Project Status Report

Status as of September 23, 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, Integrations (NSHE and Campus) and Financials Conversion. 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:** 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.
	Green	Yellow	**Financials:** Overall status is in good shape. Team has been focusing on i) Configuration for P2; ii) P2 Testing Prep; iii) P2 Build preparation; iv) Security; v) WD27 impact assessment.
	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. Risks listed below for several integrations.
	Yellow	Yellow	**Integrations (Campus):** Some major integration points (JV Loads, Thomas & Mack, Lawlor, Assets and Supplier Registration) are still in Discovery or Design, and are at risk. All of these are targeted for P3.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	**Conversion (Financials):** We are in a cycle of Extract, Validate and Correct for the Financials data extracts. It is unlikely that the 9/30 due date for P2 extracts will be met for any files. Files will be loaded during the build if possible, but may have to be loaded afterwards during the time that SCI is validating the P2 tenant.
	Green	Green	**Reporting:** 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	**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. CM and Communications Strategy document is under final edits and review. Finalize by 9/30/16.
	Green	Green	**Testing:** Unit testing is largely complete and on track for close-out by end of September. 32 issues (less than 3% of total) remain in failed, in progress, or ready for retest status. Any unresolved issues as of 9/29 will be added to backlog for completion of unit testing as part of P2 testing. Scenario template published to iNtegrate2 documents site for teams to begin using in developing scenarios. Schedule demands on designees is heavy in preparation weeks leading up to start of system testing. Test co-lead Mary Stoltz is supporting NSHE financial statements through mid / late October.
	Yellow	Yellow	**Training:** Overall status of Training is Yellow. Training Team must still review the BP status sheets and training team is working with the HCM team to complete their gaps.
Schedule	Yellow	Yellow	The status for Schedule remains at Yellow due to Time Tracking. Please refer to the detailed status below.
❖ **Schedule**	Green	Green	**HCM**

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	**Time Tracking (Yellow):** 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	**Payroll**
	Green	Yellow	**Financials:** Status is green, although there are several areas of concern including conversions, Budget configuration, and integrations.
	Green	Green	**Technical Team**: Nothing based on the new schedule shows that we won't be able to complete the tasks at hand.
	Green	Yellow	**Training:** • Plan in place to complete BP analysis by 9/30. • Survey for Elko Training Workshop attendees will be sent out by 9/27. • Development of Curriculum plan targeted to begin 9/30. • Elko Training Workshop week of Oct 10th is on track.
	Green	Green	**Change Management/Communication:** On schedule.
	Green	Green	**Testing:** Balance of open test issues appears manageable within the remainder of September. Scenario templates have been published, and JIRA configuration requirements defined. Testing team to work with Technical team on set up of JIRA project system testing; given minimal changes from unit testing configuration, there are no identified risks at this time re: JIRA configuration. Significant activity for designees re: playbacks, P2 validation could create resource constraints for system testing scenario development.
	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 Technical team. 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
	Green	Yellow	**Financials:** BA hire is still in process; will continue to monitor both SCI & NSHE resource availability.
	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	Yellow	**Training:** Training team enrolled in Workday training classes to prepare for P2 demos/open houses.
	Green	Green	**Change Management/Communication**
	Green	Green	**Testing:** Core testing team resources = green. Further clarification needed re: securing commitments for campus testers to participate in system testing, as well as addressing knowledge gaps to ensure they are properly equipped to perform testing activities effectively and efficiently. One of the testing leads will be unavailable through mid/late October while supporting NSHE financial statements.
Project Risk	Yellow	Yellow	The status of Project Risk remains at Yellow due to the Time Tracking and Technical 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.
	Green	Yellow	**Financials:** We continue to monitor several specific areas of risk: 1) SREG Development 2) WAX Development & FDM Finalization 3) Bidding System Exception 4) Delegation approach
	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.
	Green	Yellow	**Training** • Delays in receiving necessary BP information from HCM has delayed the development of curriculum plan. Plan in place to complete by 9/30. • Trainers must develop knowledge of WD product and NSHE customizations/BPs for demos in December. Risk is considered low at this time.
	Green	Green	**Change Management/Communication**

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Testing:** Any missed use cases in unit testing could result in testing gaps, which in turn might result in increased failed scenarios during system testing in cases where campus testers identify use cases that were not addressed in unit testing. Teams can mitigate this by reviewing design documents and working with SMEs to identify unusual use cases from each campus for inclusion in testing scenarios.

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	1. Core HCM: 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. b. Conducted Feedback Review Session to Review Solutions. c. Continue to rewrite Testing scenarios for Phase 3 testing. d. Launched the Supervisory Organization process which included Supervisory Organization Toolkit and open-forum meetings to answer any questions about the process. Additionally, researched and solutioned two items that the campuses were having difficulty with. Passed on further detail instructions to assist with their efforts. 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. f. Finalized Delegation Setup, Function, Options, and Outstanding decisions draft document. The next step is to review the document with the team.

Area	Accomplishment /Activity
	g. Validated the Round 2 HCM files. h. Conducted and Participated in daily P2 conversion calls. i. Mike continues to work on resolving Programmatic Conversion Issues. 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. 3. Benefits & Absence: a. Worked on 2 feedback / design enhancements. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Validated the Additional Benefits, Spending Plan, Retirement, Western Insurance, and American Fidelity, MetLife, and Hartford AD&D files. c. Configured updates based on feedback. The changes are detailed in the NSHE Design Changes and Configuration Updates file. d. Configured and tested Comp Time Off Plan for Non Exempt Professionals. e. Met with Absence SMEs to begin review of Workday delivered reports. f. Continued to review conversion files for Leave of Absence Events, Absence Balances and Time Off Requests. 4. All Lanes: a. Completed Test Scenarios from Phase 3 Testing. Supporting Failure Tickets. b. Wrote Change Request Jira requirements. Pat reviewed the requirements and provided feedback. Waiting on next steps from the JIRA Team. c. Conducted and Participated in Daily Conversion Lane Meetings. d. Updated Custom Reports to Align with the Report Guiding Principles.
Time Tracking	1. Continued to test OT and Comp Time Rules, based on changes coming from new FLSA guidelines and recommendations for the HRAC 2. Began meeting on a weekly basis to discuss Thomas and Mack's needs and integrations 3. Continued Phase 3 testing and worked through any issues identified 4. Met with Kaba to discuss integration requirements for Time Clocks 5. Researched transparency of punch location/source details for use by manager in enforcing any department punch location restriction.
Payroll	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. 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

Area	Accomplishment /Activity
	earnings were retirement eligible, while others were ineligible. SCI is working through the list of configuration items. 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. 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. 5. Payroll Input File: Updates in progress. 6. Payroll testing issue resolution in progress. 7. File Validations: NSHE started the validation of the conversion file for the direct deposit submittal file to the bank. 8. Payroll – Withholding Orders: SCI is approaching completion of validating the latest withholding order workbooks, with a goal of completion the week of September 19.
Financials	1. FDM a. Assessed remaining steps for FDM updates for P2 load and timelines. b. Completed initial budget ledger crosswalk and grant budget reporting crosswalk. c. Met to determine FDM formats for more effective loading of Worktag data and associated fields. d. Developed approach to data gathering of Worktag roles, including a new owner role. e. Developed initial approvals paths and assignment constraints for proposed new financial administrative assistant role. f. Developed a phased approach to WAX implementation to support earlier deployment. 2. Financial Accounting: a. Discussed Gift configuration requirements with new functionality in WD27. b. Knowledge Transfer - Architecture Stage Assessment. c. Security roles - SCI updated with definitions. d. Prioritized remaining JIRA tickets. 3. Budgets: a. Reviewed WD27 requirements for data extracts and budget loads for P2. Updated the data extract requirements for an initial sample. b. Updated JIRA status and developed next steps for budget configuration development. c. Have reviewed budget security roles. d. Training on setting up rules in Workday for personnel cost commitments, payroll posting and fringe benefit rate establishment. 4. Business Assets: a. Knowledge transfer assessment completed. Security group descriptions in progress. b. WD 27 enhancements tested. Amy will review the asset share functionality.

Area	Accomplishment /Activity
	c. P2 implementation checklist updates in progress. Asset conversion files being validated by campuses. New extract generated. 5. Projects: a. WD27 assessment completed. No significant enhancement in functionality being implemented. Knowledge Transfer assessment completed. b. Security group descriptions review in progress. 6. Banking & Cash Settlement: a. WD 27 enhancements tested and reviewed. Knowledge transfer assessment completed. Security group descriptions review in progress. b. Implementation checklist updates in progress. 7. Customer Accounts a. Reviewed the security roles and WD27 new features. b. Configured and tested a new WD27 feature that was on our brainstorm list. Transactions numbers for cash sales and customer payment receipts are setup for P2. c. Started reviewing the Customer related business process notifications. 8. Expenses: a. Knowledge Assessment completed. b. SCI Update of Security Role Definitions. c. Rhonda reviewed the Security Role Definitions. d. Reviewed WD 27 functionality and updated Jira Ticket. 9. Grants and Effort: a. We are almost done with the ledger account summaries. We have reviewed this with Cynthia and Mariela. The Grant related ledger account summaries were entered in P1. b. JIRA ticket for Detail code for capital equipment on reqs and invoices was closed. c. Had a meeting on Terminated employee effort certification and we are working on a workaround for this issue. d. Reviewed the WD27 videos and updated the "What's new in WD27" worksheet. e. Created the land grant award. However there are issues of routing which Monique is working on. f. Reviewed notifications for various award events. g. The F&A revenue allocation profile have been loaded in the tenant for all campuses. h. We are still reviewing the data extracts from John Tully. i. Additional items accomplished: i. BP Notifications: final completion of notifications for business processes related to awards. The business processes notifications related to Award BP's are the following: FIN-1220, FIN-1596, FIN-1597 and FIN-1598. ii. Reports: SCI did initial review of report designs for the following reports: R100 Award Closeout Projection Report and R101 List of My Awards for

Area	Accomplishment /Activity
	Lead PI's and List of My Awards for PI's. Changes are being applied that resulted from our meeting with the designees. 10. Procurement: a. Initial pass at JIRA prioritization has been completed. b. Initial validation for Open PO conversion completed. c. Security Role Description updates completed. d. Review of Match Exception rules and routing completed. e. Review of WD27 updates. 11. Suppliers: a. Knowledge Assessment completed. b. SCI Update of Security Role Definitions. c. Rhonda reviewed the Security Role Definitions. d. Reviewed WD 27 functionality and updated Jira ticket.
Technical	1. FIN Conversion: Beginning Balances file has been validated by the campus validation teams. Outstanding Checks file and Open PO's are being validated by the campuses. DRI submitted their Award Contracts and Award Schedule file for P2 ahead of schedule. 2. Integrations a. Michael sent an email to the Campus Integration Points of contact requesting updated integration status reporting per the PMO's requests. Campus integrations that are critical for go-live will be moving into JIRA the week of 10/3. b. The team determined an approach for the prompts needed when running the Voya and TIAA-CREF integrations to pick up On-Demand checks. c. The technical teams from NSHE and SCI, as well as the FIN Functional leads reviewed the functional requirements for the PeopleSoft Student financials integrations. Chris Mercer will be meeting with the controllers and others on a change to the proposed direction which is to now process Student Refunds in Workday. d. Held weekly meeting with Bank of America. e. Started work on BIRT layouts. 3. Reporting a. Reports completed through design, build, requirements, and basic testing (since last status update): i. R115 Classified T&E Exam Scoring. ii. R061 State Appropriation Revenues. b. Updated Reporting Governance document posted on Google drive for all campuses. c. Completed – All instances of CF prefixed calculated fields in P1 configured to comply with newest calculated field naming convention, per Reporting Governance documentation.

Area	Accomplishment /Activity
Training	1. Training team is enrolled in Workday Fundamentals classes. 2. 2-day Training Orientation/Planning session conducted for new trainers. 3. Elko Planning underway. 4. Access provided for VPN, O Drive, and OwnCloud. 5. Style Guide meeting.
Change Management	1. Feedback collected on CM & Communication Strategy document. 2. Feedback on Style Guide received. 3. Timeline graphic completed. Toolkit #2 feedback collected and finalized for distribution on September 30th. 4. Developed Agenda and PPT Draft for Change Lead call on 10/3.
Testing	1. Published updated Test Management Plan, which delineates system and end-to-end testing and includes additional addendum re: testing activities and their intersection with playbacks, demos, and project updates. 2. Provided teams with system test scenario template, including examples and supporting information and an anticipated timeline. 3. Met with finance team to review system testing objectives. 4. Conducted JIRA overview for additional campus SMEs who will be reviewing scenarios in JIRA.

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM / Compensation	9/6/2016 - 9/30/2016	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 - 9/30/2016	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 - 9/30/2016	Complete 8 Feedback / Design Enhancements Changes.
		Continue to work on PERS and Classified Retirement Setup.

Area	Dates	Upcoming Activities
		BAR Setup for Period Activity Pay Employees.
		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 and 3 testing.
Absence	Ongoing	Development of termination payout adjustments and DRI buy back requirements.
Absence	Ongoing	Complete configuration and Testing of absence balance payouts with Payroll.
Absence	Ongoing	Complete configuration and Testing of leave without pay codes with Payroll.
Absence	Ongoing	Test proposed solution for Worker's Comp buyback with Payroll.
Recruiting	9/19/2016 - 9/30/2016	Complete 10 Feedback / Design Enhancements Changes.
		Finalize configuration of the Offer Approval process configuration.
Time Tracking	On-going	Continue work on MOA/CTA set up. Review, update, and test any necessary changes to Time Code Groups and Time Calculation Groups. Catch-up on any open configuration items. Updates to Design Guide.
Time Tracking	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	Continue work on updating the earnings that need to have a PERS reduction. 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 to determine if they should be split back into retirement eligible/ineligible.
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.

Area	Dates	Upcoming Activities
Payroll Test Troubleshooting	On-going	Issue resolution in progress.
Financials	September 30	1. WD27 Assessment. 2. Testers and Security Preparation for P2. 3. Knowledge Transfer – Architecture Stage Assessment. 4. P2 Build Implementation Checklist. 5. Jira Tasks required for P2. 6. Receipt and review of institution updates for Fund to Fund mapping, Ledger mapping, Budget to ledger mapping and corrections to Worktag mapping. 7. Budget conversion crosswalk for revenue and expense due from institutions. 8. 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. 9. Validate Project Hierarchy & phases configuration with institutions. 10. Positive Pay & Bank recon to be expanded across all institutions. 11. Two JIRAs - Grant Ledger Account Summary (1474) & F&A Revenue Allocation (930) to be completed next week. 12. Continue working with Grant related reports. 13. Review of Spend Category Hierarchies and Spend Categories.
	October 28	Prep for Playback.
	November 7	P2 Test Playbacks.
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	9/19-10/30	(In Progress) Approximately 41% of HCM and FIN NSHE standard reports are in progress or complete.

Area	Dates	Upcoming Activities
Reporting	9/30	Last date for changes to existing custom reports before P2 freeze.
Reporting	10/5	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.
Training	9/26 – 9/30	1. Trainers attending HCM Fundamentals. 2. Training Coordinator at Workday Rising. 3. Finalize Elko Planning. Survey to be sent to participants 4. Complete as much as possible the Curriculum Plan and send for review prior to Elko. 5. TLC Group meeting set for 10/4 to set expectations/activities for Elko. 6. Script December demos for campus tours and assign segments to project members and campus members. 7. Confirm VPN and O Drive Access for SCI Consultants.
Change Management	9-26 – 9/30	1. Finalize Style Guide for Communication and Training. 2. Finalize and post Communication/CM Strategy. 3. Finalize Change Lead PPT for October 3rd call. 4. Draft communication on Security Fact Sheet for general consumption. 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. 6. Newsletter template design finalized. 7. Draft phrasing and terminology sections for style guide.
Testing	9/26 – 9/30	1. Work with functional teams on approach for remaining open items in Phase 3 unit testing. 2. Prepare documentation to support Unit Testing sign-off. 3. Complete Delivery Assurance test plan review. 4. Work with Technical Team on setting up System Testing project in JIRA. 5. Work with Technical Team on setting up Change Request project in JIRA, to assist in evaluating/refining proposed change request process.

Planned Time Away

Dates	Team Member	Planned Time Away
Sept 1 – Oct 17	Mary Stoltz	Financial Statements
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	Yvette Dalton	PTO
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
September 29-30	Kim Whiting	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

Dates	Team Member	Planned Time Away
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
November 21-25	Steven Sullivan	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	Resolution Target Date	Resolution Plan
HCM-12	Legacy Payroll Taxation	High	John Doetch	10/30/2016	When will NSHE be set up to do business in all of the States in which there are employees? What is the first paycheck from which the appropriate State tax deductions will be withheld? At one point, this was planned for 1/1/16, but only CA was implemented. For out of State workers to be taxed correctly, we will need to receive an Alternate Work Address equal to their Home Address on the Applicant file. We would like to modify the applicant file for the P3 build - and ideally not after the P3 build.
HCM-11	UNLV, DRI, TMCC, and NSC voiced concerns regarding the timeline for the Supervisory Organization validation.	High	Matt Garland	10/30/2016	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.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
					Identified how to make things easier with future tenant builds. Close when the campuses understand timelines for future builds.
HCM-9	Overtime change for Temp Hourly, Students, LOAs and non-exempt Admin, Grads and Post Docs.	High	John Doetch	9/30/2016	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. Time tracking will have to be reconfigured for the calculation of overtime for these employees.
HCM-8	Worktag Brainstorm - inability to limit number of Worktags available for override entry via Time Tracking	High	John Doetch	9/30/2016	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.
FIN-1721	JV Load Integration is behind schedule	High	Michael Bakker	10/14/2016	The project team has collected the needed information from campuses and now needs to categorize the types to determine the integration approach for each. See the current JV Load status in Jira: https://nshe-integrate2.atlassian.net/browse/TCH-240
HCM-7	Workday doesn't allow you to convert data to create new I-9 forms in Workday.	Medium	Michele Meador	11/18/2016	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.
FIN-1719	Delegation Approach	Medium	Steve Creswell	9/30/2016	Ongoing discussion with HCM team, but current options are problematic for Finance. HCM team is preparing document, Jim Lowe is drafting.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
					Team to review the Job Aids: on Google Drive: 00-Overall Project Documentation\Functional Job Aids SCI to configure a solution with NSHE's requirements and then demo to the team.

Escalated Issues & Risks

#	Description	Status	Owner	Decision Deadline	Resolution Plan/Comments
HCM-14	Exceptions – EX-006 ARCHIBUS Exception on HOLD	Open	Chris Mercer	9/30/2016	Assessment of resubmitted exception is still in process. Waiting for SCI to update recommendation.
FIN-1724	Exception – EX-007 Bidding System on HOLD	Open	Leslie Obourn and Chad Craig	9/30/2016	Brainstorm submitted. Leslie helping to organize a discussion with Workday.
HCM-10	ADP Contract / Integration	Open	Chris Mercer	10/14/2016	The ADP Integration will become part of the project team scope, instead of rolling into the Payroll Centralization Effort (per ESC meeting 9/22). Chris Mercer will create the Exception Request to document the discussions and will work with Vic Redding to put the ADP contract in place by 10/15.
HCM-13	Campus Integration: Thomas & Mack. We believe this integration is at risk for completion in time for P3.	Open	Jim McKinney	10/13/2016	Weekly team meetings have been established. Meeting agendas: 9/22 - discuss options: https://drive.google.com/drive/folders/0B9LAPFlNXkIVcEZoUE1hU3BzQWs 9/29 - Tim B. to provide TIMS demo 10/6 – SCI to provide high level WD demo/conceptual design overview Week of 10/10 - SCI team to meet with T&M to develop conceptual design 10/13 - Conceptual design due

Risks

Risk #	Risk Description & Project Impact	Impact	Likelihood	Risk Owner	Mitigation Plan
TCH-1531	Integration with MetLife In order to move to electronic enrollments with MetLife, NSHE is changing plan design, effective 11/1/2016. The vendor would like to finish out work for Legacy before beginning on the Workday integrations. We anticipate being able to get started on design in Nov. We cannot start development on this until November and then we don't know what the timeframe and vendor involvement will be to help get this ready in a short time for P3	High	High	Pat La Putt	Monitor and track closely. Work with vendor on alternative solutions to mitigate the risks of jeopardizing P3 testing.
TCH-1530	Time Clock Integrations Time frame for Time Clock integrations only leaves about 1 month to develop and test based on the current time frame.	High	High	Matt Garland	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.
TCH-1528	BAI2 Bank Statement file error: We are encountering an error with the integration when processing the BAI2 Bank Statement file from BOA.	High	Medium	Ursula Price	Workday support case opened 9/26 and Workday is troubleshooting.

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TCH-1527	Supplier Conversion : 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.	High	Medium	Brian Meyerpeter	Document manual steps in detail and include in cutover planning so that we better understand the impact on the timeline.
TCH-333	Campus Integration: Lawlor We believe that this integration is at risk because no vendor has been identified.	High	Medium	Chris Mercer	Chris Mercer to set up discussion with Lawlor to finalize their plans to use Workday and not integrate.
TCH-331	Testing engagement. Inadequate test scenarios if not properly reviewed	High	Medium	Mark Sonntag	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.
TCH-330	Time Tracking Decision 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	High	Medium	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.
TCH-329	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.	High	Medium	Steve Creswell	Continue to monitor status. Standing meetings have been established to discuss & review status. Document decisions and timelines.

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TCH-326	Campus Integration: Supplier Registration This integration does not seem to be very far along at this point and we believe this would be at risk for P3.	Medium	High	Steve Creswell	Suppliers entered directly into Workday and approved outside of system. Standing meetings have been established to discuss & review status.
TCH-325	Campus Integration: Assets for UNLV This is behind schedule and we are still needing to meet to discuss functionality for this process. Because we are still not even started on design, we are putting this at risk for P3 testing.	Medium	High	Steve Creswell	Project team to review requirements provided to identify custom objects or other solution. Team to identify next steps (working session, write-up, demo, etc.).
HCM-6	FIN Conversion Validation It is unlikely that the 9/30 due date for P2 extracts will be met for any FIN data files because we are still in the process of validation and issue correction. We are also in need of the updated Ledger mapping and fixes to the allowable Worktags to correct issues with Accounting Journals. These are expected on 9/30	Medium	High	Brian Meyerpeter	Files will be loaded during the build if possible, but may have to be loaded afterwards during the time that SCI is validating the P2 tenant.
FIN-1723	PCard/Expense Cards integrations are getting behind schedule PCard/Expense Cards integrations are getting behind schedule because the vendor has been slow to respond for our requests for a meeting. We have questions of the vendor that must be answered in order to inform the integration design and development.	Medium	Medium	Brian Meyerpeter	Get a meeting scheduled for the week of 9/26 with the vendor.

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FIN-1722	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.	Medium	Medium	Matt Garland	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.
TCH-328	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.	Medium	Medium	Michael Bakker	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.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
Develop/Modify Data Extracts & Unit Test	Yellow	September 9, 2016	75%	Est 9/30
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%	Est 9/30
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	75%	
Run P2 Data Extracts & Validate	Green	September 30, 2016	75%	
System Testing Planning & Scenario Creation	Green	November 4, 2016		

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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		