Project Status Report

Status as of September 30, 2016
Prepared by; Christopher Mercer, iNtegrate 2 Project Director; Jim McKinney, iNtegrate 2 Technical Project Manager; Leslie Obourn, SCI Engagement Manager

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	Green	**Financials:** Overall status is in good shape. Team has continued focus 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.
	Green	Green	**Testing:** Unit testing is largely complete and on track for close-out by end of September. The 23 issues in status of in-progress, failed, or ready for retest will be documented and moved/copied into the P2/System testing project to ensure completion. Work is proceeding re: JIRA configuration for System Testing, to clarify whether JIRA add-ons are available to support enforcement of dependencies between tasks. 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.
	Green	Green	**Training:** Overall status of Training is Green. Current Development Plan is started and has more than 50% of the BPs identified for Elko. Linda will be talking with Michele Meador and the HCM team to identify NA and blanks.
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	Green	**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	Green	**Training:** • Training Liaison Group meeting next week to prepare for Elko. • Linda is working with Michele Meador to complete the BP information needed from HCM team. • Elko Training Workshop week of Oct 10th is on track.
	Green	Green	**Change Management/Communication:** On schedule.
	Green	Green	**Testing:** Unit testing concluded on schedule, with small list of exceptions that will be tracked in P2 Testing. Teams report progress in identifying epics and identifying testers. Testing space identification is underway, with requests to Campus Points of Contact (via meeting 9/21 and email 9/29) and reservations of SCS spaces. Sonntag et al. working with Michael Bakker week of 10/3 for P2/System Testing configuration in JIRA; may need to address task dependencies via tester education if no add-on is available to address this need. 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 9/30: Actual Hours: 60% of budget Projected Hours: 63% of budget
Personnel	Green	Yellow	The status of Personnel has moved to Green. We expect changes to personnel over the next several months and will continue to monitor closely. 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	Green	**Financials:** BA hire is still in process; will continue to monitor both SCI & NSHE resource availability. Numerous resources from NSHE attended Rising this week.
	Green	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**
	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. Test co-lead is supporting NSHE Financial statements through mid/late October.
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	Green	**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	Green	**Training**
	Green	Green	**Change Management/Communication**

iNtegrate 2

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 3 feedback / design enhancements. The changes consisted of Updating Difficulty to Fill Descriptions, etc. 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 developed solutions for 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. 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.

Area	Accomplishment /Activity

	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:
	   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.
	4. Absence:
	   a. Configured updates based on feedback. The changes are detailed in the NSHE Design Changes and Configuration Updates file.
	   b. Received final sign-off on the 3 conversion (Leave of Absence Events, Absence Balances, and Time off Request) files for Absence. The files are ready for the P2 build.
	5. All Lanes
	   a. Wrote Change Request Jira requirements. Pat reviewed the requirements and provided feedback. The JIRA Team is working on the request.
	   b. Created the draft Playback Agendas.
	   c. Created the draft Epic list.

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 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. File Validations: NSHE started the validation of the conversion file for the direct deposit submittal file to the bank.

Area	Accomplishment /Activity
	6. Payroll – Withholding Orders: SCI is approaching completion of validating the latest withholding order workbooks, with a goal of completion the week of October 3rd.

Financials	1. FDM
	   a. Focus this week on support to institutions in completing data mapping requests and reviewing submissions as they are received.
	   b. P2 Build Implementation Checklist Update - still needs SA final review.
	   c. Testers and Security Preparation for P2 – reviewed.
	2. Budgets
	   a. Received first sample of budget extract data - in review.
	   b. Reviewed DRI requirements for Fringe benefit rate encumbrance and accounting.
	   c. Knowledge Transfer - Architecture Stage Assessment.
	3. Business assets:
	   a. Security group descriptions completed.
	   b. WD 27 Asset share functionality reviewed by Amy. Implementation checklist in progress.
	   c. New asset extract generated and critical errors sent to campuses for correction and review. New file validation will begin next week. Amy validated CSN's data and made notes on checklist. We reviewed the issues and campuses will check against Advantage data.
	4. Projects
	   a. Implementation checklist in progress.
	   b. Security group descriptions completed.
	   c. Confirm Project hierarchy functionality and test for P2.
	5. Banking:
	   a. Workday Rising this week. Playback Agenda created and confirmed. Outstanding checks conversion in process - Researching conversion issues reasons and solutions.
	   b. Implementation checklist updates in progress.
	6. Customer Accounts:
	   a. P1 clean-up and preparation for P2.
	   b. Progress on FIN-1600 related to Worktag entry on invoices and FIN-1614 related to refund business process routing to cost center roles.
	7. Expenses:
	   a. Knowledge Assessment completed.
	   b. SCI Update of Security Role Definitions.
	   c. Rhonda and Yvette reviewed the Security Role Definitions.
	   d. Reviewed WD 27 functionality and updated Jira Ticket.
	   e. P2 Building Implementation Checklist Update - still needs SA review.
	   f. Epic for Expenses has been updated.
	   g. Working on Jira Tickets, but was at Workday Rising all week.
	8. Grants & Effort:
	   a. UNLV, UNR and DRI award extract files have been completed and have been placed on sFTP server for SCI review.

Area	Accomplishment /Activity

	b. JIRA 1474 - Grant Ledger Account Summary and the mapping of spend categories to object class has been completed.
	    c. Additional items accomplished:
	    d. 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.
	    e. Reports: SCI did initial review of report designs for the following reports: R100 Award Closeout Projection Report and R101 List of My Awards for Lead PI's and List of My Awards for PI's. Changes are being applied that resulted from our meeting with the designees.
	9. Procurement:
	    a. JIRA prioritization has been completed.
	    b. Completed Knowledge Transfer - Architecture Stage Assessment.
	    c. Security Role Description updates completed.
	    d. Completed P2 Build Implementation Checklist Update.
	    e. Review of WD27 updates.
	10. 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) P2 Build
	    a) SCI team has created, completed and reviewed the Implementation task list for the P2 Build.
	    b) NSHE2 will be the P2 tenant. We request that the tenant be refreshed to 'Empty' on 9/30.
	2) FIN Conversion
	    a) Created FIN Conversion Status Report.
	    b) Received P2 Award Contracts and Award Schedules from DRI, UNR, and UNLV. SCI will now review the files and provide feedback.
	    c) SCI Completed review of Assets file and will compile feedback.
	3) Integrations
	    a) Opened a case with Workday for assistance to resolve an issue with the Import BAI2 Bank Statement. Coordination is also occurring with Bank of America.
	    b) Responded to case open with Workday to request documentation for the .CSV file format for the Import Accounting Journal template.
	    c) Attended meeting with Kaba, the Time Clock vendor on 9/23.
	    d) 2nd weekly meeting held with Thomas and Mack. Tim Baguley demo T&M application and showed various paper forms currently in use today.
	4) Reporting: NSHE standard report list updated in Jira to current stages and developer for monitoring & administration. NSHE standard report tracker being deprecated.

Area	Accomplishment /Activity
Training	1. Trainers completed Workday HCM Fundamentals training class. 2. Training Coordinator and CM/Communications Lead attended Workday Rising. 3. Elko Survey completed and distributed to participants. 4. Curriculum Development Plan started.
Change Management	1. CM/Communication Strategy document finalized and posted to Google Drive. 2. Completed materials for 10/3 Change Leads team call. 3. CM Toolkit #2 completed and posted on Google Drive.
Testing	1. Finalized design for system test project. 2. Updated System Test Plan published to Testing Documents in iNtegrate 2 Google Docs. 3. Began System Test Kick-off Planning. 4. Clarified JIRA configuration requirements and requests. Conducted JIRA testing to identify options for addressing enhancements from Unit Testing configuration. 5. Initiated testing space identification. 6. Began configuration of JIRA project to support change request process, to provide a distinct path for enhancement and change requests separate from testing results.

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.
		BAR Setup for Period Activity Pay Employees.
		Custom Organization Requirements and Setup.

Area	Dates	Upcoming Activities
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.
		Development of termination payout adjustments and DRI buy back requirements.
		Complete configuration and Testing of absence balance payouts with Payroll.
		Complete configuration and Testing of leave without pay codes with Payroll.
		Test proposed solution for Worker's Comp buyback with Payroll.
Recruiting	9/19/2016 - 9/30/2016	Complete 10 Feedback / Design Enhancements Changes.
Recruiting		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.
All Fin	30-Sep	JIRA tasks required for P2.
	30-Sep	P2 Build Implementation Checklist Update.
	30-Sep	WD 27 Assessment.
	30-Sep	Provide Epics.
	30-Sep	Receipt and review of institution updates for Fund to Fund mapping, Ledger mapping, Budget to ledger mapping and corrections to Worktag mapping.

Area	Dates	Upcoming Activities
	6-Oct	Testers and Security Preparation for P2.
	6-Oct	Knowledge Transfer - Architecture Stage Assessment.
	10-Oct	Completed updated FDM data models and crosswalks.
	28-Oct	Prep for Playback.
	7-Nov	P2 Test Scenarios.
Fin Acct	15-Oct	Gifts will be tested for WD27 impact.
	30-Sep	Design to be completed for Grants F and A.
Budgets	30-Sep	Budget configuration move to P1 and initial testing.
	30-Sep	Budget conversion crosswalk for revenue and expense due from institutions.
	7-Oct	Develop prototype Fringe Benefit rate configuration for institution review.
Assets	6-Oct	Asset Conversion Data Validation.
	6-Oct	Working on the inventory attributes design – information compiled from institutions. Internal meeting planned for next week to assess options/results and ultimately conduct design meeting with institutions in next couple weeks.
Projects	30-Sep	Knowledge Transfer - Architecture Stage Assessment.
	30-Sep	Validate Project Hierarchy & phases configuration with institutions.
Banking	30-Sep	Knowledge Transfer - Architecture Stage Assessment.
	30-Oct	Positive Pay & Bank recon to be expanded across all institutions.
Expenses	30-Sep	WD 27 Assessment - estimate effort.
Grants and Effort	30-Sep	JIRA F&A Revenue Allocation (930) to be completed next week. There is a meeting scheduled 9/29 to discuss assigning roles to OSP to manage the allocation through the general ledger.
	30-Sep	Continue working with Grant related reports.
	7-Oct	JIRA Fin-1924 Develop procedure to close out fix price agreement - meeting scheduled for next week to discuss requirements and journal entries required.
Procurement	4-Oct	Campus validation for Open PO conversion.
	30-Sep	Review of Spend Category Hierarchies and Spend Categories.
P2 Build	October	SCI is building the P2 tenant from 10/1 - 10/23, followed by SCI validation of the new tenant from 10/24 - 10/28.

Area	Dates	Upcoming Activities
FIN Conversions	October	Correcting issues with the data extract files, re-running, and validating.
Integrations	October	Follow up meeting to be scheduled with Lawlor to discuss their integration to Workday. Chris is coordinating with Kim Beers.
Integrations	October	Finish unit testing of integrations targeted for P2 and prep for migration to P2 tenant.
Integrations	October	Continue meetings with Thomas and Mack to learn about their system and recommend an approach for Workday.
Reporting	October	Continued work on integrations targeted for P3.
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	October	Planning: Analysis and requests for System Administration government/compliance sample reports that NSHE will be responsible for.
Training	10/3 – 10/7	1. Analyze responses to Elko planning survey 2. Training Liaison Call schedule for 10/4 to prepare for Elko 3. Preparations for Elko on-site training 4. Draft demo script for December/January campus demos completed; work with Points of Contact to identify campus demo leaders.
Change Management	10/3 – 10/7	1. Finalize Style Guide for Communication and Training. 2. Conduct Change Lead team call/meeting October 3rd. 3. Draft communication on Security Fact Sheet for general consumption. 4. 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. 5. Newsletter template design finalized. 6. Draft phrasing and terminology sections for style guide.

iNtegrate 2

Area	Dates	Upcoming Activities
Testing	10/3 – 10/7	1. Work with functional teams to confirm that all open items from Phase 3 unit testing have been tracked into P2/System testing as appropriate. 2. Complete documentation to support Unit Testing sign-off. 3. Complete Delivery Assurance test plan review (scheduled for 10/5). 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 26 – Oct 4	Erik Feagans	Workday Training & 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 24-28	Daly Costanza	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
November 21-25	Steven Sullivan	PTO
November 23	Ursula Price	PTO
December 14-19	Ursula Price	PTO
December 26-30	Ursula Price	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
FIN-1721	JV Load Integration is behind schedule	High	Michael Bakker	10/14/16	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
FIN-1724	Exception – EX-007 Bidding System	High	Leslie Obourn	10/14/16	Workday will meet with NSHE to describe the Procurement roadmap. This issue can be closed when NSHE confirms the scope of Procurement/RFQ at Go-Live and the status of this exception request.
HCM-10	ADP Contract/Integration	High	Chris Mercer	10/14/16	Confirmed usage of ADP services for State Taxes, Garnishments and W2s. A letter of intent has been forwarded to the ESC for review and approval so that we can begin working on the integrations.
HCM-11	UNLV, DRI, TMCC, and NSC voiced concerns regarding the timeline for the Supervisory Organization validation.	High	Matt Garland	10/30/16	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. Identified how to make things easier with future tenant builds. Close when the campuses understand timelines for future builds.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
HCM-12	Legacy Payroll Taxation	High	John Doetch	10/30/16	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-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	High	John Doetch	10/14/16	Brainstorm has been escalated and use cases prepared for a discussion with Workday. The PMO is working to schedule a discussion with Workday and identify next steps and timeline.
HCM-9	Overtime change for Temp Hourly, Students, LOA's and non-exempt Admin, Grads and Post Docs.	High	John Doetch	10/14/16	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.
TCH-1533	Error when processing BAI2 Statements from Bank of America	High	Ursula Price	10/14/16	Error when processing BAI2 Statements from Bank of America, preventing us from processing BAI2 bank statements from Bank of America. This is holding up the financials team from completing first notification configuration.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
FIN-1719	Delegation Approach	Medium	Steve Creswell	10/5/16	Ongoing discussion with HCM team, but current options are problematic for Finance. HCM team is preparing document, Jim Lowe is drafting. 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.
HCM-7	Workday doesn't allow you to convert data to create new I-9 forms in Workday.	Medium	Michele Meador	11/18/16	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.

Risks

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
TCH-1530	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	Weekly meetings are scheduled to monitor progress. Brian to schedule a meeting the week of 9/26 with the vendor.

iNtegrate 2

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
TCH-1528	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	Continue to work on the conversion and document the procedure (manual and automated).
TCH-1527	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	Closely monitor completion of legacy effort and begin Workday integration in early November to ensure that it is ready for P3.
TCH-333	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.

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
TCH-332	Campus Integration: Archibus (Location to employee) - 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. The Exception form is now at the PMO level and should be routed to the CEC this week.	Low	High	Chris Mercer	Locations for employees can be manually made in Workday.
TCH-331	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.).
TCH-330	Campus Integration: Lawlor - We believe that this integration is at risk because no vendor has been identified.	High	Medium	Chris Mercer	A meeting has been setup for October 18th to discuss Lawlor's plans for the purchase of an events management system as well as how they will utilize Workday without an integration initially.

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
TCH-329	Campus Integration: Thomas & Mack - We believe this integration is at risk for completion in time for P3.	Medium	High	Jim McKinney	Weekly team meeting 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 - Ashley to give 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
TCH-327	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-326	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.

iNtegrate 2

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
TCH-325	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.
HCM-13	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.
HCM-6	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.

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
FIN-1723	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-1722	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.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
Develop/Modify Data Extracts & Unit Test	Green	September 9, 2016	100%	9/30/2016
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 (The initial activity has been completed. (Additional Integrations and Reports will be brought into P2 throughout the test cycle).	Green	September 16, 2016	100%	9/30/2016
Unit Testing of Integrations & Reports	Yellow	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	100%	9/30/2016
Run P2 Data Extracts & Validate	Green	September 30, 2016	100%	9/30/2016
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	25%	
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		

iNtegrate 2