Project Status Report

Status as of September 2, 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 continued P1/Phase 3 testing, and is close to completion, although not entirely there. 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. Meetings will begin in September.
	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. Campuses are aware of the current timeline to include them in the security assignments for P2. This was communicated during the Project Reboot sessions.
❖ Overall Status – Training & Outreach	Green	Green	**Change Management/Communication:** Change Management remains in green status overall. Communications activities are underway per the plan; meeting schedule has been established.
	Yellow	Yellow	**Testing** Overall testing status is yellow. Here are some concerns at this point. • 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 at several institutions for integrations identified by campuses for P2. Security role assignments in the tenant are incomplete for Phase 3 unit testing. It may be incomplete for P2 testing. • HCM testing is behind schedule. The Testing Team has communicated regularly with this area.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	**Training** Overall status of Training is Yellow. BP status spreadsheets received from the HCM and Finance teams. They are currently in review. Some gaps still exist and the team is working with HCM/Finance leads/teams to get the necessary information. Activity is still behind at this point, but moving forward.
Schedule	Yellow	Yellow	The status for Schedule remains at Yellow due to Time Tracking, Financials, Training and Testing. 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 is close to completion, some tasks will likely push to next week; There have not been significant changes identified through Phase 3 testing. 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 is being reviewed and work underway to fill in gaps in the information received.
	Green	Green	**Change Management/Communication:** On schedule (Change Management Activities); Next steps identified with review of Comm. Plan and next steps for Change Management Toolkit #2.

Item	Current Status	Prior Status	Status Notes
	Yellow	Green	**Testing** • Finance is on track with scenario testing at 95% started. HCM is at 37% started as we near the end of the second week of testing. • 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. • Significant campus integration work is outstanding at several institutions. Delays in completing integrations could cause delays in end to end testing and overall project timeline. • September 9 is the current goal for completion of all untested scenarios so as to allow September 12-30 to close all outstanding issues and feedback items. Sign-off for Unit Testing Phase 3 is targeted for September 30 when P1 configuration is frozen and no further changes can be migrated to the P2 build.
	Green	Green	**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.
Budget	Green	Green	As of 7/31: Actual Hours: 51% of budget Projected Hours: 52% of budget Notes: • 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, Technical and Testing teams. Please refer to the detailed status below.
❖ **Personnel**	Green	Green	**HCM**
	Green	Green	**Payroll**
	Green	Green	**Time Tracking**

Item	Current Status	Prior Status	Status Notes
	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	**Training:** • Linda Moore will transition to Training Coordinator 8/29 to 9/7. New Training Coordinator to attend Rising and HCM Fundamentals training. • New Trainers to attend HCM and Finance Fundamentals training.
	Green	Green	**Change Management/Communication**
	Yellow	Yellow	**Testing** • A few individuals identified as testers have communicated their unavailability to test. This has contributed to HCM falling behind in testing progress. • One of the testing leads will be unavailable for the next six weeks.
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** • 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.

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Change Management/Communication** • Maintain level of engagement of Change Leads and them with their Change Partners over the extended amount of time up until Go Live. • The ability to take action and incorporate feedback from Reboot survey into future Open House events.
	Yellow	Yellow	**Testing** • Level of input and involvement from Campus SMEs is an ongoing risk. Efforts are being made to include the SMEs in the review of scenarios. The Testing Team is working with leads to ensure opportunities for representation of all campuses in System testing. • If remaining testing identifies significant design defects 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. Additionally, SME access to JIRA to view scenarios may help identify any testing gaps.
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	1. Core HCM a. Completed 6 feedback / design enhancements. The change consisted of updating Change Job Business Process, Updating Classified Annual and Hourly Pay Grades, Document Security, Standardizing Help Text. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Conducted Feedback Review Session to Review Solutions. c. Continued to rewrite Testing scenarios for Phase 3 testing. d. Continue to test the updated Supervisory Organization process. e. Created new NSHE Cost Center and Unit Worksheet P2 9.6.2016 file to highlight the new department codes. Additionally added in the new cost centers and units. The NSHE Cost Center and Unit mapping activity was released back out to campuses. f. Validated the 5 HCM files (Personal Data, Service Dates, Primary Position EE, Primary Position CW, and Additional Position EE). g. Mike continues to work on resolving Programmatic Conversion Issues. 2. Recruiting: Focused on validating critical files for the P2 build. 3. Benefits a. Completed 1 feedback / design enhancements. The change consisted of creating a custom report and inactivating a Workday delivered report. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Validated the Spending Plan, Western Insurance, and American Fidelity files. 4. Absence a. Configured updates based on feedback from Phase 2 testing - Help Text, Notifications, Eligibility Updates, Intermittent Leave Testing, Streamlining of Business Processes, and Accrual Calculations. b. Resumed Weekly Absence Management Meetings with Pat's return. c. Continued Phase 3 Testing, mostly related to Leave of Absence Processing. d. Discussion with both the Absence and Time Tracking teams regarding scenarios and solutions for the Chief HR Officers proposal to limit annual, sick and comp time from calculation of overtime for professional non-exempt employees. Pat to take these scenarios and a recommendation to the next HRAC meeting. e. Reviewed conversion mapping for P2 loads of Leave of Absence Events, Absence Balances and Time Off Requests. f. Confirmed changes to Absence Step in Job Change, Additional Job, and Edit Position BPs. 5. All Lanes 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.

Area	Accomplishment /Activity
	c. Wrote Change Request Jira requirements. Pat reviewed the requirements and provided feedback. Waiting on next steps from the JIRA Team. i. Conducted Daily Conversion Lane Meetings.
Time Tracking	1. Continued to revisit OT and Comp Time Rules, based on changes coming from new FLSA guidelines and recommendations for the HRAC. 2. Discussed new requirements identified during the STAT team process with the Time Tracking team. 3. Continued Phase 3 testing and worked through any issues identified. 4. Ensured employees with more than one job cannot be clocked in to more than one job at a time. Tested in NSH3 - Error occurred when entering time that overlapped with existing time entry.
Payroll	1. Payroll – NRAT: HCM Team working on NRAT Security 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. Awaiting input from HCM. 2. Payroll - PERS – Configuration: Resolution on the one outstanding issue with the allowances. 3. Payroll - Annual/Sick Reduce Regular: Team continuing remaining configuration to calculate the reduced regular earnings to support DRI FIN's request to break out PTO from Regular earnings. 4. Payroll - Academic Pay: Testing has begun, and accrued amounts are not correct due to beginning payroll mid-academic year – fix in progress. 5. Payroll Input File: SCI to review latest extract. 6. File Validations: NSSHE started the validation of the conversion file for the direct deposit submittal file to the bank. Also round two testing has begun this week.

Area	Accomplishment /Activity
Financials	1. FDM Configuration: FDM configuration continued this week with new crosswalks created to support conversions. The Fund-to-fund mapping and Ledger Account mapping were released to the campuses for updating by 9/30. 2. Exceptions Status: 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. Topic will be discussed (yet again) at the 9/14 Controllers meeting. 3. P1/Phase 3 Testing: Testing continued this week, with several teams very near completion – Accounting, Assets, Customer Accounts, Expenses, Grants, and Projects. Remaining areas are Banking, Effort Certification, Procurement, and Supplier Accounts. These areas are all close to completion. Overall, 89% are Passed.
Technical	1. FIN Conversion: The Beginning Balances file was loaded into P1. The team is starting to create reports that will be used to validate the Load. 2. FDM: The team had created workbooks for Fund to Fund Mapping and Ledger Account mapping to send to the campuses for another round of data collection. A meeting was held to walk through the files so there is understanding of how to update them. The requested turnaround is by 9/30. 3. FIN Conversion: The P2 extracts for Business Assets, Outstanding checks, Open Purchase Orders, Award Contracts, and Award schedules were run on 9/2. They will go out for validation next week. 4. Integrations a. Configured the BAI integration in NSHE3 and loaded the file for CSN so the functional team can run the auto reconciliation process. b. Working on testing integrations for Benefits. c. All integrations have been moved to JIRA for management and reporting status. 5. Reporting: Reports completed through design, build, requirements, and basic testing (since last status update): a. R11 NSHE Leave Commitments and Usage. b. R99 Budget to Actuals Reports – Grant (2 reports). c. R100 Award Closeout Projection.

Area	Accomplishment /Activity
Training	1. Ashley Ruen has worked with Loukia to develop a BP Implementation checklist to help cross check and enhance the BP spreadsheet s prepared by the HCM and Finance teams. 2. Planning for Training Liaison training and job aid development session at GBC for Oct 10th. Collecting attendee information and continuing the planning effort. 3. Detailed Training Project plan/timeline being reviewed/updated. 4. Outlined server requirements for training material development/storage.
Change Management	1. Continued work on CM Toolkit#2 (Elevator Pitch completed). 2. Results of Reboot Survey distributed to the participants. 3. CM Style Guide distributed for review/feedback.
Testing	1. JIRA demonstration was provided to the Points of Contacts. 2. Status reports were shared nightly with the teams. 3. Test team followed up with each functional area to determine status of testing and to discuss any comment/concerns/questions. 4. JIRA formatting issues researched. Not resolved yet. 5. Finance has made significant progress and nearing completion of Phase 3 Unit Testing. 6. HCM has made progress in multiple areas of testing. 7. System test planning has begun. 8. Additional enhancements in JIRA configuration to support testing needs.
Audit	1. Began testing alerts with the security analyst and reporting team member. 2. Reviewed the current security policies for NSHE and Workday and security governance being developed by the Security Officer. Discussed alerts needed by the Security Office in Workday. 3. Reviewed with the HCM Lead appointing authority issues.

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM / Compensation	9/6/2016 - 9/9/2016	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	9/6/2016 - 9/9/2016	Finalize UNR, SA, and DRI Period Activity Pay setup.
		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	9/6/2016 - 9/16/2016	Complete 8 Feedback / Design Enhancements Changes.
		Continue to work on PERS and Classified Retirement Setup.
		BAR Setup for Period Activity Pay Employees.
		Custom Organization Requirements and Setup.
Benefits - Conversion		Continue Review of Benefit Conversion Errors with Pat La Putt & Michelle Kelly.
		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.
	Ongoing	Development of termination payout adjustments and and DRI buy back requirements.
	Week of 9/6	Review Knowledge Sharing Document for Architect Stage with Jim.
	Week of 9/12	Testing of absence balance payouts with Payroll.
	Week of 9/12	Testing of leave without pay codes with Payroll.
	Week of 9/12	Test proposed solution for Worker's Compensation buyback with Payroll.
Recruiting	9/6/2016 - 9/16/2016	Complete 3 Feedback / Design Enhancements Changes.
		Finalize configuration of the Offer Approval process configuration.

Area	Dates	Upcoming Activities
Time Tracking	Week of 9/6	Research transparency of punch location/source details for use by manager in enforcing any department punch location restriction.
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 9/6	Configure new OT requirements for employees who are now only eligible for OT after 40 hours in a week, instead of also 8 hours in a day. Classified and Classified Hourly are the only two now eligible for daily overtime.
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. 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 History	Awaiting Build Validation	Up loaded the new payroll history file on Thursday, and working on the new deduction file for next week.
Payroll Go-live Cutover	On-going	Planning in progress.
Payroll Test Troubleshooting	On-going	Working through the Failed Payroll tests – several issues have been fixed.
FIN All	9/6 – 9/8	All teams in their home locations Tuesday-Friday, Monday is a holiday.
FIN P1/Phase 3 Testing	9/6 – 9/8	We will likely have some small level of cleanup and completion for Phase 3 testing – Supplier Accounts, Procurement, Banking.
FDM Load & Crosswalk	9/6 – 9/8	Work will continue on FDM cleanup and planning for remaining data gathering tasks.
FIN Conversion Data Validation	9/6 – 9/8	New data extract & loads planned for Beginning Balances & Accounting Journals, plus validation by the Campus teams. Work continuing in other areas also.
FIN JIRA Activity	9/6 – 9/8	Teams will concentrate on confirming the scope of P2 JIRA tasks and planning and starting that work.
FIN Conversion	September	Validate P2 extracts, and make corrections as needed by 9/30.

Area	Dates	Upcoming Activities
Integrations	Week of 9/5	CCD – Run the integration after settlements are processed.
Integrations	September	Hold Design sessions for the PeopleSoft Student Financials integrations.
Integrations	8/22 - 9/9	Follow up meeting to be scheduled with Lawlor to discuss their integration to Workday.
Integrations	8/29-9/2	Continue work on Workday UID integration to PeopleSoft.
Reporting	8/29-10/30	(In Progress) 37% of HCM and FIN standard reports are in progress or complete.
Reporting	8/29-9/30	(In Progress) CF prefix calculated field cleanup effort in P1 tenant: 95% complete with goal to complete 100% by 9/30/16.
Reporting	8/29- 9/6	Preliminary report inventory audit - analysis of reports in P1 in preparation for P2 build.
Reporting	9/7	Bi-weekly reporting lane meeting with campuses.
Reporting	9/12- 9/15	Ken onsite in Reno.
Reporting	September	Planning: Analysis and requests for System Administration government/compliance sample reports that NSHE will be responsible for.
Training	8/29 –9/2	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. Final review of Training Project Plan. Edit and publish 'history' of iNtegrate from Training Liaison Kickoff Meeting (Roberta). 6. Prepare survey for the Training Liaison Group to inventory tools licensed at institutions, skills inventory in use of tools and intended roles. 7. Share server requirements for training materials with SCS mgmt.

Area	Dates	Upcoming Activities
Change Management	8/29 – 9/2	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. Continue to develop Toolkit #2 materials (Timeline, elevator pitch; FAQs, etc.). 6. Newsletter template in preliminary design.
Testing	8/29 – 9/2	1. Testers will continue to test scenarios. 2. The enhancement/change request process will be reviewed with leads. JIRA to support the change request process needs to be developed. 3. The JIRA manual needs to be updated to reflect current configuration and additional relevant functionality. JIRA user guide to develop scenarios needs to be continued. 4. JIRA access and demonstration for the SMEs needs to be provided. 5. System test planning discussions need to be continued.
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 additional alerts need by this position as well.
Audit	9/6/16-10/17/16	Will be working from the Reno System Administration Office. Working on the consolidation of NSHE Financial Statements and working with the external auditors.

iNtegrate 2

Planned Time Away

Dates	Team Member	Planned Time Away
August 29-September 9	Steven Sullivan	PTO
Sept 1 – Oct 17	Mary Stoltz	Financial Statements
September 6 - 7	Betsy Kuchta	PTO
September 6 - 9	Matt Roberts	PTO
September 6-9	Mark Sonntag	Workday Training & PTO
September 9	Ursula Price	PTO
September 13-16	Michele Meador	PTO
September 16	Jeff Taylor	PTO
September 19-23	Melissa Mudgett	PTO
September 19 - 20	Nancy Kelly	PTO
September 19-26	Marianne Bealles	PTO
September 21-23	Michael Bakker	PTO
September 23	Ken Bialobrzeski	PTO

iNtegrate 2

Dates	Team Member	Planned Time Away

September 25 – 29	1. CM Team:
	   a. Robert Roth
	   b. Linda Moore
	2. Technical Team:
	   a. Jim McKinney
	   b. Michael Bakker
	   c. Hari Nune
	   d. John Brandvold
	3. HCM Team:
	   a. LeRoy Palinsky
	   b. Kim Beers
	   c. Michelle Hughes
	   d. Nancy Kelly
	   e. Jim Lowe
	   f. Audra Kanae
	4. FIN Team:
	   a. Samir Mehtaji
	   b. Linda Moore
	   c. Rhonda Dome
	   d. LeeAnn Davis
	   e. Daly Costanza
	   f. Taryn Doetch
	5. SCI Team
	   a. Matt Luby
	   b. Bert Gordon
		Workday Rising

September 26 – October 4	Erik Feagans	Workday Training & PTO
September 26-30	Holly Reid	PTO
September 27	Mark Sonntag	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

Dates	Team Member	Planned Time Away
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	Need to confirm vendor implementation will meet configured designed of Single Signon.	High	Michael Bakker	8/25/16	9/15/16	Michael Bakker	Met on August 25th to discuss the open Single Signon questions. We agreed to leave this item open until all questions and/or risks have been addressed.
2	HCM Team needs to understand due dates for the testing activities to ensure alignment with configuration and build activities.	High	Mary Stoltz	7/29/16	9/9/16	Ashley Ruen	
3	Workday doesn't allow you to convert data to create new I-9 forms in Workday.	Medium	Matt, Michele	7/29/2016	9/5/2016	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.

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Resolution Plan
4	Worktag Brainstorm – inability to limit number of Worktags available for override entry via Time Tracking	High	John Doetch	1/1/2016	9/15/2016	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.
5	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	9/15/2016	Time tracking	Time tracking will have to be reconfigured for the calculation of overtime for these employees.

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Resolution Plan
6	FDM Status	Medium	Finance Designees	7/8/16	Prior to P2 freeze	Steve	Initial FDM created. Ongoing risk with i) delay/rework in FDM mapping; ii) delay in related tasks – Spend/ Revenue categories.
7	Sprint Progress	High	Steve, Matt	9	8/15/2016	Steve	Team still has a significant # of outstanding JIRA tickets open -84 for P2.
8	FDM Maintenance	High	Steve, Jim McKinney, Brian	7/29/16	Month of August	Steve, Brian, Ursula	Specification & development of tools is ongoing. We need to identify an owner.
9	Identified testers unavailable for testing.	High	Mary	8/29/16	9/2/16	Mary	Constant communication with team leads, designees, and project management and a communication out to the Points of Contact.

Escalated Issues

#	Area	Description	Status	Owner	Decision Deadline	Resolution Plan/Comments
1	Integration	Exceptions – EX-006 ARCHIBUS Exception on HOLD	Open	Chris Mercer	9/15/2016	Resubmission from team is due this week.
2	Procurement	Exception – EX-007 Bidding System on HOLD	Open	Chris Mercer	9/15/2016	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	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.	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.

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

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

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

iNtegrate 2

Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
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	Would need to move up the timeline for Time Clock if possible or work on integration during implementation if possible. Current timeline: 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.

iNtegrate 2

Risk#	Risk	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
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
Develop/Modify Data Extracts & Unit Test	Yellow	September 9, 2016	75%	
P1 Issue Resolution and Configuration	Yellow	September 9, 2016	75%	
FDM & Financials Unit Testing	Green	September 9, 2016	75%	
Design Documents Updates	Green	September 16, 2016	75%	
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	100%	
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		

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