



Project Status Report

Status as of August 26, 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: 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	Financials: Combined status stays at Yellow this week based on schedule, personnel and risks. The team started P1/Phase 3 testing, and has good progress despite starting 1-2 days late in some cases on the testing. The team is concentrating on testing but will continue to divide its time between Phase 3 testing, conversion data validation, and other critical activities.
	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.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	Integrations (Campus): Some major integration points (JV Loads, Thomas & Mack, Lawlor, Assets and Supplier Registration) have only just started the requirements gathering or have yet to be started.
	Yellow	Yellow	Conversion (Financials): 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"> • SCI updating Change Management and Communication Strategy documents • Communication Plan updated to reflect current project status.
	Yellow	Yellow	<p>Testing Overall testing status is yellow. Here are some concerns at this point.</p> <ul style="list-style-type: none"> • Finance has identified 2 functional areas that will not have design/configuration/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. • 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 incomplete for Phase 3 unit testing.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	Training Overall status of Training is Yellow. <ul style="list-style-type: none"> This status remains at Yellow until the Training Team has reviewed and confirmed the Business Process status information provided by the HCM and FIN teams. Linda Moore officially joins team as Training Coordinator on 8/29. 2nd Training Specialist hired. Tom Davis III to start 9/12/16.
Schedule	Yellow	Yellow	The status for Schedule remains at Yellow due to Time Tracking, Financials and Training. Please refer to the detailed status below.
❖ Schedule	Green	Green	HCM
	Yellow	Yellow	Time Tracking (Yellow): 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.
	Green	Green	Payroll
	Yellow	Yellow	Financials: P1/Phase 3 testing looks to be on target; Challenging schedule to complete i) JIRA tickets for P2; ii) Conversion data validation; 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	Yellow	Training: BP status info from HCM and Finance was just received and is in review.
	Green	Green	Change Management/Communication: On schedule; Next steps identified with review of Comm. Plan and next steps for Change Management Toolkit #2.

Item	Current Status	Prior Status	Status Notes
	Green	Yellow	<p>Testing</p> <ul style="list-style-type: none"> • Allowing additional time for scenario development cut any time available for validation in the JIRA system, which resulted in a situation where not all functional areas were able to start testing first thing Monday morning. System testing will require that time schedules for scenario development are kept so that the testing tool can be mapped, loaded and validated fully prior to testing. • Phase 3 Unit Testing is currently ahead of anticipated scheduled completion. • Currently there is a need to identify all activities, clear goals and transitions between the “System” and the “End to End” testing phases so that planning and logistics can progress in a timely manner. This will be an ongoing effort for the testing team in the next few weeks. • Effective P2 unit testing will depend upon accurate role assignments. This is an outstanding item at this time. • 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>

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Budget	Green	Green	<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 revised implementation date of October 2017. 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. Spending authority for fiscal year 2018 will be requested at a future Board meeting.
Personnel	Yellow	Yellow	The status of Personnel remains at Yellow due to resource issues within the Financials and Technical 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	Green	<p>Training:</p> <ul style="list-style-type: none"> Linda Moore will begin as Training Coordinator 8/29. 2nd Training Specialist hired. Tom Davis III to begin on 9/12/16. New Training Coordinator to attend Rising and HCM Fundamentals training. New Trainers to attend HCM and Finance Fundamentals training.
	Green	Green	Change Management/Communication
	Green	Yellow	<p>Testing</p> <ul style="list-style-type: none"> Testing team is fully staffed. An extra resource in JIRA has been identified and trained. The number of testers appears to be sufficient for the number of scenarios.

Item	Current Status	Prior Status	Status Notes
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: New requirements discovered during STAT team need to be vetted, discussed and implemented.
	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	Yellow	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 New Training Coordinator and Trainers may be unavailable for playbacks and system testing activities due to required Workday education/training. The risk here is just reducing staffing/headcount for early activities.
	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 Kim onsite week of 8/22 to complete. Maintain level of engagement of Change Leads and them for their Change Partners over the extended amount of time up until Go Live.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	<p>Testing</p> <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. 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. • If testing identifies design defect or gaps, the remediation and retesting by Sept 30 may be challenging. • Given the timeline that the teams had to complete scenarios, the given set of scenarios may not be comprehensive. Testing Team is encouraging the teams to use resources to identify additional scenarios or refine existing scenarios in JIRA.
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 22 feedback / design enhancements. The change consisted of updating Title Change Business Process, Updated Close Position Reason, Updated Freeze Position Notification, Added 3 New Reasons for Request Compensation Change Business Process and update the Request Compensation Change Notifications, Updated Event Reasons Reference IDs, Updated Passports and Visa Change Notifications, Switch Primary Job Notifications, The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Finished Configuring Document Category Segment Security. c. Conducted Feedback Review Session to Review Solutions. d. Continued to rewrite Testing scenarios for Phase 3 testing. e. Continue to test the updated Supervisory Organization process. f. Assigned Academic Security in NSHE3. g. Validated the 4 HCM files (Education, Primary Position EE, Primary Position CW, and Additional Position EE). h. NSHE continues to work on resolving Programmatic Conversion Issues. 2. Recruiting <ol style="list-style-type: none"> a. Completed 1 feedback / design enhancements. The change consisted of updating Classified Tested configuration. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Recruitment working session 8/22-23 in Reno for Employment Contracts/Offer Letters. Campuses determined and agreed upon requirements for text blocks, remarks, templates, addendums, approvals, and acknowledgements. All campuses were represented except GBC. 3. Benefits <ol style="list-style-type: none"> a. Completed 1 feedback / design enhancements. The change consisted of updating Passive Event BP notifications. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Validated the Additional Benefits, Retirement Saving Plan, Spending Plan, and Retirement Custom benefit files. NSHE reported two programmatic issues associated to the Spending Plan and Retirement Custom file. The other two files are clear. 4. Absence <ol style="list-style-type: none"> 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. b. Developed additional configuration needed for annual accrual for coaches at UNLV and UNR in NSHE5. Moved to NSHE3 for discussion next week when Pat returns. 5. All Lanes

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> a. Completed Test Scenarios from Phase 3 Testing. Supporting Failure Tickets. b. Working on job aids for Assign Worker EIB and Assign Worker Manual Task. c. Wrote Change Request Jira requirements.
Time Tracking	<ul style="list-style-type: none"> 1. Continued employees impacted by the Worktag configuration limitation within Workday – Kim Beers (North) and Chris Viton (South) provided use cases for discussion with Workday. Leslie to set up call with Workday to discuss. 2. Continued to revisit OT and Comp Time Rules, based on changes coming from new FLSA guidelines and recommendations for the HRAC. 3. Identified and documented new requirements for Workday Time Tracking to be reviewed and discussed with the Time Tracking team. 4. Began Phase 3 testing and worked through any issues identified 5. Began Knowledge Sharing assessment
Payroll	<ul style="list-style-type: none"> 1. Payroll – NRAT: NSHE requested a notification or TO DO from I9 form to NRATS to notify potential of an NRA employee; awaiting input from HCM. 2. Payroll History: NSHE loaded File and SCI is reviewing. 3. Payroll - PERS – Configuration: NSHE is configuring the remaining PERS reduction earnings. SCI has identified an outstanding issue with the allowances that needs to be resolved in payroll. 4. Payroll - Annual/Sick Reduce Regular: Team continuing configuration to calculate reduced regular earnings to support DRI FIN’s request to break out PTO from Regular earnings. 5. Payroll - Academic Pay: Testing began week of 8/22, looking at 9/12 EEs in NSHE1. Working on fix for incorrect accrued amounts due to beginning payroll mid-academic year. 6. Payroll Input File: NSHE has loaded file for SCI’s review. 7. File Validations: NSHE began validating the conversion file for the direct deposit submittal file to the bank. Also round two testing has begun this week.

Area	Accomplishment /Activity
Financials	<ol style="list-style-type: none"> 1. FDM configuration continued with additional updates made this week. Goal is to have the FDM and mappings complete this week in order to have an updated conversion mapping by this coming Monday, 8/29. 2. Exceptions Status: <ol style="list-style-type: none"> a. Open: EX-006 UNLV ARCHIBUS –UNLV resubmitted Exception with options that were discussed during the meeting. Finance Project team input was drafted; waiting for the HCM Project team input. b. Open: EX-007 RFQ – Brainstorm submitted; Working to contact Workday for discussion of development status c. New: EX-011 – Sensitive Equipment tracking submitted; Project team input still needed d. New: EX-012 – Troy Check printing in progress; Comments & feedback being developed by both the Project team and SCI. 3. Testing started this week, although most teams were not able to start until Tuesday, and the Procure to Pay team delayed until end of day Tuesday. Despite this delay, the team has made good progress as of today and have started more than 40% of the scenarios, and passed 35% of the scenarios. All teams to expect to be able to complete testing by the end of next week using the full 4 days.

Area	Accomplishment /Activity
Technical	<ol style="list-style-type: none"> 1. Financials Conversion: <ol style="list-style-type: none"> a. The Accounting Journals and Beginning Balances data extracts were run for a second time and are being validated by the consultants. b. The Business Assets data file was thoroughly reviewed by the Consultants and several issues are being corrected by John Tully. c. The Procurement team made a decision to not convert all Suppliers from Advantage into the P2 tenant because it will not be the source of conversion data going forward. We create one dummy supplier record in order to convert Open Purchase orders. The Procurement team will create new supplier records as needed in the P2 tenant for testing purposes. 2. FDM: Designees and BAs worked this week to make sure that all updates that have been made in Workday for latest round of FDM data collection and that all crosswalks to be used for conversion are up to date. 3. Integrations: <ol style="list-style-type: none"> a. INTF-S035A-EFT-ACH-PPD – Integration is run successfully after Settlements are processed for System Administration and UNR. The output files are placed in SFTP for John and Audra review. b. INTF-S035B-EFT-ACH-CCD – Brian provided all the institution values (some institutions values are not known and he has provided 999999 for now). Configured the integration in NSHE3 and mapped the integration to Bank Account. c. Positive Pay integration file layout and extract complete in Workday. d. INTF-S035C-EFT-ACH-CTX-UNLV – Configured CTX integration for UNLV. 4. Reports completed through design, build, requirements, and basic testing (since last status update): <ol style="list-style-type: none"> a. R28 State Supported Operating Budget Allocation of Resources by Appropriation Area; by Expenditure Object. b. R98 Award Burn Rate.
Training	<ol style="list-style-type: none"> 1. Training Coordinator announced. 2. 2nd Trainer hired. Employment begins 9/12/16. 3. Planning for Training Liaison training and job aid development session at GBC for Oct 10th. Collecting attendee information and continuing the planning effort. 4. Shared BP Analysis Worksheet with Testing team as resource to help organize scenario development for System Testing.

Area	Accomplishment /Activity
Change Management	<ol style="list-style-type: none"> 1. Facilitated Campus Change Lead call. 2. Workday posters for change management efforts posted in the Change Management folder on google drive to support campus CM efforts. 3. Completed the Communication Plan for current deliverables thru year end. 4. Identified updates to Communication and Change Management Documents. 5. Identified materials for CM Toolkit #2. Development has begun. 6. CM Style Guide has begun. 7. Identified working session agenda and topics with Roberta and Andrew for week of Aug. 22nd.
Testing	<ol style="list-style-type: none"> 1. JIRA scenarios were loaded and verified. 2. JIRA demonstration was provided to the testers. 3. JIRA test reporting was created. Status reports were shared nightly with the teams. 4. JIRA workflows and statuses updated. 5. Test team attended a Point of Contact meeting to discuss testing and JIRA. 6. Test team followed up with each functional area to determine status of testing and to discuss any comment/concerns/questions. 7. JIRA formatting issues researched. Not resolved yet.
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	8/29/2016 - 9/2/2016	Complete 19 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.
Compensation	8/29/2016 - 9/2/2016	Finalize UNR, SA, and DRI Period Activity Pay setup.
Compensation		Update GA and LOA Research Period Activity Pay Changes.
Compensation - Conversion	8/29/2016 - 9/30/2016	Validate P2 Compensation files (Period Activity Pay, Employee Compensation, Allowance, and One-Time Payment).
Benefits	8/29/2016 - 9/30/2016	Complete 8 Feedback / Design Enhancements Changes.
Benefits		Continue to work on PERS and Classified Retirement Setup.
Benefits		BAR Setup for Period Activity Pay Employees.
Benefits		Custom Organization Requirements and Setup.
Benefits - Conversion		Continue Review of Benefit Conversion Errors with Pat La Putt & Michelle Kelly.
Benefits - Conversion		Validate P2 Benefit Files (Healthcare, Spend, Insurance, Retirement, Additional Benefits, and Benefit Vendor Files).
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 8/26	Confirmation of changes to Absence Step in Job Change, Additional Job, and Edit Position BPs.
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 Compensation buyback with Payroll.
Recruiting	8/29/2016 - 9/2/2016	Complete 3 Feedback / Design Enhancements Changes.
Recruiting		Finalize configuration of the Offer Approval process configuration.

Area	Dates	Upcoming Activities
Time Tracking	8/30/16	Reconvene Time Tracking Team to discuss new requirements that have been identified during the STAT team process, and continue configuration .
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	SCI to schedule follow up meeting with Workday to discuss Worktag needs.
Payroll – PERS Reduction	On-going	NSHE is validating the PERS-able earnings.
Payroll NRAT Testing	Awaiting HCM	Need to work with HCM on Security for NRATs and To Do for I9 notification.
Payroll Go-live Cutover	On-going	Planning in progress.
Payroll/Comp		Need requirements surrounding hourly allowance calculation for Bi-lingual Pay, Working out of Class Pay.
Finance	8/29 – 9/1	<ol style="list-style-type: none"> 1. FIN: All teams in Las Vegas Monday-Thursday. 2. FIN P1/Phase 3 Unit Testing: This should be the primary focus for the team this week. Goal for completion is the end the week of 9/1. 3. FDM Load & Crosswalk: Goal is to complete the extract for the FDM Crosswalk by 8/29 to support the next round of conversion. 4. Conversion Data Validation: New data extract & loads planned for Beginning Balances & Accounting Journals, plus validation by the Campus teams. Work continuing in other areas also. 5. JIRA Activity: Teams will continue to do some work on tickets that are within P2 scope.
FIN Conversion	Week of 8/29 and 9/5	Run P2 data extracts and send out for validation.
Integrations	Week of 8/29	CCD – Run the integration after settlements are processed.
Integrations	8/15 - 9/5	Chris Mercer is working on the requirements for the Student Financials integration to/from PeopleSoft and is project to have a draft, if not final, requirements documented by 9/2.
Integrations	8/22 - 9/9	Follow up meeting to be scheduled with Lawlor to discuss their integration to Workday.

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Area	Dates	Upcoming Activities
Integrations	8/29-9/2	Continue work on Workday UID integration to PeopleSoft.
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	(In Progress) 36% of HCM and FIN standard reports are in progress or complete. 5 additional reports started since last status update.
Reporting	8/22-9/30	(In Progress) CF prefix calculation field cleanup effort in P1 tenant: 95% complete with goal to complete 100% by 9/30/16.
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.
Reporting	September	Start Data Governance Group Meetings.
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	9/1/16-10/17/16	Will be working from the Reno System Administration Office. Working on the consolidation of NSHE Financial Statements and working with the external auditors.
Training	8/29 –9/2	<ol style="list-style-type: none"> 1. Review Training Assessment Survey results with Training Coordinator to understand resources available versus needed. Results will also be shared with Campus Points of Contact and to Chris Mercer. 2. Review BP Analysis Workbooks to ensure complete and to begin to develop Curriculum Plan. 3. Continue to work with Workday Rising contact to ensure all discounts are identified and processed for NSHE. 4. Identify training dates for new trainers and coordinator to attend Fundamentals training. 5. Publish high level and detailed Training timeline (assuming approval of high level is completed). 6. Edit and publish 'history' of iNtegrate from Training Liaison Kickoff Meeting (Roberta).

Area	Dates	Upcoming Activities
Change Management	8/29 – 9/2	<ol style="list-style-type: none"> 1. Finalize the names and roles from remaining institution’s Change Partners to prepare for appropriate orientation. 2. Kim to update Comm./CM Strategy document. 3. Continue Development of Communications Style Guide. 4. Meetings/discussions with Functional leads to develop lists of what’s changing (policy/practice) for NSHE stakeholders in Workday. This is to aid targeted communication activities planned thru year end. 5. Develop Toolkit #2 materials (Timeline, elevator pitch; FAQs, etc.). 6. Report Reboot survey findings.
Testing	8/29 – 9/2	<ol style="list-style-type: none"> 1. Testers will continue to test scenarios. 2. The change request process needs to be defined. JIRA to support the change request process needs to be developed. 3. The JIRA manual for lead, designees and business analysts needs to be developed. 4. JIRA user guide to develop scenarios needs to be developed. 5. JIRA demonstration for the points of contact needs to be provided. 6. System Testing planning discussions need to be continued.

Planned Time Away

Dates	Team Member	Planned Time Away
August 31	Holly Reid	PTO
August 29-September 9	Steven Sullivan	PTO
September 1-2	Ken Bialobrzski	PTO
September 2	Ursula Price	PTO
Sept 1 – Oct 17	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 13-16	Michele Meador	PTO
September 19-23	Melissa Mudgett	PTO
September 19 - 20	Nancy Kelly	PTO
September 19-26	Marianne Bealles	PTO
September 23	Ken Bialobrzski	PTO

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Dates	Team Member	Planned Time Away
September 25 – 29	<ol style="list-style-type: none"> 1. CM Team: <ol style="list-style-type: none"> a. Robert Roth b. Linda Moore 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. Michelle Hooper g. Audra Kanae 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 – October 4	Erik Feagans	Workday Training & PTO
September 26-30	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	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 with Workday.

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#	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	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.
5	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.
6	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.

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Resolution Plan
7	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	The teams recently provided this. This item will remain open until the training team has reviewed and confirmed the information provided.

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.

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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. She has to be replaced long-term. We are also very short on resources for the Conversions and Integrations areas.
5	Integrations	The project for Single Signon and Identity Management is behind schedule in working through the configuration requirements. This will not be ready for P2 testing and has risk for P3 for some requirements.	M	M	Tech	Users can log into Workday through the normal Workday login page without Single Sign On. Identity Management processes for Hire, Termination and so on will not be available for testing in P2. This should be available for P3.

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6	Integrations	Student Employment/Work Study integrations does not have requirements fully vetted which means that development for these integrations cannot start. This means that this will not be ready for P2 and is at risk even for P3.	M	M	HCM	If requirements are not completed, then this cannot be developed in time for P3. The work around is HCM staff will need to manually look up students in PeopleSoft to verify that they are eligible for employment/work study until this integration is developed and tested.

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7	Integrations	<p>The following Campus Integrations are at risk:</p> <ol style="list-style-type: none"> 1) Thomas and Mack 2) Lawlor 3) Assets: Exception request still outstanding for this. 4) Archibus (Location to employee) 5) Supplier Registration 	High	Medium	FIN	<ol style="list-style-type: none"> 1 - Thomas and Mack - Meeting held on 8/24. Next steps are not clear on the decision making process of what integrations will be used. 2 - A meeting needs to be scheduled with Lawlor to walk through the requirements for their integration. 3 - The UNLV development team needs a walkthrough of Asset functionality in order to design their integrations. 4) Locations for employees can be manually made in Workday. 5) Suppliers entered directly into Workday and approved outside of system.

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8	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.
9	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.

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10	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 August. 2. Spend next three months implementing. 3. Write integration for Workday. 4. Test integration during P3.
11	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.

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12	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.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
FDM & Financials Unit Testing	Yellow	September 2, 2016	75%	
P1 Issue Resolution and Configuration	Yellow	September 2, 2016	75%	
Develop/Modify Data Extracts & Unit Test	Green	September 2, 2016	75%	
Design Documents Updates	Green	September 16, 2016	50%	
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	50%	
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		