Project Status Report

Status as of September 9, 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 completed P1/Phase 3 testing, and is transitioning to primarily P2 preparation and data conversion validation.
	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.
	Yellow	Yellow	**Integrations (Campus):** Some major integration points (JV Loads, Thomas & Mack, Lawlor, Assets and Supplier Registration) have only just started the requirements gathering or have yet to be started.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	**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. Finalizing CM and Communications Strategy documents.
	Yellow	Yellow	**Testing** Overall testing status is yellow, pending HCM progress on testing.
	Yellow	Yellow	**Training** Overall status of Training is Yellow. Training Team must still review the BP status sheets and we are still waiting for the HCM team to complete their gaps. Linda Moore, the new Training Coordinator, will not be a resource to the team until 9/15.
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**

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	**Financials:** P1/Phase 3 testing has been completed, with some failed and postponed test scenarios moved into P2 preparation sprints. Challenging schedule to complete i) JIRA tickets for P2; ii) Workday 27 review & adoption; iii) Conversion data validation.
	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:** • Monthly TLG meetings on schedule. • Working Sessions on 9/15-9/16 to transition activities to Linda Moore and her team. • BP Status from HCM not complete, awaiting new information. Financials in review.
	Green	Green	**Change Management/Communication:** On schedule.
	Yellow	Yellow	**Testing:** HCM is slightly behind on testing but will complete by next week, allowing the remainder of September for remediation.
	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 8/31: Actual Hours: 53% of budget Projected Hours: 52% of budget
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**
	Yellow	Yellow	**Financials:** The BA hire is in process, as is the hiring process for Lauren De Vera's replacement.
	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 full time, effective 9/15/16. • Tom Davis, Training Specialist, starts 9/12. • Linda Moore to coordinate required Workday training for herself and her team by 9/19.

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Change Management/Communication**
	Yellow	Yellow	**Testing** • Core testing team = green; but yellow in relation to extended testers for system testing and their availability and ramp-up needs. • 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** • Continued delays in receiving necessary BP information from HCM 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. Risk considered low.
	Green	Green	**Change Management/Communication:** Feedback has indicated that if guides and demo materials do not closely match how Workday will look and work for NSHE, those materials may be detrimental. Therefore, some Toolkit demonstration guides are being tabled until P2 training clone is available.
	Yellow	Yellow	**Testing** • Missing Scenarios from Unit testing could result in testing and configuration gaps. We will continue to encourage review of scenarios by SMEs and campuses. • System testing may reveal gaps not previously identified.

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.

Note: We will not receive an Audit status report until after October 17, as Mary Stoltz is focusing financial statements until then.

Key Accomplishments

Area	Accomplishment /Activity

HCM	1. Core HCM
	   a. Completed 6 feedback / design enhancements. The changes consisted of updating Resident Compensation Grades, Updating To Do Setup in Onboarding Business Process, Updating bulletin link, Updating Academic Tenure Status, 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. Finalized the Supervisory Organization process. The Supervisory Organization will be ready for the campuses on Monday, September 12th.
	   e. Updated Degrees on Job Profiles in P1 & updated Job Catalog excel file with updated valid values.
	   f. Finalized Security Job Aids and shared them with the HCM Team. Additional, John tested the job aids.
	   g. 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.
	   h. Validated the 7 HCM files (Primary Position EE, Primary Position CW, Additional Position EE, Employee Contracts, Employee Compensation, Allowance, and One-Time Payments).
	   i. Mike continues to work on resolving Programmatic Conversion Issues.
	   j. Recruiting - Completed 4 feedback / design enhancements. The changes are detailed in the NSHE Design Changes and Configuration Updates file.
	2. Benefits
	   a. Completed 0 feedback / design enhancements. The team focused on validating Benefit file for the load.
	   b. Validated the Additional Benefits, Spending Plan, Western Insurance, and American Fidelity files.
	3. Absence

Area	Accomplishment /Activity

	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. Completed Knowledge Sharing Document for Architect Stage with Jim Lowe for Absence.
	c. Continued Phase 3 Testing, mostly related to Leave of Absence Processing.
	d. Continued 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.
	e. Received and reviewed conversion files for Leave of Absence Events, Absence Balances and Time Off Requests.
	f. Confirmation of changes to Absence Step in Job Change, Add Additional Job, Switch Primary Job, and Edit Position BPs – Added additional To-Do to Edit Position, no changes to Add Additional Job. Will need further discussion on Switch Primary Job.
	4. 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.
	   c. Wrote Change Request Jira requirements. Pat reviewed the requirements and provided feedback. Waiting on next steps from the JIRA Team.
	   d. 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. Completed configuration for and tested new OT requirements for all employees except classified and classified hourly, which eliminates daily overtime and only entitles them to weekly overtime. 3. Continued Phase 3 testing and worked through any issues identified. 4. Received work schedules from Police departments and will stage a few to show functionality and pros/cons, to determine if we want to move forward with implementing work schedules.

Area	Accomplishment /Activity
Payroll	1. NRAT: HCM Team working on NRAT Security and access to I9 and Passport/Visa data. Also, NSHE is requesting a notification or TO DO from I9 form to NRATS to notify potential of an NRA employee. Awaiting input from HCM. 2. PERS Configuration: Allowances issue resolved, working with NSHE. Work with NSHE to complete next week 9/12. 3. Annual/Sick Reduce Regular: team will continue work on calculating the reduced regular earnings to support DRI FIN's request to break out PTO from Regular earnings. Remaining configuration is still in progress. 4. Academic Pay: Began looking at 9/12 EEs in NSHE1. Accrued amounts are not correct due to beginning payroll mid-academic year. Fix in progress. 5. Payroll Input File: Reviewed file, incorporated SCI's observations and sent an e-mail to NSHE for adjustments. SCI received the changes requested on Payroll Input and SCI is incorporating the changes. Should have to file completed by Tuesday of next week. 6. Conversion File Validations: NSHE began the validation of the conversion file for the direct deposit submittal file to the bank.
Financials	1. P1/Phase 3 Testing - Testing completed this week. 95% of scenarios passed; 13 were postponed to P2, primarily because they were dependent on WD27 functionality; 9 failed and will be addressed in P2 preparation; and 1 was in the process of being resolved. The testing was considered successful. 2. 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. 3. Data Conversion - Initial loads of both the Beginning Balances and JV files were loaded into P1 this week. The first data validation report was also developed with more to come next week. Additional progress was made on Assets, Outstanding Checks, Grant Awards, and Open PO's.

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Area	Accomplishment /Activity
Technical	1. FIN Conversion: Loaded the July Accounting Journals files into the P1 tenant. 2. Integrations a. Completed Technical Designs documentation for Infinisource COBRA, BAI2 - Bank Reconciliation, and Payroll ACH integrations. b. Completed Unit Testing of PEBP Inbound Medical Payroll Deductions (INTP-S004A). This is ready for system testing. c. Working on testing integrations for Benefits. 3. Security: Had several meetings this week to discuss security and how it will be handled by the campuses. 4. Reporting a. Reports completed through design, build, requirements, and basic testing (since last status update): R101 for PI Dashboard – List of My Awards b. Completed preliminary report inventory audit and analysis in P1 tenant in preparation for migration to P2. Results were communicated to campuses in the 9/7 bi-weekly meeting. Action requested by 9/21 for report cleanup efforts.
Training	1. Training Project Plan complete and ready for review by TLG.
Change Management	1. Reviewed and updated Communication Plan. 2. CM Toolkit #2 Overview/Contents Updated. 3. CM Toolkit#2 content finalized. 4. Sent CM Timeline out for Review. 5. Sent out Style Guide for Review.
Testing	1. HCM team has made significant progress on testing. 2. Finance has all but 1 scenario tested. 3. Overall low fail rates in Unit testing. 4. All campus SMEs added to JIRA with view only access.

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Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM / Compensation	9/6/2016 - 9/23/2016	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 - 9/23/2016	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	9/6/2016 - 9/16/2016	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 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	9/6/2016 - 9/16/2016	Complete 3 Feedback / Design Enhancements Changes.
Recruiting		Finalize configuration of the Offer Approval process configuration.
Time Tracking	Week of 9/12	Research transparency of punch location/source details for use by manager in enforcing any department punch location restriction.

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	Weeks of 9/12 and 9/19	Stage NSHE1 for demo of work schedules.
Time Tracking	Awaiting response from Workday	Leslie to schedule follow up meeting with Workday to discuss Worktag needs.
Payroll – PERS Reduction	On-going	NSHE to continue 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 with NSHE on Failed Payroll tests. We have fixed several issues. We fixed several calculations (most related to PER reduction) this past week. Payroll testing made great strides this week, and all but three scenarios are completed. Will complete them early next week.
JIRA Activity	9/12 – 9/15	Teams will concentrate on confirming the scope of P2 JIRA tasks and planning and starting that work.
FDM Load & Crosswalk	9/12 – 9/15	Work will continue on FDM cleanup and planning for remaining data gathering tasks. Review meeting is set for Wednesday, 9/14.
Conversion Data Validation	9/12 – 9/15	Continuing activity - release of Open PO's on 9/13; Default Org assignments due 9/14.
P2 Preparation	9/12 – 9/15	Team needs to confirm scope, approach, and test participants for P2 testing. Meeting set to plan the approach on Monday, 9/12.
Controllers Meeting	9/14	Key agenda items include i) FDM status update; ii) Troy check printing discussion; iii) Continuing Paymode discussion.

Area	Dates	Upcoming Activities
FIN Conversion	September	Validate P2 extracts, and make corrections as needed by 9/30.
Integrations	September	Run ACH files and send to BOA for compliance checking.
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.
Integrations	9/12-9/23	Rework remittance files to vendors to utilize only the last Pay Period closed as to include all on-cycle and off-cycle checks.
Reporting	9/5-10/30	(In Progress) 38% of HCM and FIN standard reports are in progress or complete.
Reporting	9/5-9/30	(In Progress) CF prefix calculation field cleanup effort in P1 tenant: 95% complete with goal to complete 100% by 9/30/16.
Reporting	9/12- 9/15	Ken onsite in Reno.
Reporting	9/21	Due date for report cleanup in P1 to prepare for migration to P2.
Reporting	9/21	Bi-weekly reporting lane meeting with campuses.
Reporting	September	Planning: Analysis and requests for System Administration government/compliance sample reports that NSHE will be responsible for.
Training	9/12 – 9/16	1. Working Sessions with Linda and Trainers 9/15-9/16. 2. Begin Curriculum Development Plan (once BP analysis from HCM has been received, and analysis completed. 3. Training Liaison Group (TLG) meeting. 4. Planning for Elko training sessions 9/15-9/16. 5. Distribute Training Project Plan.
Change Management	9-12 – 9/15	6. Finalize Style Guide for Communication – Training to be developed. 7. Finalize Communication/CM Strategy document. 8. Meetings/discussions with Functional leads continue 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. 9. Continue to develop Toolkit #2 materials (Timeline, elevator pitch; FAQs, etc.). 10. Newsletter template in preliminary design.

Area	Dates	Upcoming Activities
Testing	9/12 – 9/15	• Begin planning for system testing and clarify participants for system testing. • Work with teams and PMO to establish a change request process for feedback and suggestions.

Planned Time Away

Dates	Team Member	Planned Time Away
Sept 1 – Oct 17	Mary Stoltz	Financial Statements
September 12-16	Margaret Walsh	PTO
September 13-16	Michele Meador	PTO
September 16	Jeff Taylor	PTO
September 19	John Doetch	PTO
September 19-23	Melissa Mudgett	PTO
September 19 - 20	Nancy Kelly	PTO
September 16-26	Marianne Bealles	PTO
September 21-23	Michael Bakker	PTO
September 23	Ken Bialobrzeski	PTO

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. Michelle Hughes
	   c. Nancy Kelly
	   d. Jim Lowe
	   e. 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

Dates	Team Member	Planned Time Away
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
November 4	Roberta Roth	PTO
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	9/15/16	Ashley Ruen	Meet with testing team and discuss requirments.

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#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Resolution Plan
3	Workday doesn't allow you to convert data to create new I-9 forms in Workday.	Medium	Matt, Michele	7/29/2016	9/15/2016	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.
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.

#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Resolution Plan
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.
6	Exception – EX-007 Bidding System on HOLD	High	Steve, Chris, Matt Luby	9/2/16	Week of 9/12	Steve	Continued disagreement on resolution. Will be discussed at 9/14 Controllers meeting.
7	FDM Status	Medium	Finance Designees	7/8/16	Prior to P2 freeze	Steve	Initial FDM created. Ongoing risk with rework in FDM mapping & related tasks.
8	Sprint Progress	High	Steve, Matt	9	9/15/2016	Steve	Team still has a significant # of outstanding JIRA tickets open -84 for P2.
9	FDM Maintenance	High	Steve, Jim McKinney, Brian	7/29/16	9/15/2016	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
10	Delegation Approach	Medium	Finance & HCM	9/2/16	9/30/2016	Steve	Ongoing discussion with HCM team, but current options are problematic for Finance.
11	SREG – Supplier portal solution	High	P2P Team & UNLV team	8/1/16	9/30/2016	Steve	Continue to monitor status. Standing meetings have been established to discuss & review status.
12	PCard/Credit Card testing	Medium	P2P Team	9/2/16	P2	Shawn	Continue to test.
13	ADP Contract / Integration	High	Payroll	9/9	Unknown	Tech Team	Need to identify whether we will be using ADP. If so, the contract is still not in place and P2 testing will not be available and with the current timeframe we may not be able to test in P3 either.

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	Assessment of resubmitted exception is still in process. Waiting for SCI and WD to update recommendation.
2	Procurement	Exception – EX-007 Bidding System on HOLD	Open	Chris Mercer	9/15/2016	Brainstorm submitted. Leslie helping to organize a 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	The WAX tool is under development. Until final scope is determined and the tool has been delivered this will remain a risk.	H	M	Steve, Brian, Ursula, Jim McK.	Continue to monitor status. Standing meetings have been established to discuss & review status.
4	FIN Resources	BA Hire is in process; Yvette Walton scheduled to return to work next week; Hiring process for Lauren De Vera's replacement is in process; The Grants team raised an issue on Grants focus that could impact P2 readiness.	H	H	Team	Status review meeting set for Monday 9/12 to review status with the Grants team.

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

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.
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	100%	9/9/2016
Design Documents Updates	Green	September 16, 2016	75%	
Build Integrations & Reports for P2	Yellow	September 16, 2016	75%	
Unit Testing of Integrations & Reports	Green	October 28, 2016	25%	
WD 27 Preview	Green	August 1 – September 9, 2016	100%	9/9/2016
WD 27 Released	Green	September 10, 2016	100%	9/10/2016
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		