



Project Status Report

Status as of August 12, 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. The STAT team discussed that this should remain at yellow until configuration is completed and tested for the time clocks. |
| | Yellow | Yellow | Financials: Combined status stays at Yellow this week based on schedule, personnel and risks; still 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, and is scheduled to be complete 8/18. |
| | Green | Green | Audit. The audit area continues to analyze security and business processes. The audit area will best be able to perform an analysis of the business processes once they have been fully configured. |
| ❖ 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. |

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|--|----------------|--------------|---|
| | 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): 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 • Developing feedback method for Reboot and future sessions. |

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|------|----------------|--------------|--|
| | 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 template scenarios will need to be mapped by the Testing team for proper upload into JIRA. It will be imperative that the bulk of the scenarios are received by the due date of August 18th for preparation of their upload on August 19th. Remaining scenarios should be submitted by August 25. • The security roles in JIRA have not yet been defined. • JIRA training for testers has not yet been developed. • Finance 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 develop, execute, and format for loading. • 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</p> <p>Overall status of Training is Yellow. We have still not received BP status info from HCM and Finance, which will impact the development of the Curriculum Plan which is needed by 9/1/2016 at the latest. Updates promised by 7/31. (Originally due 7/1/16) – NOW 2 WEEKS OVERDUE.</p> <ul style="list-style-type: none"> • High Level CM/Training Project Timeline drafted and awaiting approval. Approvals needed to provide detailed Training Timeline. • Assisted with Reboot and CM/Training booth at Reboot. • Offer was made to Training Coordinator. |
| Schedule | Yellow | Yellow | The status for Schedule remains at Yellow due to Time Tracking, Financials, Testing and Training. 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. |
| | Yellow | Green | Training: BP status info from HCM and Finance is 2 weeks overdue. |
| | Green | Green | Change Management/Communication: On schedule (Change Management Activities); ramping up with communications and review of Change Management Toolkit #1 to impact communication schedule. |

| 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. August 22 has been identified as the new Phase 3 Unit testing start date. • 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 8 is current goal for all untested scenarios so as to allow September 9-30 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. |
| | Green | Green | <p>Audit. Integrate 2 Auditor will be focusing on Testing efforts until end of August. Starting mid-October, efforts will be focused again on both audit and testing tasks.</p> |
| 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. |

Project Status Report

| Item | Current Status | Prior Status | Status Notes |
|---------------------|----------------|--------------|---|
| Personnel | Yellow | Yellow | The status of Personnel remains at Yellow due to resource issues within the Technical, Financials and Testing teams. Please refer to the detailed status below. |
| ❖ Personnel | Green | Green | HCM |
| | Green | Green | Payroll |
| | 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. |
| | Green | Yellow | Training: <ul style="list-style-type: none"> • Offer made to Training Coordinator candidate. Start date being negotiated. • Intent to make offer to 2nd Trainer before the end of August. • New Training Coordinator to attend Rising and Fundamentals training. • New Trainers to attend Fundamentals training. |
| | 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, Training 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. This is close to a resolution. |

| Item | Current Status | Prior Status | Status Notes |
|-----------|--|--------------|--|
| | 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. |
| | Yellow | 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 all campus members. |
| | 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 (In Process). 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. 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 |
|------|---|
| HCM | <ol style="list-style-type: none"> 1. Core HCM <ol style="list-style-type: none"> a. Completed 1 feedback / design enhancements. The changes are detailed in the NSHE Design Changes and Configuration Updates file. Additionally, closed 1 ticket after further research the change couldn't be implemented. b. Conducted initial meeting to define contract language requirements. c. Conducted Feedback Review Session to Review Solutions. d. Continued to rewrite Testing scenarios for Phase 3 testing. e. Had individual follow-up meetings with campuses needing assistance with the Organization Assignments for Unit and Cost Center. f. Identified new change needed in Master File requiring additional programming and file validation. g. Conducted meeting with NSHE team to review results, next steps and timelines now that the Institutions have provided their updates. 2. Recruiting: Began rewriting testing scenarios for Phase 3 testing. 3. Benefits <ol style="list-style-type: none"> a. Completed 0 feedback / design enhancements. There are several tickets that were worked on the tickets are just not 100% complete yet. b. Discussed PERS reporting requirements. 4. 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. Testing and confirmation of changes to Absence Step in Job Change, Additional Job, and Edit Position BPs. c. Meeting with Payroll team to determine correct processing and payments for leaves of absence and unpaid time off codes. d. Meeting with Payroll and Worker's Compensation staff to discuss the processing of Worker's Comp leaves of absence and time buyback. 5. All Lanes: Attended Reboot sessions and performed demos of NHSE WD configuration for attendees. |

| Area | Accomplishment /Activity |
|---------------|--|
| Time Tracking | <ol style="list-style-type: none"> 1. Continued work with STAT team for Time Clock guidelines and decisions. Draft report and guidelines have been completed and will be presented to the PMO on 8/18. 2. Discussed employees impacted by the Worktag configuration limitation within Workday – Kim Beers (North) and Chris Viton (South) to provide use cases for discussion with Workday. 3. Continued to revisit OT and Comp Time Rules, based on changes coming from new FLSA guidelines and recommendations for the HRAC. 4. Attended Project Reboot. 5. Continued to identify and document 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 team members attended one or both Reboot sessions in Reno and/or Nevada. John Doetch gave a great presentation on Payroll and Time Tracking. Audra and the rest of the team manned the demo booth. 2. HCM Team working on NRAT Security and are awaiting security updates for the NRAT role. Walked through and demonstrated the new hire/onboarding process. Determined where NRATs need notification in onboarding process. HCM discussion needed/e-mail sent. 3. NSHE loaded payroll history file to SFTP. SCI reviewed and has a couple of questions and we decided an internal meeting was needed. Will schedule that next week. SCI and NSHE reviewed pending questions. CONV-Deduction needed in P1. 4. Awaiting reconfigure of specified earnings calculations for PERS reduction. Configured the Status codes at PCG's, NSHE designated where the appropriate earnings exist in the status codes. Began configuration of the remaining PERS reduction earnings, SCI needs to complete one calculations for hourly allowances before we can reconvene on PERS reduction. 5. Team continues 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. Still need to begin testing. HCM have tickets open related to academic pay and conditional proration. 7. NSHE loaded the payroll input file onto OWNCloud Friday Morning and the team will review on Tuesday. |

| Area | Accomplishment /Activity |
|-------------------|---|
| Financials | <ol style="list-style-type: none"> 1. FDM Configuration continued with work on Spend Categories, Revenue Categories, and Posting rules developed. 2. The spreadsheet for collecting the next round of FDM data is still being developed, but is contingent on the completion of work on other Worktags. 3. Status: <ol style="list-style-type: none"> a. Open: EX-006 UNLV ARCHIBUS – meeting was held with UNLV and project team; UNLV to resubmit Exception with options that were discussed during the meeting. b. Open: EX-007 RFQ – Brainstorm submitted; Working to contact Workday for discussion of development status. c. Removed: EX-010 UNR Land Grants – a workaround was identified. d. New: EX-011 – Sensitive Equipment tracking. 4. Reboot sessions were held in Reno and in Las Vegas. 5. Test scenario development was initiated. |
| Technical | <ol style="list-style-type: none"> 1. FIN Conversion <ol style="list-style-type: none"> a. Reviewed the Open Purchase Orders file with the Designees and updated the validation checklist. b. Created the new template for Adhoc Payments to convert Outstanding checks. 2. Integrations: BAI2 – Loaded the first file into NSHE3. 3. Testing: JIRA is set up for the testing teams. John Brandvold is the backup for user setup in the system and he has been informed on what to do. 4. Reporting: <ol style="list-style-type: none"> a. High level overview and introduction to WD 27 reporting & analytics enhancements completed with NSHE reporting team. b. ‘Report Power User’ introduced to campuses as an additional security group with training requirements; formalized responsibilities of campus reporting lead(s). |
| Training | <ol style="list-style-type: none"> 1. Employment offer made to Training Coordinator; start date TBD. 2. Continuing planning for Training Liaison training and job aid development session at GBC for Oct 10th. Collecting attendee information and continuing the planning effort. 3. Reboots completed. |
| Change Management | <ol style="list-style-type: none"> 1. Review of Change Lead Feedback for Toolkit #1 changes. 2. Reboots completed. 3. Initial meeting with John Tully regarding programming effort in legacy system for paycheck normalization planning and communication. 4. Established a scheduled, weekly project update targeted at Project Team and Campus Points of Contact to share broad information to be easily understood by a broad community. 5. iNtegrate 2 website is now scheduled to be updated on a weekly basis. |

| Area | Accomplishment /Activity |
|---------|--|
| Testing | <ol style="list-style-type: none"> 1. The JIRA template was successfully loaded into JIRA. 2. Sessions are being setup for the week of 8/15 with the Finance and HCM groups. These sessions will make the Testing Team available for any questions or concerns the teams are experiencing while developing scenarios. 3. JIRA access was and is continually evaluated for each of the Phase 3 Unit testers. Requests for access have been made. 4. Mark Sonntag was trained in the upload process into JIRA as temporary backup. |
| Audit | <ol style="list-style-type: none"> 1. Efforts this week were focused on Phase 3 Unit Testing. |

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 | 8/8/2016 through 8/19/2016 | Update GA and LOA Research Period Activity Pay Changes. |
| Benefits | 8/8/2016 through 8/19/2016 | Complete 3 Feedback / Design Enhancements Changes. |
| Benefits | | Continue to work on PERS and 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 | | Testing of absence balance payouts with Payroll. |
| Absence | | Testing of leave without pay codes with Payroll. |

Project Status Report

| Area | Dates | Upcoming Activities |
|--------------------------|--------------------------------|--|
| Absence | Target Completion is 8/22/2016 | Meeting with Payroll and Worker's Compensation staff to discuss the processing of Worker's Comp leaves of absence and time buyback. |
| Recruiting | 8/1/2016 through 8/5/2016 | Complete 3 Feedback / Design Enhancements Changes. |
| Recruiting | | 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. |
| 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. |
| Time Tracking | Week of 8/15 | Schedule follow up meeting with Workday to discuss Worktag needs. |
| Payroll – PERS Reduction | On-going | NSHE continues work on updating the earnings that need to have a PERS reduction. Audra and I started working on the configuration changes. Audra is validating the PERS-able earnings. SCI is working on outstanding hourly allowance code. |
| Payroll NRAT Testing | On-going | NSHE is occupied with training and activities through the 2nd week of semester – and will send SCI a report used to validate w2 info on the NRA's. |
| Payroll History | On-going | Need Fake Deduction configured in P1. |
| 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). Pending team review. |
| Payroll/Comp | | SCI has the logic for hourly allowance code. Will build the calculation and have the team test ASAP. |
| All | 8/15 – 8/18 | All teams in home cities Monday-Thursday. |
| JIRA Activity | 8/15 – 8/18 | Teams will continue to do some work on tickets that are within P2 scope. |

| Area | Dates | Upcoming Activities |
|--------------------------|-------------|--|
| P1/Phase 3 Test Planning | 8/15 – 8/18 | This should be the primary focus for the team this week. Goal for completion is the end the week of 8/15. |
| FDM Load & Crosswalk | 8/15 – 8/18 | Meeting scheduled for Monday, 8/15, to discuss next steps for FDM data gathering. |
| FDM Configuration | 8/15 – 8/18 | Configuration continuing on FDM configuration. Goal for completion of Spend/Revenue categories & other setup is the end the week of 8/15. |
| Training | 8/15 – 8/19 | <ol style="list-style-type: none"> 1. Strong follow up for OVERDUE Feedback from BP Booklet status form to HCM/FIN – Monday’s checkpoint call. 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. 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. Identify training dates for new trainers and coordinator to attend Fundamentals training. 7. Publish high level and detailed Training timeline (assuming approval of high level is completed). 8. Edit and publish ‘history’ of iNtegrate from Training Liaison Kickoff Meeting (Roberta) |
| 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. 2. Provide updates to Roberta on NSHE’s early Change Management and Communication Strategy documents for gaps against current plan. 3. Engage Designees in communication efforts to inform Campus Change Leads of practice changes for campus communication efforts. 4. Discuss Toolkit feedback from change leads at next meeting. 5. Share Workday posters with change leads via Google drive. 6. Develop and send out Reboot Survey. 7. Identify next steps in development of remaining toolkits using feedback. |

| Area | Dates | Upcoming Activities |
|----------------|-------------------|---|
| Testing | 8/8– 8/15 | <ul style="list-style-type: none"> JIRA environment complete and ready for unit test cases to be loaded. Scenarios will be developed by the functional teams. The testing team will do an initial load of scenarios on 8/19. Testing team will forward a recommendation for the sign off process in Unit testing to Roberta, Chris M and Leslie O. Testing team will forward a recommendation of the scenario share process with the campuses to Roberta, Chris M and Leslie O. JIRA training to be developed for testers. |
| FIN Conversion | Week of 8/15 | Collect issues from validation team for beginning balances, accounting journals and assets files. |
| FIN Conversion | Week of 8/15 | Plan the additional activities for collecting the rest of the FDM related data and configuration. |
| FIN Conversion | Week of 8/15 | Designees will review the Open Purchase Orders file. |
| FIN Conversion | Ongoing | Weekly meetings with Locations, Assets, banking, Journals, and Beginning Balances data validation teams. |
| Integrations | Week of 8/15 | Complete the first run of the Payroll ACH file and the AP ACH file. |
| Integrations | 8/22 | Meetings with Lawroom for integration. |
| Integrations | 8/22 - 8/26 | Meetings with Lawlor/Thomas & Mack. |
| Integrations | Week of 8/15/2016 | Research whether CTX can handle multiple companies. |
| Integrations | 8/12-8/31 | Load the August PEBP files into NSHE4 to continue testing the integration and making code changes. |
| Reporting | 8/8-9/30 | (In Progress) HCM and FIN standard report prototypes – design, build, and basic testing. |
| Reporting | 8/8-9/30 | (In Progress) CF prefix calculation field cleanup effort in P1 tenant: 87% complete with goal to complete 100% by 9/30/16. |
| Reporting | 8/24 | 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 | September | Start Data Governance Group Meetings. |

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|-----------|-----------------|---|
| Reporting | 9/12 – 9/15 | Ken onsite in Reno. |
| Audit | October 2016 | Review Audit Workbench and determine what it contains and how it will be used by the Internal Audit Department. |
| Audit | October 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 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. |

Planned Time Away

| Dates | Team Member | Planned Time Away |
|-----------------------|---|------------------------|
| August 1 - 29 | Pat La Putt | PTO |
| August 1 – 16 | Nancy Kelly | PTO |
| August 15-18 | Ursula Price Matt Luby | Internal SCI Meetings |
| Aug 15-19 | Leslie Obourn Michael Bakker Yvette Walton Shawn Cantlon | PTO |
| Aug 15-22 | Michael Di Salvo | PTO |
| August 16-19 | Kanchana Marimuthu | PTO |
| August 17-19 | Roberta Roth | PTO |
| August 19, 26, 27 | Katrina Pitts | PTO |
| Aug 19-26 | Loukia Verhage | PTO |
| August 29-September 9 | Steven Sullivan | PTO |
| September 1-2 | Ken Bialobrzski | PTO |
| September 2 | Ursula Price | PTO |
| Sept 1 – Oct 21 | Mary Stoltz | Financial Statements |
| September 6 - 7 | Betsy Kuchta | PTO |
| September 6 - 9 | Matt Roberts | PTO |
| September 6-12 | Mark Sonntag | Workday Training & PTO |
| September 9 | Ursula Price | PTO |

Project Status Report

| Dates | Team Member | Planned Time Away |
|-------------------|---|--------------------|
| 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 | <ol style="list-style-type: none"> 1. CM Team: <ol style="list-style-type: none"> a. Robert Roth b. Training Coordinator TBD 2. Technical Team: <ol style="list-style-type: none"> a. Jim McKinney b. Michael Bakker c. Hari Nune 3. HCM Team: <ol style="list-style-type: none"> a. LeRoy Palinsky b. Kim Beers c. Michelle Hughes d. Nancy Kelly e. Jim Lowe f. Michele Meador g. Michelle Hooper h. Audra Kanae i. Matt Garland 4. FIN Team: <ol style="list-style-type: none"> a. Samir Mehtaji b. Linda Moore c. Rhonda Dome d. LeeAnn Davis e. Daly Costanza f. Taryn Doetch 5. SCI Team <ol style="list-style-type: none"> a. Matt Luby b. Bert Gordon | Workday Rising |
| September 26-29 | Holly Reid | PTO |
| October 3-7 | Michele Meador | PTO |
| October 10-14 | Kim Whiting | Other SCI Business |
| October 14-21 | Theresa Quinn | PTO |
| October 21 | Mark Sonntag | PTO |
| October 25-27 | Roberta Roth | Educause |
| October 24-28 | Loukia Verhage | Other SCI Business |

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| Dates | Team Member | Planned Time Away |
|----------------|--------------|-------------------|
| October 28 | NSHE Team | Nevada Day |
| November 17-23 | Matt Garland | PTO |

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 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. |
| 3 | 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. |

Project Status Report

| # | Key Issue | Criticality | Owner | Date Identified | Resolution Target Date | Reporter | Resolution Plan |
|---|---|-------------|----------------------------|-----------------|------------------------|----------------------|--|
| 4 | Resources – New Procurement Designee | High | Steve C.; | 7/12/16 | Over next 2 weeks | Steve | Linda Moore has taken another position. Need to identify a replacement. |
| 5 | 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 – Spend/ Revenue categories. |
| 6 | Sprint Progress | High | Steve, Matt | 7/8/16 | 8/15/2016 | Steve | Team still has a significant # of outstanding JIRA tickets open -84 for P2. |
| 7 | 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. |
| 8 | Business Assets – Test w/o Multi-book | Medium | Lee Ann/ Tazeen | 8/12/16 | P2 testing | Tazeen | Test as part of P2 |
| 9 | 2 weeks overdue: BP status info from HCM and Finance, which will impact the development of the Curriculum Plan. Original due date was 7/1/16. | High | Roberta | 8/1/16 | 8/15/16 | Roberta | Use Checkpoint issues discussion to focus a solution. Remind leads by raising issue as part of checkpoint call. Elevate discussion/need to checkpoint meetings, to prioritize against competing activities. |

Project Status Report

| # | Key Issue | Criticality | Owner | Date Identified | Resolution Target Date | Reporter | Resolution Plan |
|----|--|-------------|---------|-----------------|------------------------|------------------------------|--|
| 10 | 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 | Mary | 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>JIRA template upload was successful on 8/10. After meetings with both functional teams, August 22 has been identified as the start date for unit testing. Both teams have begun scenario development. Testing team will hold sessions with both teams the week of August 15 to assist with the scenario process. August 18 has been identified as the due date for the first load of scenarios.</p> |
| 11 | No centralized repository for training materials for long term use. | High | Roberta | 8/11/2016 | 10/1/2016 | Loukia Verhage & Kim Whiting | Secure repository that is accessed by a NSHE wide username and password. |

Escalated Issues

| # | Area | Description | Status | Owner | Decision Deadline | Resolution Plan/Comments |
|---|-------------|--|--------|-----------------|-------------------|---|
| 1 | Integration | Exceptions – EX-006 ARCHIBUS Exception on HOLD | Open | Chris Mercer | 8/15/2016 | Resubmission should be next week. Project team needs to make decision. |
| 2 | Procurement | Exception – EX-007 Bidding System on HOLD | Open | Chris Mercer | 8/15/2016 | Brainstorm submitted. Still need to organize discussion with Workday. |

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. Linda Moore took another position. | H | H | Team | We are having Rhonda Dome cover for Yvette; Lauren will work remotely on 'home' weeks & from Reno & LV for team weeks. She has to be replaced long-term. We are also very short on resources for the Conversions and Integrations areas. |
| 5 | Integrations | The following Campus Integrations are at risk: 1) Thomas and Mack 2) Lawlor 3) Assets: Exception request still outstanding for this. 4) Archibus (Location to employee) 5) Supplier Registration | High | Medium | Financials | 1-2) Thomas and Mack and Lawlor: Michael & Jim & identifying a point person for this and scheduling Working Sessions with Thomas and Mack. 3) Assets and locations for them are updated manually in Workday. 4) Locations for employees can be manually made in Workday 5) Suppliers entered directly into Workday and approved outside of system. |

| 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. |
| 11 | Testing | Insufficient time and progress to complete scenarios and to review scenarios by 8/15 start date for Unit testing. This will delay testing and have a ripple effect moving forward on future test cycles | H | H | Mark S. | Mary and Mike are working with teams on scenario development. Need plan to include campuses in review of scenarios before testing can begin. |

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 | 75% | |
| 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 | | |