



## Project Status Report

Status as of August 19, 2016

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### Summary

Item	Current Status	Prior Status	Status Notes
<b>Overall Status</b>	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	<b>HCM</b>
	Green	Green	<b>Payroll:</b> Work on outstanding Payroll configuration continues. Developing go-live check list/build based upon new go-live date.
	Yellow	Yellow	<b>Time Tracking:</b> While the time clock decision has been made by the STAT team, this pillar will remain yellow until the Time Tracking team reconvenes, discusses the new requirements, and determines configuration impact for P2.
	Yellow	Yellow	<b>Financials:</b> Combined status stays at Yellow this week based on schedule, personnel and risks. The team completed preparation for P1/Phase 3 testing, and will divide its time between Phase 3 testing, conversion data validation, and other critical activities. While there are a fairly large number of open JIRA tasks that are identified as part of P2, this configuration will be put off until Phase 3 testing is complete.
	Green	Green	<b>Audit.</b> 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	<b>Integrations (NSHE):</b> 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	<b>Integrations (Campus):</b> 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	<b>Conversion (Financials):</b> 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	<b>Reporting:</b> 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	<b>Security:</b> 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><b>Change Management/Communication</b>            Change Management remains in green status overall. Communications activities are underway; meeting schedule has been established.</p> <ul style="list-style-type: none"> <li>• SCI reviewing and updating early Change Management and Communication Strategy documents during week of 8/22 to ensure they reflect current project strategies.</li> <li>• Developed and distributed Reboot survey on 8/15 to implement feedback in future Open House events.</li> <li>• Change Management Toolkit feedback collected and reviewed. Next steps in place.</li> </ul>

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	<p><b>Testing</b></p> <p>Overall testing status is yellow. Here are some concerns at this point.</p> <ul style="list-style-type: none"> <li>JIRA template scenarios will need to be mapped by the Testing team for proper upload into JIRA. We have started receiving some finalized scenarios and have begun mapping, which is a time consuming process. All fields are loading properly into JIRA except for Epics. We will continue to investigate this issue.</li> <li>Finance has identified 2 functional areas that will not have design/config/test complete prior to the September P2. The Testing Team is working to document the functionality in Finance and HCM that will not be tested in Phase 3 Unit Testing.</li> <li>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.</li> <li>Security role assignments in the tenant are incomplete for Phase 3 unit testing.</li> <li>Testing Team is in the process of loading initial sets of scenarios. Testing begins August 22nd. Additional loads of scenarios will occur this week.</li> </ul>
	Yellow	Yellow	<p><b>Training</b></p> <p>Overall status of Training is Yellow.</p> <ul style="list-style-type: none"> <li>We 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 8/24 after confirming importance and dependencies of this tool during 8/15 Checkpoint Call.</li> <li>High Level CM/Training Project Timeline approved.</li> <li>Offer was made to Training Coordinator.</li> <li>TLG Meeting held 8/16, working towards 10/10 Group Meeting for Training Materials Development.</li> </ul>
<b>Schedule</b>	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	<b>HCM</b>
	Yellow	Yellow	<b>Time Tracking (Yellow):</b> New requirements discovered during STAT team need to be vetted, discussed and implemented. It is unknown at this time what impact this will have on the schedule.

Item	Current Status	Prior Status	Status Notes
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Financials:</b> Challenging schedule to complete i) JIRA tickets for P2; ii) P1/Phase 3 testing; iii) Conversion data validation; iv) Fixes that come out of testing prior to P2 freeze.
	Green	Green	<b>Technical Team:</b> Nothing based on the new schedule shows that we won't be able to complete the tasks at hand.
	Yellow	Yellow	<b>Training:</b> <ul style="list-style-type: none"> <li>BP status info from HCM and Finance is 2 weeks overdue. Now due 8/24.</li> <li>Publish Detailed Training Project Plan; next steps: prep for 10/10 meeting.</li> </ul>
	Green	Green	<b>Change Management/Communication:</b> Next steps identified with review of Comm. Plan and next steps for Change Management Toolkit #1 and future toolkit development.
	Yellow	Yellow	<b>Testing</b> <ul style="list-style-type: none"> <li>Teams are starting to submit scenarios to the Testing Team for loading into JIRA. The mapping and loading process has begun.</li> <li>Effective P2 unit testing will depend upon accurate role assignments, which is outstanding item.</li> <li>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.</li> <li>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.</li> <li>Current anticipated project allows sufficient time to address the above points.</li> </ul>
	Green	Green	<b>Audit.</b> 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.

Item	Current Status	Prior Status	Status Notes
<b>Budget</b>	Green	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"> <li>The above projections are based on the revised implementation date of October 2017.</li> <li>A review of the minutes from a previous Board meeting revealed that the project had been given spending authority for fiscal years 2015, 2016 and 2017. The project is staying within the aggregate limits of the original budget, even with the revised implementation date of October 2017.</li> <li>Spending authority for fiscal year 2018 will be requested at a future Board meeting.</li> </ul>
<b>Personnel</b>	Yellow	Yellow	The status of Personnel remains at Yellow due to resource issues within the Financials, Technical, Training and Testing teams. Please refer to the detailed status below.
❖ Personnel	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>
	Yellow	Yellow	<b>Financials:</b> The team is dealing with some issues around resource availability and existing job responsibilities.
	Yellow	Yellow	<b>Technical Team:</b> We are in the process of working through two open positions for reporting and security to help in these areas.
	Green	Green	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Offer made to Training Coordinator candidate. Start date being negotiated.</li> <li>Intent to make offer to 2nd Trainer before the end of August.</li> <li>New Training Coordinator to attend Rising and Fundamentals training.</li> <li>New Trainers to attend Fundamentals training.</li> </ul>
	Green	Green	<b>Change Management/Communication</b>
	Yellow	Yellow	<p><b>Testing</b></p> <ul style="list-style-type: none"> <li>John Brandvold was identified as an additional source for JIRA responsibilities.</li> <li>Both Finance and HCM have identified testers and number of scenarios. Volume may exceed resources.</li> </ul>

Item	Current Status	Prior Status	Status Notes
<b>Project Risk</b>	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	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Time Tracking:</b> New requirements discovered during STAT team need to be vetted, discussed and implemented.
	Yellow	Yellow	<b>Financials:</b> Considering current risks to be addressed. Continue to monitor.
	Yellow	Yellow	<b>Technical Team:</b> 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	Yellow	<b>Training</b> <ul style="list-style-type: none"> <li>Delays in receiving necessary BP information from HCM and Finance Leads could delay the development of curriculum plan</li> <li>Training Coordinator will need time to ramp up and build strong relationships with all campus members.</li> </ul>
	Green	Green	<b>Change Management/Communication</b> <ul style="list-style-type: none"> <li>Change Management and Communication Strategy documents will need review and updated to reflect current strategy/approach Kim onsite week of 8/22 to complete.</li> <li>Maintain level of engagement of Change Leads and them for their Change Partners over the extended amount of time up until Go Live</li> </ul>

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	<p><b>Testing</b></p> <ul style="list-style-type: none"> <li>• 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. Point of Contacts have been given view access into JIRA. The testing team will attend a Point of Contact meeting to explain JIRA and the content that is contained in JIRA at this point.</li> <li>• Availability of appropriate resources to support testing activities (including scenario identification, development, and review and test results review) on timely basis.</li> <li>• Timely closeout of Unit Testing (Phase 3, feedback, outstanding issues and required retest items) prior to September configuration freeze.</li> <li>• The Testing Team is having difficulties loading Epics into JIRA. This could potentially cause delays in Epic depending reporting.</li> </ul>
<b>Color Key</b>			
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"> <li>1. Core HCM:               <ol style="list-style-type: none"> <li>a. Completed 12 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.</li> <li>b. Finished Configuring Document Category Segment Security.</li> <li>c. Conducted Feedback Review Session to Review Solutions.</li> <li>d. Continued to rewrite Testing scenarios for Phase 3 testing.</li> <li>e. Testing the updated Supervisory Organization process.</li> <li>f. Completed new change needed in Master File.</li> <li>g. Validated the 10 HCM files to ensure the Master File change didn't have a negative impact. The Master File change didn't have a negative impact on the files.</li> <li>h. Mike has completed first pace of the Academic Appointment file. Mike is waiting on updated crosswalks from the team.</li> </ol> </li> <li>2. Recruiting: Began rewriting testing scenarios for Phase 3 testing.</li> <li>3. Benefits:               <ol style="list-style-type: none"> <li>a. Completed 1 feedback / design enhancements. The change consisted of updating external link on the American Fidelity benefit plans. The changes are detailed in the NSHE Design Changes and Configuration Updates file.</li> <li>b. Validated the Additional Benefits, Retirement Saving Plan, Spending Plan, and Retirement Custom benefit files. Michelle Kelly reported two programmatic issues associated to the Spending Plan and Retirement Custom file. The other two files are clear.</li> </ol> </li> <li>4. Absence:               <ol style="list-style-type: none"> <li>a. Configuration updates based on feedback from Phase 2 testing - help text, notifications, eligibility updates, intermittent leave testing, streamlining of business processes, and accrual calculations.</li> <li>b. Developed testing scenarios for Phase 3 testing.</li> </ol> </li> </ol>
Time Tracking	<ol style="list-style-type: none"> <li>1. Completed work with STAT team for Time Clock guidelines and decisions. Draft report and guidelines were presented to the PMO on 8/18.</li> <li>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. SCI to set up call with Workday to discuss.</li> <li>3. Continued to revisit OT and Comp Time Rules, based on changes coming from new FLSA guidelines and recommendations for the HRAC.</li> <li>4. 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.</li> </ol>



Area	Accomplishment /Activity
Payroll	<ol style="list-style-type: none"> <li>1. Payroll – NRAT: HCM Team working on NRAT Security for Debbie and access to I9 and Passport/Visa data. Also, Debbie is requesting a notification or TO DO from I9 form to NRATS to notify potential of an NRA employee. Also, she needs a report from Workday payroll results to validate 1042S data through the year and at year end. MB – I have the specs for Report Team.</li> <li>2. Payroll History: NSHE loaded payroll history file to SFTP and SCI reviewed.</li> <li>3. Payroll - PERS – Configuration: Awaiting reconfigure of specified earnings calculations for PERS reduction. Team attended meeting with Integrations team. We have one outstanding issue with the allowances that needs to be resolved in payroll.</li> <li>4. Payroll - Annual/Sick Reduce Regular: We are about 50% done with configuration.</li> <li>5. Payroll - Academic Pay: Testing the week of 8/22.</li> <li>6. Payroll Input File: SCI to review current file.</li> <li>7. File Validations: NSHE is ready to upload the files.</li> </ol>
Financials	<ol style="list-style-type: none"> <li>1. FDM Configuration: The first cut at the FDM Configuration was loaded into P1 including configuration of Spend Categories, Revenue Categories, Posting rules, and Ledger Accounts.</li> <li>2. Exceptions Status: <ol style="list-style-type: none"> <li>a. Open: EX-006 UNLV ARCHIBUS –UNLV resubmitted Exception with options that were discussed during the meeting. Project team input was drafted.</li> <li>b. Open: EX-007 RFQ – Brainstorm submitted; Working to contact Workday for discussion of development status.</li> <li>c. New: EX-011 – Sensitive Equipment tracking submitted; Project team input still needed.</li> </ol> </li> <li>3. P1/Phase 3 Testing Planning: Test scenario development was completed and entered into JIRA.</li> <li>4. SREG Project: Field mapping meeting was held between Designee/Project team and the UNLV Development team. Action items identified.</li> <li>5. PeopleSoft Integration: Initial meeting held between project team and campus representatives.</li> <li>6. Banking: Significant progress made with i) loading BAI bank statement and sensitive equipment tracking.</li> <li>7. Projects: Configuration &amp; testing of capital projects workaround.</li> <li>8. Grants: Progress made with i) Completed configuration and initial testing of the Land Grant configuration; ii) configured notifications.</li> </ol>

Area	Accomplishment /Activity
Technical	<ol style="list-style-type: none"> <li>1. FIN Conversion:               <ol style="list-style-type: none"> <li>a. John Tully completed development on the new Adhoc Payments extract file for converting Outstanding checks.</li> <li>b. Held meetings with the campus validation teams for Locations, Assets, Beginning Balances and Accounting Journals.</li> </ol> </li> <li>2. Reports completed through design, build, requirements, and basic testing:               <ul style="list-style-type: none"> <li>• R02 ESD Count</li> <li>• R03 Faculty Turnover Summary</li> <li>• R04 FTE Headcount</li> <li>• R06 Internal New Hires (Query)</li> <li>• R13 Active Part-time instructors with Benefits</li> <li>• R16 Recruitment/Applicant Tracking; EEO Applicant Tracking by Job Requisition</li> <li>• R17 Transfers and Promotions by Organization</li> <li>• R19 Hours Submitted for Future Dates</li> <li>• R20 Hours Approved but not yet Worked</li> <li>• R22 Termed Employees Benefits Impact</li> <li>• R26, R54, R45 Budget vs Actuals by Organization, Budget vs Actuals by Organization and Period</li> <li>• R30 Comparative Trial Balance by Ledger Account - FIN - NSHE Standard Reports</li> <li>• R55 Expense Trend Analysis by Spend Category</li> <li>• R60 Revenue Trend Analysis by Revenue Category; by Ledger Account</li> <li>• R97, R51 Comparative Trial Balance by Fund - FIN - NSHE Standard Reports</li> <li>• R110 Recruitment Workbench</li> </ul> </li> </ol>
Training	<ol style="list-style-type: none"> <li>1. Employment offer made to Training Coordinator; start date TBD.</li> <li>2. Planning for Training Liaison training and job aid development session at GBC for Oct 10<sup>th</sup>. Collecting attendee information and continuing the planning effort.</li> <li>3. Confirmed new due date of 8/24 for Business Process Analysis Booklet by all NSHE Leads.</li> <li>4. Facilitated TLG call.</li> <li>5. Notes posted from TLG call and hotel details included.</li> </ol>
Change Management	<ol style="list-style-type: none"> <li>1. Completed Knowledge Sharing Plan Kickoff call with NSHE team.</li> <li>2. Developed and distributed Reboot survey link to participants.</li> <li>3. Identified next steps for future Change Management Toolkit development.</li> <li>4. Identified working session agenda and topics with Roberta and Andrew for week of Aug. 22<sup>nd</sup>.</li> </ol>

Area	Accomplishment /Activity
Testing	<ol style="list-style-type: none"><li>1. Meetings were held with teams and individuals to discuss testing and scenarios and to answer any questions.</li><li>2. JIRA roles were defined, loaded and tested in JIRA.</li><li>3. JIRA roles for the testers were assigned. Tester access into JIRA was verified.</li><li>4. A JIRA Tester Guide was developed and sent to the testers.</li><li>5. The mapping and loading of scenarios was started on 8/18.</li><li>6. Reporting in JIRA was researched and tested.</li><li>7. The Testing Signoff Process recommendation was sent out and presented at the Project Checkpoint meeting.</li><li>8. Points of Contact were given view access into JIRA Phase 3 Unit Testing</li><li>9. NSHE Security Administrator was provided access to and training in JIRA. He is now serves as another JIRA Administrator.</li></ol>
Audit	<ol style="list-style-type: none"><li>1. Efforts this week were focused on Phase 3 Unit Testing.</li></ol>

## Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM / Compensation	8/22/2016 through 8/26/2016	Complete 25 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.
		Assign Academic Unit Hierarchy Security.
Compensation	8/8/2016 through 8/26/2016	Update GA and LOA Research Period Activity Pay Changes.
Benefits	8/8/2016 through 8/26/2016	Complete 3 Feedback / Design Enhancements Changes. Continue to work on PERS and Classified Retirement Setup.
Benefits - Conversion		Continue Review of Benefit Conversion Errors with Pat La Putt & Michelle Kelly.
Absence	Ongoing	Continuation of configuration and design updates as a result of Phase 2 testing.
Absence	Ongoing	Development of termination payout adjustments, and DRI buy back requirements.
Absence	Week of 8/22	Confirmation of changes to Absence Step in Job Change, Additional Job, and Edit Position BPs.
Absence	Week of 8/22	Begin Phase 3 testing.
Absence	Week of 9/12	Testing of absence balance payouts with Payroll.
Absence	Week of 9/12	Testing of leave without pay codes with Payroll.
Absence	Week of 9/12	Test proposed solution for Worker's Comp buyback 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	Reconvene Time Tracking Team to discuss new requirements that have been identified during the STAT team process, and continue configuration.

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.
Time Tracking	Week of 8/21	Begin Phase 3 testing.
Time Tracking	Week of 8/21	Leslie to schedule follow up meeting with Workday to discuss Worktag needs.
Payroll – PERS Reduction	On-going	Continue to 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.
Payroll Go-live Cutover	On-going	Discussion planned week of 8/22.
Payroll/Comp		Need requirements surrounding hourly allowance calculation for Bi-lingual Pay, Working out of Class Pay. I have the eligibility split for one comp plan. There is an outstanding issue on the payroll calculation for hourly employees. Will resolve by 8/26.
FIN All	8/22 – 8/25	All teams in Reno Monday-Thursday.
FIN P1/Phase 3 Testing	8/22 – 8/25	This should be the primary focus for the team this week. Goal for completion is the end the week of 9/1.
FDM Load & Crosswalk	8/22 – 8/25	Continuing planning for next round of data gathering for mappings, ledger accounts, other Worktag values.
FDM Configuration	8/22 – 8/25	Initial configuration of FDM complete. Ongoing adjustments will continue as issues are identified.
FIN Conversion Data Validation	8/22 – 8/25	Designees will continue with selected validation of converted data.
FDM WAX Tool Demo	8/24	Demonstration of WAX - the FDM data entry tool scheduled for Wednesday with the smaller schools.
FIN JIRA Activity	8/22 – 8/25	Teams will continue to do some work on tickets that are within P2 scope.
FIN Conversion	Week of 8/22	Designees to review and validation Supplier Purchase Orders, Beginning Balances, Accounting Journals and Outstanding checks data extract files.
Integrations	Week of 8/22	Review and discuss the requirements for the Student/Work Study integrations.

Area	Dates	Upcoming Activities
Integrations	8/15 - 8/30	Chris Mercer is working on the requirements for the Student Financials integration to/from PeopleSoft.
Integrations	8/22 - 8/30	Configure the AP ACH files.
Integrations	8/22 - 8/26	Meetings with Lawroom for integration.
Integrations	8/22 - 8/26	Meetings with Lawlor/Thomas & Mack.
Integrations	8/12-8/31	Load the August PEBP files into NSHE4 to continue testing the integration and making code changes.
Reporting	8/15-10/30	Over 30% of HCM and FIN standard reports are in progress or complete. There are 19 HCM and FIN standard reports in progress and another 7 that have the specifications framework/shells built out.
Reporting	8/8-9/30	CF prefix calculation field cleanup effort in P1 tenant: 90% 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.
Reporting	9/12 – 9/15	Ken onsite in Reno.
Training	8/22 – 8/26	<ol style="list-style-type: none"> <li>1. Follow up OVERDUE Feedback from BP Booklet status form to HCM/FIN now due 8/24.</li> <li>2. Continue development of Curriculum Dev Plan.</li> <li>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.</li> <li>4. Send out additional details to Training Liaisons about the GBC workshop activities in Elko in October 10th.</li> <li>5. Continue to work with Workday Rising contact to ensure all discounts are identified and processed for NSHE.</li> <li>6. Identify training dates for new trainers and coordinator to attend Fundamentals training.</li> <li>7. Publish high level and detailed Training timeline (assuming approval of high level is completed).</li> <li>8. Edit and publish 'history' of iNtegrate from Training Liaison Kickoff Meeting (Roberta).</li> </ol>

Area	Dates	Upcoming Activities
Change Management	8/22 – 8/26	<ol style="list-style-type: none"> <li>9. Finalize the names and roles from remaining institution’s Change Partners to prepare for appropriate orientation.</li> <li>10. Working session with Roberta and Andrew to finalize NSHE’s early Change Management and Communication Strategy documents.</li> <li>11. Develop Communications Style Guide.</li> <li>12. Engage Designees in communication efforts to inform Campus Change Leads of practice changes for campus communication efforts.</li> <li>13. Implement Toolkit feedback for future toolkits.</li> <li>14. Facilitate Change Lead Call 8/22.</li> <li>15. Post Workday posters on Google drive for Change Leads.</li> <li>16. Collect and report Reboot survey findings.</li> </ol>
Testing	8/22 – 8/26	<ul style="list-style-type: none"> <li>• Testing team will forward a recommendation of the scenario share process with the campuses to NSHE.</li> <li>• Testing team will attend a Point of Contact meeting to explain JIRA and the scenarios that will be in JIRA at this point. We will provide information on how to access JIRA.</li> <li>• Scenarios will be continually loaded this week.</li> <li>• Testers will begin accessing and testing the scenarios already loaded.</li> <li>• Reporting out of JIRA will be finalized and published nightly to show testing results.</li> </ul>
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
Aug 15-22	Michael Di Salvo	PTO
August 16-19	Kanchana Marimuthu	PTO
August 26, 27	Katrina Pitts	PTO
Aug 19-26	Loukia Verhage	PTO
August 22-26	Yvette Walton	PTO (medical)
August 29-September 9	Steven Sullivan	PTO
September 1-2	Ken Bialobrzeski	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
September 19-23	Melissa Mudgett	PTO
September 19 - 20	Nancy Kelly	PTO
September 19-26	Marianne Bealles	PTO
September 23	Ken Bialobrzeski	PTO



Dates	Team Member	Planned Time Away
September 25 – 29	<ol style="list-style-type: none"> <li>1. CM Team:               <ol style="list-style-type: none"> <li>a. Robert Roth</li> <li>b. Training Coordinator TBD</li> </ol> </li> <li>2. Technical Team:               <ol style="list-style-type: none"> <li>a. Jim McKinney</li> <li>b. Michael Bakker</li> <li>c. Hari Nune</li> </ol> </li> <li>3. HCM Team:               <ol style="list-style-type: none"> <li>a. LeRoy Palinsky</li> <li>b. Kim Beers</li> <li>c. Michelle Hughes</li> <li>d. Nancy Kelly</li> <li>e. Jim Lowe</li> <li>f. Michele Meador</li> <li>g. Michelle Hooper</li> <li>h. Audra Kanae</li> <li>i. Matt Garland</li> </ol> </li> <li>4. FIN Team:               <ol style="list-style-type: none"> <li>a. Samir Mehtaji</li> <li>b. Linda Moore</li> <li>c. Rhonda Dome</li> <li>d. LeeAnn Davis</li> <li>e. Daly Costanza</li> <li>f. Taryn Doetch</li> </ol> </li> <li>5. SCI Team               <ol style="list-style-type: none"> <li>a. Matt Luby</li> <li>b. Bert Gordon</li> </ol> </li> </ol>	Workday Rising
September 26-29	Holly Reid	PTO
October 3-7	Michele Meador	PTO
October 8-15	Ursula Price	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
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	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.
2	Worktag Brainstorm – inability to limit number of Worktags available for override entry via Time Tracking	High	John Doetch	1/1/2016	9/1/2016	Time Tracking	Brainstorm has been filed but not escalated. Time Tracking STAT team has decided that this brainstorm should be classified as a high priority, but not a blocker for Go Live. Further analysis has shown that the majority of employees impacted by this issue are students and temps. Follow up meeting to be scheduled for the week of 8/15 with Workday.

Project Status Report

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Resolution Plan
3	Overtime change for Temp Hourly, Students, LOA's and non-exempt Admin, Grads and Post Docs. Overtime for these employees will now be paid after 40 regular hours per week and no longer after 8 regular hours per day. Classified employees rules have not changed. Still or 8 in a day and over 40 regular in a week.	High	John Doetch	8/18/2016	9/1/2016	Time tracking	Time tracking will have to be reconfigured for the calculation of overtime for these employees.
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.

Project Status Report

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Resolution Plan
8	Business Assets – Test w/o Multibook	Medium	Lee Ann/ Tazeen	8/12/16	P2 testing	Tazeen	Test as part of P2
9	Six 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	8/24/16	Roberta	Used Checkpoint issues discussion to focus a solution. Set new deadline of 8/24 for HCM/Finance input.

#	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 tool/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	Testing Team	8/5/16	8/22/16	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> <p>Meetings were held with the teams the week of August 15<sup>th</sup>. Scenarios have been submitted to the Testing Team and the loading process into JIRA has begun. Testing is still scheduled to begin on August 22<sup>nd</sup>.</p>

### Escalated Issues

#	Area	Description	Status	Owner	Decision Deadline	Resolution Plan/Comments
1	Integration	Exceptions – EX-006 ARCHIBUS Exception on HOLD	Open	Chris Mercer	8/26/2016	Resubmission from team is due this week.
2	Procurement	Exception – EX-007 Bidding System on HOLD	Open	Chris Mercer	8/26/2016	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	Concern that Time Tracking requirements have not been fully reviewed with campus stakeholders. Requirements have been discussed primarily with the centralized Payroll offices, and SCI has begun to hear concern from campus designees that they are unclear on the Time Tracking decisions and configuration	H	M	John Doetch	Once Time Clock STAT team has finished meeting, the Time Tracking team will reconvene, review configuration, and look to SMEs for input.  We have already received some good input from the departments that attended the Time Tracking Demo on 7/27.
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.



Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
5	Integrations	<p>The following Campus Integrations are at risk:</p> <ol style="list-style-type: none"> <li>1) Thomas and Mack</li> <li>2) Lawlor</li> <li>3) Assets: Exception request still outstanding for this.</li> <li>4) Archibus (Location to employee)</li> <li>5) Supplier Registration</li> </ol>	High	Medium	FIN	<p>1-2) Thomas and Mack and Lawlor: Michael &amp; Jim are the point persons. A working session has been scheduled for 8/25 with Thomas and Mack.</p> <p>3) Assets and locations for them are updated manually in Workday.</p> <p>4) Locations for employees can be manually made in Workday</p> <p>5) Suppliers entered directly into Workday and approved outside of system.</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	FIN	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	FIN	We are asking the designees and consultants to review the first run of each extract file using a validation checklist to detect critical issues. The campus validation teams will handle additional rounds of validation.

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"> <li>1. Make a selection prior to the end of August</li> <li>2. Spend next three months implementing</li> <li>3. Write integration for Workday</li> <li>4. Test integration during P3</li> </ol>
9	Integrations	ADP - It's been communicated that the contract will be signed in September. If the signing of the contract is delayed past mid-October, then we are at risk for having the integrations ready for P3 testing.	Medium	Medium	Payroll	The alternate plan would be for the payroll team to send in tax filings with the appropriate states internally rather than through a partner like ADP.

Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
10	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.
11	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. Provide scenarios to appropriate campus representatives to review for completeness. Points of Contact have been given "View" access into JIRA.
12	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. Test start date moved to August 22 <sup>nd</sup> . Points of Contact have been given "View" access into JIRA.

## 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	50%	
Unit Testing of Integrations & Reports	Green	October 28, 2016		
WD 27 Preview	Green	August 1 – September 9, 2016	25%	
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		