirements gathering session. Representatives included the UNLV development team, the Procurement Designees, and representatives from BCN & BCS. 5. Exceptions Status: <ol style="list-style-type: none"> a. Approved: EX-003 CSN VAT; EX-004 UNLV Assetworks; EX-009 DRI Effort Reporting; b. Open: EX-006 UNLV ARCHIBUS – waiting on integration discussion; c. On Hold: EX-007 RFQ – waiting on Brainstorm submission; d. Removed: EX-010 UNR Land Grants – a workaround was identified; e. New: EX-011 – Sensitive Equipment tracking; 6. Reboot Configuration The team developed demonstration scenarios for the Financial area including: <ol style="list-style-type: none"> a. Spend authorizations & Expense reports b. Requisitions & Purchase Orders c. Budget vs. Actual reporting 7. P1/Phase 3 Testing Planning - Some test scenario development was initiated.

Area	Accomplishment /Activity
Technical	<ol style="list-style-type: none"> 1. FIN Conversion: <ol style="list-style-type: none"> a. The new FDM worktags and hierarchies were loaded into NSHE3 - P1. b. Provided first round of Beginning Balances and Accounting Journal extract files to the Campus validation teams for review. Provided validation checklist to the validators. c. Provided a data extract validation checklist to the Business Assets campus data validation team. 2. Integrations: <ol style="list-style-type: none"> a. Kickoff of OKTA project started on Thursday with requirements gathering by the OKTA consultants and them getting an understanding of how things work today and future requirements. b. Found and corrected the data issue in the CSN BAI2 bank reconciliation file that was causing an error in the integration 3. Testing: Successfully loaded test cases into JIRA. Have developed the workflow processes as well for the Unit Test phase of testing for the month of August/September.
Training	<ol style="list-style-type: none"> 1. Erik Feagans joined the team as our new Trainer. He participated in several meetings this week and has already demonstrated his value to our team. Welcome Erik. 2. Survey responses for Training Resource assessment received from all institutions. Results compiled and shared with Training team. 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. Several reference checks for the Training Coordinator finalists were completed. 5. Reboot presentation slides prepared; open house assignments confirmed.
Change Management	<ol style="list-style-type: none"> 1. Compiled SWOT Analysis feedback from Campus Change Leads about Toolkit #1 and shared with team for review. 2. Knowledge Sharing Plan Introduction meeting scheduled with NSHE leads August 18. 3. Email sent to NSHE PMO team and to confirm BA/Designee identification. 4. Reboot planning for Training/Communications table. 5. Talking points prepared for Regent Wixom's and President Hilgersom's opening remarks at the reboot. 6. Video session completed for Regent Trachok's recorded remarks for reboot sessions. 7. Reboot checklists reviewed and checked off; planning nearing completion. 8. Initial meeting with HCM and BCN regarding paycheck normalization planning and communication for changes to legacy system.

Area	Accomplishment /Activity
Testing	<ol style="list-style-type: none"><li data-bbox="399 354 1317 422">1. Initial configuration of JIRA developed. Reviewed with HCM group. Some concerns still exist.<li data-bbox="399 428 1390 457">2. Team meeting with co-Leads, SCI & Workday Consultants to identify next steps.<li data-bbox="399 464 1365 531">3. Testing Strategy presented at Project Checkpoint meeting to ensure common understanding of necessary rigor.
Audit	<ol style="list-style-type: none"><li data-bbox="399 546 1068 575">1. Continued to format a security analysis spreadsheet.<li data-bbox="399 581 1308 648">2. Met with Security Information Officer to determine the current status of workday standards and overall NSHE IT guidelines and policies.<li data-bbox="399 655 1003 684">3. Reviewed various audit reports from Workday.

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM / Compensation	8/8/2016 through 8/19/2016	Complete 10 Feedback / Design Enhancements Changes.
Core HCM		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.
		Finish Configuring Document Category Segment Security.
		Continue to provide feedback regarding the Supervisory Organization finalization process.
Compensation		Update GA and LOA Research Period Activity Pay Changes.
Benefits		Complete 3 Feedback / Design Enhancements Changes.
Benefits		Continue to work on PERS and Classified Retirement Setup. Continue Review of Benefit Conversion Errors with Pat La Putt.
Absence	On Going	<ol style="list-style-type: none"> Continuation of configuration and design updates as a result of Phase 2 testing. Continued development of termination payout adjustments and DRI buy back requirements.
Absence	Target Completion is 8/8/2016	<ol style="list-style-type: none"> Discussion of processing of Worker's Compensation Leave and Payments (with Payroll). 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.
All Lanes	8/8/2016 through 8/12/2016	Participate in Reboot Activities (Project Team).
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.
Time Tracking	On-going	Continue work on MOA/CTA set up. Review, update, and test any necessary changes to Time Code Groups and Time Calculation Groups. Catch-up on any open configuration items. Updates to Design Guide.

Area	Dates	Upcoming Activities
Payroll – PERS Reduction	On-going	Continue work on updating the earnings that need to have a PERS reduction. Working on the config changes and validating the PERS-able earnings.
Payroll NRAT Testing	On-going	NSHE NRAT SME is training on her own to get the feel for navigating in Workday.
Payroll History	On-going	Follow up on a couple of outstanding questions and create new CONV – Deduction week of 8/8.
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).
Payroll/Comp		Need requirements surrounding hourly allowance calculation for Bi-lingual Pay, Working out of Class Pay. The eligibility is split for one comp plan. There is an outstanding issue on the payroll calculation for hourly employees.
Financials	8/8 – 8/11	<ol style="list-style-type: none"> 1. Teams in home cities for Monday Reboot. All teams & SCI working from Las Vegas Tuesday – Thursday. 2. Teams will continue to do some work on Jira tickets that are within P2 scope. 3. P1/Phase 3 Test Planning - This should be the primary focus for the team this week. 4. Team will present at the Reboot sessions. 5. FDM spreadsheets will be loaded into Workday and then exported for use in the conversion crosswalk. 6. Next step is to finalize configuration of the FDM. Meetings will be held to configure i) Spend categories; ii) Revenue categories; iii) Account posting rules.
All	8/8 & 8/9	Project Reboot Sessions
FIN Conversion	Week of 8/8	Collect issues from validation team for beginning balances, accounting journals and assets files.
FIN Conversion	8/8	Review Supplier PO Data Extract file with validation team.
FIN Conversion	Week of 8/8 and 8/15.	Phase 2 FDM data collection: Hierarchies.
FIN Conversion	Ongoing	Weekly meetings with Locations, Assets, banking, Journals, and Beginning Balances data validation teams.

Project Status Report

Area	Dates	Upcoming Activities
Integrations	Week of 8/8	Load the corrected BAI2 file into NSHE3.
Integrations	Week of 8/8	Complete the first run of the Payroll ACH file and the AP ACH file.
Integrations	Week of 8/8	Establish weekly meetings with Bank of America.
Integrations	8/1-8/15	Meetings with Lawroom for integration
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.
Reporting	8/1-9/30	(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 with goal to complete 100% by 9/30/16.
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.
Training	8/8 – 8/12	<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. 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). 4. Provide additional details to Training Liaisons about the GBC workshop activities in Elko in October 10th. 5. Continue to work with Workday Rising contact to ensure all discounts are identified and processed for NSHE. 6. Project Reboot!

Area	Dates	Upcoming Activities
Change Management	8/8 – 8/19	<ol style="list-style-type: none"> 1. Continue to collect names and roles from remaining institution’s Change Partners to prepare for appropriate orientation. Provide Reboot support. 2. Project Reboot! 3. Provide updates to Roberta on NSHE’s early Change Management and Communication Strategy documents for gaps against current plan. 4. Engage Designees in communication efforts to inform Campus Change Leads of practice changes for campus communication efforts (will not be done until after reboot). 5. Meet with SCS Director of Enterprise Application Support to discuss paycheck normalization requirements and changes to legacy systems. 6. Discuss Toolkit feedback from change leads at next meeting. 7. Share Workday posters with change leads via Google drive.
Testing	8/8– 8/15	JIRA environment complete and ready for unit test cases to be loaded.
Audit	August 2016	Review Audit Workbench and determine what it contains and how it will be used by the Internal Audit Department.
Audit	August 2016	Start Identifying the alerts to be set up in the Workday system. Provide them to Reporting. Work with SCS Security Officer in identifying alerts needed by this position as well.
Audit	9/5/16-10/21/16	Will be working from the Reno System Administration Office. Working on the consolidation of NSHE Financial Statements and working with the external auditors. Will be doing Workday activities when possible during this time.

Planned Time Away

Dates	Team Member	Planned Time Away
July 29 - August 11	Nancy Kelly	PTO
August 1 - TBD	Pat La Putt	PTO
August 3-9	John Tully	PTO
August 1 – 16	Nancy Kelly	PTO
August 8 – 12	Ashley Ruen	PTO

Project Status Report

Dates	Team Member	Planned Time Away
Aug 8-10	Kim Whiting	PTO
August 15-18	Ursula Price Matt Luby	Internal SCI Meetings
Aug 15-19	Leslie Obourn Michael Bakker	PTO
Aug 15-22	Michael Di Salvo	PTO
August 16-19	Kanchana Marimuthu	PTO
August 17-19	Roberta Roth	PTO
August 19	Katrina Pitts	PTO
Aug 22-26	Loukia Verhage	PTO
August 29-September 9	Steven Sullivan	PTO
September 1-2	Ken Bialobrzkeski	PTO
September 2	Ursula Price	PTO
Sept 5 – Oct 21	Mary Stoltz	Financial Statements
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
September 23	Ken Bialobrzkeski	PTO
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	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.
2	Need final decision on Single Sign on / Redirect for Terminated and Retired employees	High	Michael Bakker	6/15/2016	8/15/2016	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	8/15/2016	Pat LaPutt	We need dates provided by the NSHE team on when this process will occur.
4	Supervisory Organization Validation from Institutions is due 7/29 but the excel worksheet sill has outstanding work to be done.	High	Matt, Michele	7/29/2016	8/15/2016	Betsy Kuchta	Sent email on 7/25 with status and looked today (7/28) and there are still outstanding items. Get with individual campuses to resolve open items.

Project Status Report

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Resolution Plan
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.
7	Sprint Progress	High	Steve, Matt	7/8/16	8/15/2016	Steve	Team still has a significant # of outstanding JIRA tickets open -105 for P2.
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	Training – SCI is acting Training Coordinator; this needs to be NSHE instead of SCI to NSHE HCM/FIN groups	High	Roberta	06/10/16	08/15/2016	Loukia	Training coordinator interviews have been completed. Selection is underway.

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Resolution Plan
10	Have still not received BP status info from HCM and Finance, which will impact the development of the Curriculum Plan. Original due date was 7/1/16. HCM/Finance leads targeted 7/31 for completion.	High	Roberta	8/1/16	8/15/16	Roberta	<p>Use Checkpoint issues discussion to focus a solution. Remind leads by raising issue as part of checkpoint call.</p> <p>Elevate discussion/need to checkpoint meetings, to prioritize against competing activities.</p>
11	Phase 3 unit testing preparation is in progress, as is the preparation of the Jira too/environment, but both are significantly behind. Volume of scenarios may be significant, requiring time to both develop and to execute. Insufficient resources and time to complete within current schedule is an issue.	High		8/5/16	8/15/16	Mary	<p>JIRA testing continues; template loads underway. Encouraging HCM and Finance teams not to delay scenario preparation due to JIRA problems.</p> <p>Mary and Mike are working with teams on scenario development. Need plan to include campuses in review of scenarios before testing can begin.</p>

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	8/15/2016	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	8/15/2016	Brainstorm completed. Working with team to move forward with request.
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.	Closed	Chris Mercer	8/1/2016	Informed ESC and requested a timeline of events to incorporate into our plan. This integration WILL have to wait for the P3 test cycle. Contract must be in place by 10/15 for P3 testing.

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 for P2.	M	H	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.	Need to confirm plans for the WAX application & the ongoing FDM maintenance tool.

Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
4	FIN Resources	Yvette Walton continues to be out since 6/29; Lauren DeVera has also moved to LA and will be participating remotely.	H	H	Team	We are having Rhonda Dome cover for Yvette; Lauren will work remotely on 'home' weeks & from Reno & LV for team weeks.
5	Integrations	<p>The following Campus Integrations are at risk:</p> <p>1) JV Loads: The development time and number of integrations by campuses put this as risk for completion on time.</p> <p>2) Thomas and Mack</p> <p>3) Lawlor</p> <p>4) Assets: Exception request still outstanding for this.</p>	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>

Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
6	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.
7	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.

Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
8	Integrations	Time frame for Time Clock integrations only leaves about 1 month to develop and test based on the current time frame.	High	High	HCM	<p>Would need to move up the timeline for Time Clock if possible or work on integration during implementation if possible.</p> <p>Current timeline:</p> <ol style="list-style-type: none"> 1. Make a selection prior to the end of September 2. Spend next three months implementing 3. Write integration for Workday 4. Test integration during P3
9	Training	No Training Coordinator	H	M	Roberta	<p>Successful training must be done in collaboration with campus liaisons. Strong relationships necessary. Time is of the essence.</p>

Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
10	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		