



## Project Status Report

Status as of September 16, 2016

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### Summary

Item	Current Status	Prior Status	Status Notes
<b>Overall Status</b>	Yellow	Yellow	The overall status for the project remains Yellow due to Time Tracking, Financials, Integrations (NSHE and Campus), Financials Conversion and Training. Please refer to the detailed status below.
❖ Overall Status – Functional Lanes	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll:</b> Work on outstanding Payroll configuration continues. Developing go-live check list/build based upon new go-live date.
	Yellow	Yellow	<b>Time Tracking:</b> Several configuration items discovered during the STAT team have been reviewed, configured and implemented. This will remain in yellow until other items have been flushed out.
	Yellow	Yellow	<b>Financials:</b> 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	<b>Audit.</b> The audit area continues to analyze security and business processes. The audit area will best be able to perform an analysis of the business processes once they have been fully configured.
❖ Overall Status – Technical Team	Yellow	Yellow	<b>Integrations (NSHE):</b> The integrations team is making good progress on development and unit testing of the integrations that we have targeted for P2 testing. There are a handful of integrations that are targeted for P3 because the requirement gathering efforts are taking longer than anticipated and with some we are uncovering additional, more complicated requirements during our meetings. All integrations that will extend to P3 are yellow.
	Yellow	Yellow	<b>Integrations (Campus):</b> Some major integration points (JV Loads, Thomas & Mack, Lawlor, Assets and Supplier Registration) have only just started the requirements gathering or have yet to be started.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	<b>Conversion (Financials):</b> The primary challenge that we have at this point is limited time between now and the deadline for P2 data extracts, to validate extracts, identify issues and have those issues corrected. Several of these conversions will not be ready by the 9/30 deadline and will have to be loaded after the tenant build, but before the Playbacks.
	Green	Green	<b>Reporting:</b> We have defined a standard reports list and have started development on HCM reports and Financials reports. All reports have been loaded into JIRA for administration and status. 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	<b>Security:</b> Is constantly being evaluated based on functional requirements. Currently there are no outstanding timeline issues with regards to this area. The NSHE Security Admin is looped into the security change process and the process of knowledge sharing/transfer has begun. 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	<b>Change Management/Communication:</b> Change Management remains in green status overall. CM and Communications Strategy document under review.
	Green	Yellow	<b>Testing</b> Unit testing is largely complete, with approximately 40 issues in progress, failed (waiting for remediation), ready for retest, in progress, or not started. System testing preparation may require significant effort from functional teams in developing scenarios and preparing playbacks. Development of a change request process, with support from the ESC, may be important in avoiding scope changes and preference-based design changes emerging from system testing that could put project schedule at risk. Test co-lead Mary Stoltz is supporting NSHE financial statements through mid- October.
	Yellow	Yellow	<b>Training</b> 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. The Curriculum Plan needed for the upcoming Elko training and development session will not be completed, limiting planned activities.

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Item	Current Status	Prior Status	Status Notes
<b>Schedule</b>	Yellow	Yellow	The status for Schedule remains at Yellow due to Time Tracking, Financials and Training. Please refer to the detailed status below.
❖ <b>Schedule</b>	Green	Green	<b>HCM</b>
	Yellow	Yellow	<b>Time Tracking (Yellow):</b> Exploring the use of work schedules, as well as waiting on a decision regarding changes to overtime rules. The use of work schedules may have an impact on the schedule.
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Financials:</b> 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	<b>Technical Team:</b> Nothing based on the new schedule shows that we won't be able to complete the tasks at hand.
	Yellow	Yellow	<b>Training:</b> <ul style="list-style-type: none"> <li>BP Status from HCM not complete, awaiting new information. Financials' information in review.</li> <li>Elko Training Workshop week of Oct 10<sup>th</sup> to develop job aids, standardize training development methods, tools; assess and assign curriculum development responsibilities.</li> </ul>
	Green	Green	<b>Change Management/Communication:</b> On schedule.
	Green	Yellow	<b>Testing:</b> Balance of open test issues appears manageable within the remainder of September.
	Green	Green	<b>Audit.</b> Integrate 2 Auditor will be focusing on Testing efforts until end of August. Starting mid-October, efforts will be focused again on both audit and testing tasks.
<b>Budget</b>	Green	Green	As of 8/31: Actual Hours: 53% of budget Projected Hours: 52% of budget
<b>Personnel</b>	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.
❖ <b>Personnel</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>
	Yellow	Yellow	<b>Financials:</b> The BA hire is in process, as is the hiring process for Lauren De Vera's replacement.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	<b>Technical Team:</b> We are in the process of working through two open positions for reporting and security to help in these areas.
	Green	Green	<b>Training:</b> <ul style="list-style-type: none"> <li>Linda Moore transitioned to Training Coordinator full time, effective 9/15/16.</li> <li>Tom Davis, Training Specialist, joined the team 9/12.</li> <li>Training team enrolled in Workday training classes to prepare for P2 demos/open houses</li> </ul>
	Green	Green	<b>Change Management/Communication</b>
	Green	Yellow	<b>Testing</b> <ul style="list-style-type: none"> <li>Core testing team = green; but the team is the extended testers for system testing and their availability and ramp-up needs.</li> <li>One of the testing leads will be unavailable for the next six weeks.</li> </ul>
<b>Project Risk</b>	Yellow	Yellow	The status of Project Risk remains at Yellow due to the Time Tracking, Financials, Technical and Training areas. Please refer to the detailed status below.
❖ Project Risk	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Time Tracking:</b> New requirements discovered during STAT team need to be vetted, discussed and implemented.
	Yellow	Yellow	<b>Financials:</b> Considering current risks to be addressed. Continue to monitor.
	Yellow	Yellow	<b>Technical Team:</b> We have some key risks with the FDM mapping, JV Load Integrations, and Supplier Conversion, that have impact on this pillar. These risks could impact timelines if they are not addressed in a reasonable timeframe.
	Yellow	Yellow	<b>Training</b> <ul style="list-style-type: none"> <li>Continued delays in receiving necessary BP information from HCM has delayed the development of curriculum plan.</li> <li>Trainers must develop knowledge of WD product and NSHE customizations/BPs for demos in December. Risk is considered low at this time.</li> </ul>

Item	Current Status	Prior Status	Status Notes
	Green	Green	<b>Change Management/Communication:</b> 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.
	Green	Yellow	<b>Testing</b> <ul style="list-style-type: none"> <li>• Missing Scenarios from Unit testing could result in testing and configuration gaps. We will continue to encourage review of scenarios by SMEs and campuses.</li> <li>• System testing may reveal gaps not previously identified.</li> <li>• Lack of visibility into development progress and testing procedures for campus integrations creates potential for delays in readiness for end-to-end testing and/or gaps in end-to-end testing.</li> </ul>

Color Key	
Red	Project timeline is experiencing significant delay (4+ weeks) to schedule or project deliverables for critical tasks.
Yellow	Project timeline is experiencing a 2-4 week delay to the schedule or project deliverables for critical tasks.
Green	Project plans and activities are on schedule and issues and risks are being managed. Delays are less than 2 weeks for any critical tasks.

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	<ol style="list-style-type: none"> <li>1. Core HCM               <ol style="list-style-type: none"> <li>a. Completed 8 feedback / design enhancements. The changes consisted of B Shadow Salary Configuration, Updating End Contingent Worker Contract and Contract Contingent Worker notifications, updated UNLV Academic Units, Updated I-9 Help Text, Updated Complete Onboarding Procedures To Do, and updated Job Requisition Help text. The changes are detailed in the NSHE Design Changes and Configuration Updates file.</li> <li>b. Conducted Feedback Review Session to Review Solutions.</li> <li>c. Continue to rewrite Testing scenarios for Phase 3 testing.</li> <li>d. Launched the Supervisory Organization process which included Supervisory Organization Toolkit and open-forum meetings to answer any questions</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	<p>about the process. Additionally, researched and provided solutions for two items that the campuses were having difficulty with. Passed on further detail instructions to assist with their efforts.</p> <ul style="list-style-type: none"> <li>e. Finalized Security Job Aids and shared them with the HCM Team. Additionally, John tested the job aids. Working on updating the job aids with John’s feedback.</li> <li>f. Finalized Delegation Setup, Function, Options, and Outstanding decisions draft document. The next step is to review the document with the team.</li> <li>g. Validated the Round 2 HCM files.</li> <li>h. Conducted and Participated in daily P2 conversion calls.</li> <li>i. Mike continues to work on resolving Programmatic Conversion Issues.</li> </ul> <p>2. Recruiting: Completed 3 feedback / design enhancements. The changes consisted of configuring Additional Job Application solution, updated Offer business process steps order, and updated Background Check business process. The changes are detailed in the NSHE Design Changes and Configuration Updates file.</p> <p>3. Benefits/Absence</p> <ul style="list-style-type: none"> <li>a. Completed 3 feedback / design enhancements. The changes consisted of updating dependent business process and dependent reasons, updated Change Benefit Help Text, and updated 415m setup. The team focused on validating Benefit file for the load.</li> <li>b. Validated the Additional Benefits, Spending Plan, Retirement, Western Insurance, and American Fidelity files.</li> <li>c. Configured updates based on feedback from Phase 2 testing - Help Text, Notifications, Eligibility Updates, Intermittent Leave Testing, Streamlining of Business Processes, and Accrual Calculations.</li> <li>d. Working Sessions with Jim Lowe for Knowledge Transfer of Absence Configuration.</li> <li>e. Continued Phase 3 Testing, mostly related to Delegation Processing.</li> <li>f. Received and reviewed conversion files for Leave of Absence Events, Absence Balances and Time Off Requests.</li> <li>g. Met with Absence SMEs to review conversion requirements and encourage involvement in configuration and testing.</li> </ul> <p>4. All Lanes</p> <ul style="list-style-type: none"> <li>a. Completed Test Scenarios from Phase 3 Testing. Supporting Failure Tickets.</li> <li>b. Wrote Change Request Jira requirements. Pat reviewed the requirements and provided feedback. Waiting on next steps from the JIRA Team.</li> <li>c. Conducted and Participated in Daily Conversion Lane Meetings.</li> <li>d. Updated Custom Reports to Align with the Report Guiding Principles.</li> </ul>

Area	Accomplishment /Activity
Time Tracking	<ol style="list-style-type: none"> <li>1. Continued to test OT and Comp Time Rules, based on changes coming from new FLSA guidelines and recommendations for the HRAC.</li> <li>2. Completed and tested entry and payment for Hazard, Call Back and Standby.</li> <li>3. Continued Phase 3 testing and worked through any issues identified.</li> <li>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.</li> </ol>
Payroll	<ol style="list-style-type: none"> <li>1. Payroll – 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.</li> <li>2. Payroll - PERS – Configuration: NSHE completed the PERS reduction modifications during the week of September 12, with the exception of a few earnings. The incomplete earnings are cases where two or more legacy earnings were combined into a single earning in Workday. In these cases, some of the legacy earnings were retirement eligible, while others were ineligible. SCI has this list and will work through it the week of September 19.</li> <li>3. Payroll - 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.</li> <li>4. Payroll - Academic Pay: Reviewed 9/12 EEs in NSHE1. Accrued amounts are not correct due to beginning payroll mid-academic year, working on fix.</li> <li>5. Payroll Input File: Updates in progress.</li> <li>6. File Validations: NSHE started the validation of the conversion file for the direct deposit submittal file to the bank.</li> <li>7. Payroll – Withholding Orders: SCI is approaching completion of validating the latest withholding order workbooks, with a goal of completion the week of September 19.</li> </ol>
Financials	<ol style="list-style-type: none"> <li>1. Procurement               <ol style="list-style-type: none"> <li>a. Initial pass at JIRA prioritization has been completed.</li> <li>b. Validation for Open PO conversion completed for BCS.</li> </ol> </li> <li>2. Suppliers: Paymode approach confirmed with Controllers.</li> </ol>

Area	Accomplishment /Activity
Technical	<ol style="list-style-type: none"> <li>1. FIN Conversion: The outstanding checks extract file was loaded into P1 for the campus validation teams to validate.</li> <li>2. Integrations               <ol style="list-style-type: none"> <li>a. SCI completed a first draft of the Delivery Assurance Approach review template for HCM and Payroll integrations.</li> <li>b. The team determined an approach for the prompts needed when running the Voya and TIAA-CREF integrations to pick up On-Demand checks.</li> <li>c. Determined next steps for JV loads.</li> <li>d. Held weekly meeting with Bank of America.</li> <li>e. Started work on BIRT layouts.</li> </ol> </li> <li>3. Reporting               <ol style="list-style-type: none"> <li>a. Reports completed through design, build, requirements, and basic testing (since last status update):                   <ol style="list-style-type: none"> <li>i. R012 OES Report</li> <li>ii. R118 Seniority Report – Classified</li> <li>iii. R121 Search Committee Candidate Pipeline</li> <li>iv. R009 Non Benefits Eligible Report</li> </ol> </li> <li>b. Completed preliminary mapping of government/compliance reports list to Workday delivered reports.</li> <li>c. All Reports have been loaded into JIRA for monitoring - replaces Excel Report Tracker.</li> <li>d. Have scheduled meetings with System Administration to review government compliance reports. This will be the first week in October.</li> <li>e. Post WD 27 report and calculated field exception audits completed.</li> </ol> </li> </ol>
Training	<ol style="list-style-type: none"> <li>1. Training Project Plan complete and ready for review by TLG.</li> <li>2. Example of a Curriculum Plan posted on 80-Training.</li> <li>3. 2-day Training Orientation/Planning session conducted for Linda Moore.</li> <li>4. Elko Planning underway.</li> </ol>
Change Management	<ol style="list-style-type: none"> <li>1. Completed CM &amp; Communication Strategy document.</li> <li>2. Communication Style Guide sent out for review.</li> <li>3. Training/Testing Timeline sent out for review.</li> <li>4. Toolkit #2 completed and out for team review prior to distribution.</li> </ol>
Testing	<ol style="list-style-type: none"> <li>1. All but 2 HCM issues have been started. A total of 43 issues need to be completed, remediated, or retested by the close of unit testing on September 30.</li> <li>2. First orientation session provided for campus SMEs on 9/14. Additional session slated week of 9/19.</li> <li>3. System test planning has begun, including efforts to update JIRA scenario template, develop guidance to teams for scenario development, determine testing participants, and update test management plan.</li> </ol>



## 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.
Core HCM	9/19/2016 - 10/31/2016	Train Tony on the Supervisory Organization process so he can handle the process the next build (P3).
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 - 9/23/2016	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		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 and DRI buy back requirements.
Absence	Week of 9/19	Configure Comp Time Off Plan for Non Exempt Professionals. Test proposed solution for Worker's Comp buyback with Payroll.
Absence	Week of 9/19	Complete configuration and Testing of absence balance payouts with Payroll.
Absence	Week of 9/19	Complete configuration and Testing of leave without pay codes with Payroll.
Recruiting	9/19/2016 - 9/30/2016	Complete 10 Feedback / Design Enhancements Changes.
Recruiting		Finalize configuration of the Offer Approval process configuration.

Area	Dates	Upcoming Activities
Time Tracking	Week of 9/19	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	Weeks of 9/19 and 9/26	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	<p>NSHE is continuing work on updating the earnings that need to have a PERS reduction. Configuration changes in process, NSHE is validating the PERS-able earnings.</p> <p>SCI has a list of several earnings that have not been completed, due to cases of combining two or more earnings in the legacy system to a single earning in Workday. SCI will review these to determine if we should split these earnings back into retirement eligible/ineligible or not.</p>
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	<p>Working on Failed Payroll tests. We have fixed several issues, working on it this afternoon as well. We fixed several calculations (most related to PER reduction) this past week.</p> <p>Payroll testing completed all but three scenarios – which will be completed early next week.</p>

Area	Dates	Upcoming Activities
Financials	9/19-9/30	<ol style="list-style-type: none"> <li>1. JIRA tasks required for P2.</li> <li>2. WD 27 Assessment.</li> <li>3. Testers and Security Preparation for P2.</li> <li>4. Knowledge Transfer - Architecture Stage Assessment.</li> <li>5. Address Gift requirements and WD27 impact.</li> <li>6. Budget configuration meetings - internal next week, followed by confirmation with SME's later.</li> <li>7. Working on the inventory attributes design – solicited information from institutions and will evaluate and will conduct internal meeting to assess options/results and ultimately conduct design meeting with institutions in next couple weeks.</li> <li>8. Validate Project Hierarchy &amp; phases configuration with institution.</li> <li>9. Positive Pay &amp; Bank recon to be expanded across all institutions.</li> <li>10. Two JIRAs - Grant Ledger Account Summary (1474) &amp; F&amp;A Revenue Allocation (930) to be completed next week.</li> </ol>
Training	9/19 – 9/23	<ol style="list-style-type: none"> <li>1. Finalize Elko Planning.</li> <li>2. Complete as much as possible the Curriculum Plan and send for review prior to Elko.</li> <li>3. TLC Group meeting set for 10/4 to set expectations/activities for Elko.</li> <li>4. Script December demos for campus tours and assign segments to project members and campus members.</li> </ol>
Change Management	9-19 – 9/23	<ol style="list-style-type: none"> <li>1. Finalize Style Guide for Communication and Training.</li> <li>2. Finalize Communication/CM Strategy (NSHE).</li> <li>3. Finalize and distribute Toolkit #2.</li> <li>4. Draft communication on Security Fact Sheet for general consumption.</li> <li>5. 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.</li> <li>6. Newsletter template in preliminary design.</li> </ol>

Area	Dates	Upcoming Activities
Testing	9/19 – 9/23	<ul style="list-style-type: none"> <li>• Continue planning for system testing and clarify participants for system testing.</li> <li>• Complete updates to test management plan .</li> <li>• Provide teams with scenario development template for system testing and provide guidance concerning system testing scenarios.</li> <li>• Conduct additional JIRA orientation session for campus SMEs reviewing unit testing results.</li> <li>• Work with Technical team on JIRA set-up for system testing.</li> <li>• Continue working with teams and PMO to establish a change request process for feedback and suggestions.</li> </ul>
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	9/12-10/30	(In Progress) 39% of HCM and FIN standard reports are in progress or complete.
Reporting	9/12-9/30	(In Progress) CF prefix calculated field cleanup effort in P1 tenant: 96% complete with goal to complete 100% by 9/30/16.
Reporting	9/15- 9/22	NSHE standard reports loaded in Jira as issues to track/update – review and update reports through stages.
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	Sep - Oct	Planning: Analysis and requests for System Administration government/compliance sample reports that NSHE will be responsible for.

**Planned Time Away**

Dates	Team Member	Planned Time Away
Sept 1 – Oct 17	Mary Stoltz	Financial Statements
September 19	John Doetch	PTO
September 19-23	Melissa Mudgett	PTO
September 19 - 20	Nancy Kelly	PTO
September 19 – 23	Jeff Taylor	PTO
September 16-26	Marianne Bealles	PTO
September 21-23	Michael Bakker	PTO
September 23	Ken Bialobrzieski	PTO
September 25 – 29	<ol style="list-style-type: none"> <li>1. CM Team:               <ol style="list-style-type: none"> <li>a. Robert Roth</li> <li>b. Linda Moore</li> </ol> </li> <li>2. Technical Team:               <ol style="list-style-type: none"> <li>a. Jim McKinney</li> <li>b. Michael Bakker</li> <li>c. Hari Nune</li> <li>d. John Brandvold</li> </ol> </li> <li>3. HCM Team:               <ol style="list-style-type: none"> <li>a. LeRoy Palinsky</li> <li>b. Michelle Hughes</li> <li>c. Nancy Kelly</li> <li>d. Jim Lowe</li> <li>e. Audra Kanae</li> </ol> </li> <li>4. FIN Team:               <ol style="list-style-type: none"> <li>a. Samir Mehtaji</li> <li>b. Linda Moore</li> <li>c. Rhonda Dome</li> <li>d. LeeAnn Davis</li> <li>e. Daly Costanza</li> <li>f. Taryn Doetch</li> </ol> </li> <li>5. SCI Team               <ol style="list-style-type: none"> <li>a. Matt Luby</li> <li>b. Bert Gordon</li> </ol> </li> </ol>	Workday Rising
September 26-30	Holly Reid	PTO
September 26-30	Tom Davis	Workday Training
September 26 – Oct 4	Erik Feagans	Workday Training & PTO
September 27	Mark Sonntag	PTO

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Dates	Team Member	Planned Time Away
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 24-28	Linda Moore, Erik Feagans, Tom Davis	Workday Training
October 24-28	Loukia Verhage	Other SCI Business
October 25-27	Roberta Roth	Educause
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	9/30/16	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	Workday doesn't allow you to convert data to create new I-9 forms in Workday.	Medium	Matt, Michele	7/29/2016	9/30/2016	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. Target date extended due to team member availability.

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3	UNLV, DRI, TMCC, and NSC voiced concerns regarding the timeline for the Supervisory Organization validation.	Medium	Betsy Kuchta	8/12/2016	9/30/2016	Betsy Kuchta	Kim Beers has offered that Sarah Echo could assist these institutions with their validation. In addition, Betsy Kuchta offered to assist with any issues or questions that are impeding their progress. Currently, there are no open questions. Additionally, Betsy will speak with Kim on ideas to improve campuses time for completing this task. The time for each build will become shorter and shorter.
4	Worktag Brainstorm – inability to limit number of Worktags available for override entry via Time Tracking	High	John Doetch	1/1/2016	9/30/2016	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. Date adjusted due to resource availability.

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#	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	9/30/2016	Time tracking	Time tracking will have to be reconfigured for the calculation of overtime for these employees.
8	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.
9	Sprint Progress	High	Steve, Matt	9/9/2016	9/30/2016	Steve	Team still has a significant # of outstanding JIRA tickets open -84 for P2.
10	FDM Maintenance	High	Steve, Jim McKinney, Brian	7/29/16	9/30/2016	Steve, Brian, Ursula	Specification & development of tools is ongoing. We need to identify an owner.
11	Delegation Approach	Medium	Finance & HCM	9/2/16	9/30/2016	Steve	Ongoing discussion with HCM team, but current options are problematic for Finance.



#	Key Issue	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Resolution Plan
12	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.
13	PCard/Credit Card testing	Medium	P2P Team	9/2/16	P2	Shawn	Continue to test.

### Escalated Issues

#	Area	Description	Status	Owner	Decision Deadline	Resolution Plan/Comments
1	Integration	Exceptions – EX-006 ARCHIBUS Exception on HOLD	Open	Chris Mercer	9/23/2016	Assessment of resubmitted exception is still in process. Waiting for SCI to update recommendation.
2	Procurement	Exception – EX-007 Bidding System on HOLD	Open	Chris Mercer	9/23/2016	Brainstorm submitted. Leslie helping to organize a discussion with Workday.
3	Integration	ADP Contract / Integration	Open	Chris Mercer	9/30/2016	Communicated deadlines for decision to support P2 or P3. Continue to work with centralization group to resolve.

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.

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	<p>The following Campus Integrations are at risk:</p> <ol style="list-style-type: none"> <li>1) Thomas and Mack</li> <li>2) Lawlor</li> <li>3) Assets: Exception request still outstanding for this.</li> <li>4) Archibus (Location to employee)</li> <li>5) Supplier Registration</li> </ol>	High	Medium	FIN	<ol style="list-style-type: none"> <li>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</li> <li>2 - A meeting needs to be scheduled with Lawlor to walk through the requirements for their integration.</li> <li>3 - The UNLV development team needs a walk-through of Asset functionality in order to design their integrations.</li> <li>4) Locations for employees can be manually made in Workday</li> <li>5) Suppliers entered directly into Workday and approved outside of system.</li> </ol>

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	<p>Would need to move up the timeline for Time Clock if possible or work on integration during implementation if possible.</p> <p>Current timeline:</p> <ol style="list-style-type: none"> <li>1. Make a selection prior to the end of August.</li> <li>2. Spend next three months implementing.</li> <li>3. Write integration for Workday.</li> <li>4. Test integration during P3.</li> </ol>
11	Testing	Testing engagement. Inadequate test scenarios if not properly reviewed	H	M	Mark S.	<p>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.</p>

## 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	Green	September 9, 2016	100%	9/16/2016
FDM & Financials Unit Testing	Green	September 9, 2016	100%	9/9/2016
Design Documents Updates	Green	September 16, 2016	100%	9/16/2016
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%	9/3/2016
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		