Project Status Report

Status as of October 7, 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	Green	**Financials:** Overall status is in good shape. P2 testing preparation tasks are in process and on schedule including tester identification, P2 Epic definition, and Playback agenda. Team has continued focus on i) Configuration for P2; ii) P2 Testing Prep; iii) P2 Security preparation;
	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 working to finish up unit testing on the integrations that are targeted for P2 testing. Additionally, we are working with the functional teams to get the requirements for the integrations that are targeted for P3. Several Risks or issues have been logged for NSHE integrations.
	Yellow	Yellow	**Integrations (Campus):** Some major integration points (JV Loads, Thomas & Mack, 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):** The Financials Conversion extracts are behind schedule. The 9/30 deadline for issue correction and validation was missed. A new set of tasks and due dates were put into place this week and reviewed with the Financials team to have the data extracts into the P2 tenant by 11/11, so data is there in time for Playbacks to begin on 11/14.
	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 the week of October 24.
	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 complete and testing team is preparing close-out documentation. Outstanding postponed, failed or in-progress scenarios will be monitored for completion as part of P2 testing. System Test planning has begun, with efforts to validate testers and secure space.
	Green	Green	**Training:** Overall status of Training is Green. Current Development Plan is underway. Plans for Training our campus trainers/developers is on track for week of 10/10
Schedule	Yellow	Yellow	The status for Schedule remains at Yellow due to Time Tracking and Financials Conversion. Please refer to the detailed status below.
❖ **Schedule**	Green	Green	**HCM**
	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.

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Payroll**
	Green	Green	**Financials:** Status is green, although we have a tight schedule for conversions, Budget configuration, and integrations.
	Yellow	Green	**Technical Team**: The Financials Conversion extracts are behind schedule. The 9/30 deadline for issue correction and validation was missed. A new set of tasks and due dates were put into place this week and reviewed with the Financials team to have the data extracts into the P2 tenant by 11/11, so data is there in time for Playbacks to begin on 11/14.
	Green	Green	**Training**
	Green	Green	**Change Management/Communication**
	Green	Green	**Testing**
	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	Green	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**
	Green	Green	**Financials:** BA hire is still in process; will continue to monitor both SCI & NSHE resource availability.
	Green	Green	**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.

Item	Current Status	Prior Status	Status Notes
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 – Acceptable approach identified
	Yellow	Yellow	**Technical Team:** We have some key risks with several NSHE and campus owned integrations 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**
	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. Configuration: Reviewed Delegation Summary document with the HCM/FIN teams. We left with an acceptable workaround for Finance. The next step is to review the solution with NSHE. b. Configuration: Completed write up of Workday Rising sessions I attended and sent to HCM Leads and Designees. c. Conversion: Conducted Review Session to determine directory structure and access for HCM data extract files in ownCloud. Additionally, created new HCM directory structure in ownCloud and consolidated old HCM files into archive folders. d. Conversion: Conducted and Participated in daily P2 conversion calls. e. Conversion: continued to work on resolving Programmatic Conversion Issues. f. Configuration: Finalized the draft Playback Agendas. g. Testing: Finalized the draft Epic list. 2. Compensation a. Conversion: Reviewed the Employee Compensation, One-Time Payment, and Allowance Plan. The files were signed off on Friday, October 7th. During the review Nancy researched the 73 missing compensation grades and 22 Comp amounts. b. Conversion: Updated the Conversion Issues tracker with 95 descriptions of fixes to column H (solution) in the Data Issues Compensation tab. c. Configuration: Updated the Graduate Assistant and LOA Research Compensation Grade, Compensation Package, and Salary Plans setup. Next week planning to update the impacted business processes. 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. c. Completed 130 benefit test scenarios. Majority of the scenarios are around hire so would need to determine the handoff with HCM. 4. Recruiting a. Configuration: Completed 2 feedback / design enhancements. The changes consisted of configuring updating UNLV's External Career Site Candidate Home Next Steps Message and Updated UNR’s External Career Site About Use Clery Act link. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Configuration: Reviewed the Offer Letter requirements with Michelle Briggs. c. Configuration: Follow-up email was launched for the pending recruiting requirements. 5. 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.

Area	Accomplishment /Activity
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. 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 - 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. 3. Payroll - Academic Pay: Reviewed 9/12 EEs in NSHE1. Accrued amounts are not correct due to beginning payroll mid-academic year, working on fix. 4. File Validations: SCI is approaching completion of validating the latest withholding order workbooks, with a goal of completion the week of October 10. 5. 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. All: a. Testing Prep: Playback Agenda updated, P2 Testers Identified, P2 Test Scenario Epics defined. b. P2 Build Implementation Checklist. c. Delegation Approach utilizing new "Unit Security" role agreed to by HCM and Finance, subject to Internal Audit approval. 2. Banking and Cash Settlement: Outstanding checks conversion issues resolved; Implementation checklist completed; ACH transactions for ACH test. 3. FDM: All data mapping requests received and reviewed. Completed FAO to Worktag, Fund to Fund and Ledger Account mapping ahead of schedule. 4. Budgets: Budget conversion crosswalk (ledger accounts) finalized. 5. Business assets: Asset Conversion issue resolution; Asset inventory request reviewed. 6. Expenses: Updated Functional Documentation ready for SCI consultant review (This is still a work in progress will be updated as updates are made to bps or decisions made). 7. Grants & Effort: a. Grant Ledger Account Summary and the and mapping of spend categories to object class - added two more ledger account summaries. b. Had two meetings to finalize the Fixed Price award closeout process. c. Updated the functional documentation. d. SCI consultants focused on award conversion strategy documents and checklists for go-live and post-go-live activities (beyond P2 build). 8. Procurement: a. Campus validation for Open PO conversion completed. b. Meeting with JPMorgan on Pcard integration.

Area	Accomplishment /Activity
Technical	1) P2 Build a) SCI team has created, completed and reviewed the Implementation task list for the P2 Build. b) The P2 tenant build started on 10/1, and is progressing according to schedule. 2) FIN Conversion a) Created FIN Conversion Status Report and review with the team on 10/4. b) Finalized the location files to be used in the P2 build. c) SCI completed review of the Award Contacts, Award Schedules, and Business Asset data extract files. 3) Integrations: Generated Financials ACH files for all institutions. 4) Reporting: Reports completed through Design, build, and basic testing: a) R102 Sub-Award Report Budget to Actuals. b) R14 Payroll Expense Report by Employee.
Training	1. Materials prepared for Elko Training sessions. 2. Training Coordinator interviewed candidates for Workday@College to potentially acquire a college intern to support training activities on the project. 3. Results of Elko skills survey completed and reviewed; ready for discussion next week in Elko. 4. Curriculum plan reorganized and continued refinement. 5. Conducted Training Liaison call.
Change Management	1. Proposal for website redesign submitted for consideration. 2. Conducted CM call. 3. Style Guide completed and published to Google for consistent communications.
Testing	1. Delivery assurance review of test plan conducted on October 5, with minor edits to close checkpoint. 2. Created space in JIRA for System Test scenarios, to support preliminary prototyping & validation. 3. Assembled unit test results documentation; validated all passed issues have results recorded and that all cancelled issues have explanation. 4. Initiated process to validate list of campus testers for system testing. 5. Initiated testing space identification. 6. Continued 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
HCM All	10/3/2016 - 10/21/2016	Update System Test Scenarios.
	10/17/2016 - 10/28/2016	P2 Playback Prep.
	10/21/2016	Knowledge Transfer - Architect Stage Assessment.
	10/24/2016 - 10/28/2016	P2 Tenant Validation, Configuration Changes, Smote Testing, etc. - SCI Team.
	10/31/2016 - 11/9/2016	P2 Tenant Validation - NSHE Team.
Core HCM	9/6/2016 - 9/30/2016	Complete 19 Feedback / Design Enhancements Changes.
		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.
	9/19/2016 - 10/31/2016	Train Tony on the Supervisory Organization process so he can handle the process the next build (P3).
Compensation	10/10/2016 - 10/21/2016	Finalize UNR, SA, and DRI Period Activity Pay setup.
	10/10/2016 - 10/14/2016	Update GA and LOA Research Period Activity Pay Changes.
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.
		Validate P2 Benefit Files (Healthcare, Spend, Insurance, Retirement, Additional Benefits, and Benefit Vendor Files).
Recruiting	10/10/2016 - 10/14/2016	Complete 2 Feedback / Design Enhancements Changes.
	10/10/2016 - 10/21/2016	Finalize configuration of the Offer Approval process configuration.
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.

Area	Dates	Upcoming Activities
		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.
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	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	10/24 - 10/30	Banking: Gather BAI code details. Positive Pay & Bank recon to be expanded across all institutions.
	10/10	FDM: Spreadsheet for Financial company, buyer and Worktag security roles prepared and distributed.
	9/30 - 10/14	Fin Accounting: Design to be completed for Grants F and A Delegation approach review with internal audit.
	10/16	Develop prototype Fringe Benefit rate configuration for institution review.
	10/6	Reviewed inventory design requirements. Determined that a custom report is not needed at this time. All desired fields currently delivered in Workday. Confirm. Send out request for more information on Institutionally Designated equipment. Create JIRA ticket for role of Institutionally Designated Approval.
	10/12	PO Validation.
	10/31	Projects: Validate project budget conversion for current FY and MY (part of the Fin Budget). Validate Project Hierarchy & phases configuration with institutions.

Area	Dates	Upcoming Activities
Grants and Effort	10/7	JIRA Fin-1924 Develop procedure to close out fix price agreement - Had a meeting and will test JV's.
	10/14	Role assignments for grant and award roles as well as effort certification reviewer.
	10/14	JIRA tickets due in Sprint Week Ending 10/14: FIN-885: F&A Allocations (Margaret). FIN-1729: Sponsor Types - just needs to be resolved. FIN-1665: Exception requests for DRI and SA about terminated workers.
	10/21	JIRA F&A Revenue Allocation (930) to be completed next week. Need to test new role of the Allocation Specialist.
	10/31	Continue working with Grant related reports.
Procurement	10/14	Development of PO Layout.
		Review of Spend Category Hierarchies and Spend Categories.
		Review issues from PO extract and another round of data validation.
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.
Fin Conversions	10/12 - 10/13	Applying updated crosswalks to extract programs.
	10/14 - 10/17	Project team review of data extract files.
	10/18 - 10/19	Correction of issues found with the extract files.
	10/20 - 10/21	Re-validate extracts.
	10/24 - 10/28	Load data extract files into a copy of the P2 tenant.
	10/31 - 11/4	Campus validation of data extracts loaded into the copy of P2.
	11/7 - 11/11	Load extract files into the P2 tenant.
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.
Integrations	10/3 - 10/12	Develop and distribute the migration procedures for P2.
Integrations	10/3 - 10/12	Set up Campus Integrations in JIRA .
Reporting	10/3 - 10/30	(In Progress) Approximately 42% of HCM and F.IN NSHE standard reports are in progress or complete.

Area	Dates	Upcoming Activities
		Bi-weekly reporting lane meeting with campuses.
		Report development will continue in P1 until P2 tenant is ready, as communicated to campuses 10/5/16.
		Planning: Analysis and requests for System Administration government/compliance sample reports that NSHE will be responsible for.
		First bi-weekly Reporting Governance is being held.
Training	10/10-10/14	1. Conduct Training Skills Development Workshops.
Change Management	10/10-10/14	1. Review and approve website redesign. 2. Draft communication on Security Fact Sheet for general consumption. 3. 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.
Testing	10/10-10/14	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. Work with Technical Team on setting up System Testing project in JIRA. 4. Work with Technical Team on setting up Change Request project in JIRA, to assist in evaluating/refining proposed change request process. 5. Work with teams to establish process in JIRA to track conversion issued identified during tenant validation.

Planned Time Away

Dates	Team Member	Planned Time Away
Sept 1 – Oct 17	Mary Stoltz	Financial Statements
October 12th	Jim Lowe	PTO
October 14th	Jim Lowe	PTO
October 17-20	Gail Pitts	PTO
October 20-21	Theresa Quinn	PTO
October 21	Mark Sonntag	PTO
October 24	Cynthia Washburn Lauren DeVera Jim Lowe	PTO
October 24-27	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 22	Mark Sonntag	PTO
November 23	Ursula Price	PTO
December 14-19	Ursula Price	PTO
December 26-30	Ursula Price	PTO
May 1st - May 15th & May 17th	Elora Paik	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	10/28/16	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	10/28/16	The cross-functional team met October 5 and identified an approach. The next step is to share with Mary Stoltz to confirm with Internal Audit.
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.
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).

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
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.
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 has been routed to the CEC for review. It will be sent to the ESC next week.	Low	High	Chris Mercer	Locations for employees can be manually made in Workday.

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
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.
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 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 - 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.

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
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.
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. As of 10/10 NSHE has updated the vendor SOW and will identify the implementation plan by 10/14.	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.

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
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.
FIN-1723	The Financials Conversion extracts are behind schedule. The 9/30 deadline for issue correction and validation was missed. A new set of tasks and due dates were put into place this week and reviewed with the Financials team to have the data extracts into the P2 tenant by 11/11, so data is there in time for Playbacks to begin on 11/14.	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.

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
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	50%	
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		