## Project Status Report

**Status as of October 7, 2016**
Prepared by; Christopher Mercer, iNtegrate 2 Project Director; Jim McKinney, iNtegrate 2 Technical Project Manager; Leslie Obourn, SCI Engagement Manager

### Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Status</th>
<th>Prior Status</th>
<th>Status Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Status</strong></td>
<td>Yellow</td>
<td>Yellow</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Overall Status – Functional Lanes</strong></td>
<td>Green</td>
<td>Green</td>
<td><strong>HCM</strong></td>
</tr>
<tr>
<td></td>
<td>Green</td>
<td>Green</td>
<td><strong>Payroll:</strong> Work on outstanding Payroll configuration continues. Developing go-live check list/build based upon new go-live date.</td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td>Yellow</td>
<td><strong>Time Tracking:</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>Green</td>
<td>Green</td>
<td><strong>Financials:</strong> 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;</td>
</tr>
<tr>
<td></td>
<td>Green</td>
<td>Green</td>
<td><strong>Audit.</strong> 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.</td>
</tr>
<tr>
<td><strong>Overall Status – Technical Team</strong></td>
<td>Yellow</td>
<td>Yellow</td>
<td><strong>Integrations (NSHE):</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td>Yellow</td>
<td><strong>Integrations (Campus):</strong> Some major integration points (JV Loads, Thomas &amp; Mack, Assets and Supplier Registration) are still in Discovery or Design, and are at risk. All of these are targeted for P3.</td>
</tr>
</tbody>
</table>
## Project Status Report

<table>
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<tbody>
<tr>
<td><strong>Conversion (Financials)</strong></td>
<td>Yellow</td>
<td>Yellow</td>
<td>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.</td>
</tr>
<tr>
<td>Reporting:</td>
<td>Green</td>
<td>Green</td>
<td>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.</td>
</tr>
<tr>
<td>Security:</td>
<td>Green</td>
<td>Green</td>
<td>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.</td>
</tr>
<tr>
<td>Change Management/Communication:</td>
<td>Green</td>
<td>Green</td>
<td>remains in green status overall.</td>
</tr>
<tr>
<td>Testing:</td>
<td>Green</td>
<td>Green</td>
<td>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.</td>
</tr>
<tr>
<td>Training:</td>
<td>Green</td>
<td>Green</td>
<td>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</td>
</tr>
<tr>
<td>Schedule</td>
<td>Yellow</td>
<td>Yellow</td>
<td>The status for Schedule remains at Yellow due to Time Tracking and Financials Conversion. Please refer to the detailed status below.</td>
</tr>
<tr>
<td>Time Tracking (Yellow):</td>
<td>Yellow</td>
<td>Yellow</td>
<td>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.</td>
</tr>
<tr>
<td>HCM</td>
<td>Green</td>
<td>Green</td>
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</tr>
</tbody>
</table>

**Overall Status – Training & Outreach**

Change Management/Communication: Change Management remains in green status overall.
<table>
<thead>
<tr>
<th>Item</th>
<th>Current Status</th>
<th>Prior Status</th>
<th>Status Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Green</td>
<td>Green</td>
<td><strong>Payroll</strong></td>
</tr>
<tr>
<td>Financials</td>
<td>Green</td>
<td>Green</td>
<td><strong>Financials</strong>: Status is green, although we have a tight schedule for conversions, Budget configuration, and integrations.</td>
</tr>
<tr>
<td>Technical</td>
<td>Yellow</td>
<td>Green</td>
<td><strong>Technical Team</strong>: 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.</td>
</tr>
<tr>
<td>Training</td>
<td>Green</td>
<td>Green</td>
<td><strong>Training</strong></td>
</tr>
<tr>
<td>Change</td>
<td>Green</td>
<td>Green</td>
<td><strong>Change Management/Communication</strong></td>
</tr>
<tr>
<td></td>
<td>Green</td>
<td>Green</td>
<td><strong>Testing</strong></td>
</tr>
<tr>
<td>Audit</td>
<td>Green</td>
<td>Green</td>
<td><strong>Audit</strong>: 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.</td>
</tr>
<tr>
<td>Budget</td>
<td>Green</td>
<td>Green</td>
<td>As of 9/30: Actual Hours: 60% of budget Projected Hours: 63% of budget</td>
</tr>
<tr>
<td>Personnel</td>
<td>Green</td>
<td>Green</td>
<td>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.</td>
</tr>
<tr>
<td>HCM</td>
<td>Green</td>
<td>Green</td>
<td><strong>HCM</strong></td>
</tr>
<tr>
<td>Payroll</td>
<td>Green</td>
<td>Green</td>
<td><strong>Payroll</strong></td>
</tr>
<tr>
<td>Time Tracking</td>
<td>Green</td>
<td>Green</td>
<td><strong>Time Tracking</strong></td>
</tr>
<tr>
<td>Financials</td>
<td>Green</td>
<td>Green</td>
<td><strong>Financials</strong>: BA hire is still in process; will continue to monitor both SCI &amp; NSHE resource availability.</td>
</tr>
<tr>
<td>Technical</td>
<td>Green</td>
<td>Green</td>
<td><strong>Technical Team</strong>: We are in the process of working through two open positions for reporting and security to help in these areas.</td>
</tr>
<tr>
<td>Training</td>
<td>Green</td>
<td>Green</td>
<td><strong>Training</strong></td>
</tr>
<tr>
<td>Change</td>
<td>Green</td>
<td>Green</td>
<td><strong>Change Management/Communication</strong></td>
</tr>
<tr>
<td>Testing</td>
<td>Green</td>
<td>Green</td>
<td><strong>Testing</strong>: 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.</td>
</tr>
<tr>
<td>Item</td>
<td>Current Status</td>
<td>Prior Status</td>
<td>Status Notes</td>
</tr>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Project Risk</td>
<td>Yellow</td>
<td>Yellow</td>
<td>The status of Project Risk remains at Yellow due to the Time Tracking and Technical areas. Please refer to the detailed status below.</td>
</tr>
<tr>
<td>Project Risk</td>
<td>Green</td>
<td>Green</td>
<td><strong>HCM</strong></td>
</tr>
<tr>
<td></td>
<td>Green</td>
<td>Green</td>
<td><strong>Payroll</strong></td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td>Yellow</td>
<td><strong>Time Tracking</strong>: New requirements discovered during STAT team need to be vetted, discussed and implemented.</td>
</tr>
</tbody>
</table>
|              | 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**

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>Project timeline is experiencing significant delay (4+ weeks) to schedule or project deliverables for critical tasks.</td>
</tr>
<tr>
<td>Yellow</td>
<td>Project timeline is experiencing a 2-4 week delay to the schedule or project deliverables for critical tasks.</td>
</tr>
<tr>
<td>Green</td>
<td>Project plans and activities are on schedule and issues and risks are being managed. Delays are less than 2 weeks for any critical tasks.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Accomplishment /Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM</td>
<td>1. Core HCM</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>b. Configuration: Completed write up of Workday Rising sessions I attended and sent to HCM Leads and Designees.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>d. Conversion: Conducted and Participated in daily P2 conversion calls.</td>
</tr>
<tr>
<td></td>
<td>e. Conversion: continued to work on resolving Programmatic Conversion Issues.</td>
</tr>
<tr>
<td></td>
<td>f. Configuration: Finalized the draft Playback Agendas.</td>
</tr>
<tr>
<td></td>
<td>g. Testing: Finalized the draft Epic list.</td>
</tr>
<tr>
<td></td>
<td>2. Compensation</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>b. Conversion: Updated the Conversion Issues tracker with 95 descriptions of fixes to column H (solution) in the Data Issues Compensation tab.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>3. Benefits</td>
</tr>
<tr>
<td></td>
<td>a. Worked on 2 feedback / design enhancements. The changes are detailed in the NSHE Design Changes and Configuration Updates file.</td>
</tr>
<tr>
<td></td>
<td>b. Validated the Additional Benefits, Spending Plan, Retirement, Western Insurance, and American Fidelity, Metlife, and Hartford AD&amp;D files.</td>
</tr>
<tr>
<td></td>
<td>c. Completed 130 benefit test scenarios. Majority of the scenarios are around hire so would need to determine the handoff with HCM.</td>
</tr>
<tr>
<td></td>
<td>4. Recruiting</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>b. Configuration: Reviewed the Offer Letter requirements with Michelle Briggs.</td>
</tr>
<tr>
<td></td>
<td>c. Configuration: Follow-up email was launched for the pending recruiting requirements.</td>
</tr>
<tr>
<td></td>
<td>5. Absence</td>
</tr>
<tr>
<td></td>
<td>a. Configured updates based on feedback. The changes are detailed in the NSHE Design Changes and Configuration Updates file.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
## Project Status Report

### 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.
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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>1) <strong>P2 Build</strong>&lt;br&gt;a) SCI team has created, completed and reviewed the Implementation task list for the P2 Build.  &lt;br&gt;b) The P2 tenant build started on 10/1, and is progressing according to schedule.  &lt;br&gt;2) <strong>FIN Conversion</strong>&lt;br&gt;a) Created FIN Conversion Status Report and review with the team on 10/4.  &lt;br&gt;b) Finalized the location files to be used in the P2 build.  &lt;br&gt;c) SCI completed review of the Award Contacts, Award Schedules, and Business Asset data extract files.  &lt;br&gt;3) <strong>Integrations:</strong> Generated Financials ACH files for all institutions.  &lt;br&gt;4) <strong>Reporting:</strong> Reports completed through Design, build, and basic testing:&lt;br&gt;a) R102 Sub-Award Report Budget to Actuals.&lt;br&gt;b) R14 Payroll Expense Report by Employee.</td>
</tr>
<tr>
<td>Training</td>
<td>1. Materials prepared for Elko Training sessions.&lt;br&gt;2. Training Coordinator interviewed candidates for Workday@College to potentially acquire a college intern to support training activities on the project.&lt;br&gt;3. Results of Elko skills survey completed and reviewed; ready for discussion next week in Elko.&lt;br&gt;4. Curriculum plan reorganized and continued refinement.&lt;br&gt;5. Conducted Training Liaison call.</td>
</tr>
<tr>
<td>Testing</td>
<td>1. Delivery assurance review of test plan conducted on October 5, with minor edits to close checkpoint.&lt;br&gt;2. Created space in JIRA for System Test scenarios, to support preliminary prototyping &amp; validation.&lt;br&gt;3. Assembled unit test results documentation; validated all passed issues have results recorded and that all cancelled issues have explanation.&lt;br&gt;4. Initiated process to validate list of campus testers for system testing.&lt;br&gt;5. Initiated testing space identification.&lt;br&gt;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.</td>
</tr>
</tbody>
</table>
## Upcoming Activities

<table>
<thead>
<tr>
<th>Area</th>
<th>Dates</th>
<th>Upcoming Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM All</td>
<td>10/3/2016 - 10/21/2016</td>
<td>Update System Test Scenarios.</td>
</tr>
<tr>
<td></td>
<td>10/21/2016</td>
<td>Knowledge Transfer - Architect Stage Assessment.</td>
</tr>
<tr>
<td></td>
<td>10/24/2016 - 10/28/2016</td>
<td>P2 Tenant Validation, Configuration Changes, Smote Testing, etc. - SCI Team.</td>
</tr>
<tr>
<td></td>
<td>10/31/2016 - 11/9/2016</td>
<td>P2 Tenant Validation - NSHE Team.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finish configuration of the remainder of the bulletin and onboarding documents set up in NSHE3.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work on Named Professorship and Academic Appointment setup to work on Academic Appointment setup.</td>
</tr>
<tr>
<td></td>
<td>9/19/2016 - 10/31/2016</td>
<td>Train Tony on the Supervisory Organization process so he can handle the process the next build (P3).</td>
</tr>
<tr>
<td>Compensation</td>
<td>10/10/2016 - 10/21/2016</td>
<td>Finalize UNR, SA, and DRI Period Activity Pay setup.</td>
</tr>
<tr>
<td></td>
<td>10/10/2016 - 10/14/2016</td>
<td>Update GA and LOA Research Period Activity Pay Changes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue to work on PERS and Classified Retirement Setup.</td>
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<tr>
<td></td>
<td></td>
<td>BAR Setup for Period Activity Pay Employees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Custom Organization Requirements and Setup.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validate P2 Benefit Files (Healthcare, Spend, Insurance, Retirement, Additional Benefits, and Benefit Vendor Files).</td>
</tr>
<tr>
<td></td>
<td>10/10/2016 - 10/21/2016</td>
<td>Finalize configuration of the Offer Approval process configuration.</td>
</tr>
<tr>
<td>Absence</td>
<td>Ongoing</td>
<td>Continuation of configuration and design updates as a result of Phase 2 and 3 testing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development of termination payout adjustments and DRI buy back requirements.</td>
</tr>
<tr>
<td>Area</td>
<td>Dates</td>
<td>Upcoming Activities</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td>Complete configuration and Testing of absence balance payouts with Payroll.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete configuration and Testing of leave without pay codes with Payroll.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Test proposed solution for Worker’s Comp buyback with Payroll.</td>
</tr>
<tr>
<td>Time Tracking</td>
<td>On-going</td>
<td>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.</td>
</tr>
<tr>
<td>Time Tracking</td>
<td>Awaiting response from Workday</td>
<td>Leslie to schedule follow up meeting with Workday to discuss Worktag needs.</td>
</tr>
<tr>
<td>Payroll – PERS Reduction</td>
<td>On-going</td>
<td>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.</td>
</tr>
<tr>
<td>Payroll NRAT Testing</td>
<td>Awaiting HCM</td>
<td>Need to work with HCM on Security for NRATs and To Do for I9 notification.</td>
</tr>
<tr>
<td>All Fin</td>
<td>10/24 - 10/30</td>
<td>Banking: Gather BAI code details. Positive Pay &amp; Bank recon to be expanded across all institutions.</td>
</tr>
<tr>
<td></td>
<td>10/10</td>
<td>FDM: Spreadsheet for Financial company, buyer and Worktag security roles prepared and distributed.</td>
</tr>
<tr>
<td></td>
<td>9/30 - 10/14</td>
<td>Fin Accounting: Design to be completed for Grants F and A Delegation approach review with internal audit.</td>
</tr>
<tr>
<td></td>
<td>10/16</td>
<td>Develop prototype Fringe Benefit rate configuration for institution review.</td>
</tr>
<tr>
<td></td>
<td>10/6</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>10/12</td>
<td>PO Validation.</td>
</tr>
<tr>
<td></td>
<td>10/31</td>
<td>Projects: Validate project budget conversion for current FY and MY (part of the Fin Budget). Validate Project Hierarchy &amp; phases configuration with institutions.</td>
</tr>
</tbody>
</table>
### Project Status Report

<table>
<thead>
<tr>
<th>Area</th>
<th>Dates</th>
<th>Upcoming Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grants and Effort</strong></td>
<td>10/7</td>
<td>JIRA Fin-1924 Develop procedure to close out fix price agreement - Had a meeting and will test JV’s.</td>
</tr>
<tr>
<td></td>
<td>10/14</td>
<td>Role assignments for grant and award roles as well as effort certification reviewer.</td>
</tr>
<tr>
<td></td>
<td>10/21</td>
<td>JIRA F&amp;A Revenue Allocation (930) to be completed next week. Need to test new role of the Allocation Specialist.</td>
</tr>
<tr>
<td></td>
<td>10/31</td>
<td>Continue working with Grant related reports.</td>
</tr>
<tr>
<td><strong>Procurement</strong></td>
<td>10/14</td>
<td>Development of PO Layout.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review of Spend Category Hierarchies and Spend Categories.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review issues from PO extract and another round of data validation.</td>
</tr>
<tr>
<td><strong>P2 Build</strong></td>
<td>October</td>
<td>SCI is building the P2 tenant from 10/1 - 10/23, followed by SCI validation of the new tenant from 10/24 - 10/28.</td>
</tr>
<tr>
<td><strong>Fin Conversions</strong></td>
<td>10/12 - 10/13</td>
<td>Applying updated crosswalks to extract programs.</td>
</tr>
<tr>
<td></td>
<td>10/14 - 10/17</td>
<td>Project team review of data extract files.</td>
</tr>
<tr>
<td></td>
<td>10/18 - 10/19</td>
<td>Correction of issues found with the extract files.</td>
</tr>
<tr>
<td></td>
<td>10/20 - 10/21</td>
<td>Re-validate extracts.</td>
</tr>
<tr>
<td></td>
<td>10/24 - 10/28</td>
<td>Load data extract files into a copy of the P2 tenant.</td>
</tr>
<tr>
<td></td>
<td>10/31 - 11/4</td>
<td>Campus validation of data extracts loaded into the copy of P2.</td>
</tr>
<tr>
<td></td>
<td>11/7 - 11/11</td>
<td>Load extract files into the P2 tenant.</td>
</tr>
<tr>
<td><strong>Integrations</strong></td>
<td>October</td>
<td>Follow up meeting to be scheduled with Lawlor to discuss their integration to Workday. Chris is coordinating with Kim Beers.</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>Finish unit testing of integrations targeted for P2 and prep for migration to P2 tenant.</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>Continue meetings with Thomas and Mack to learn about their system and recommend an approach for Workday.</td>
</tr>
<tr>
<td></td>
<td>10/3 - 10/12</td>
<td>Develop and distribute the migration procedures for P2.</td>
</tr>
<tr>
<td></td>
<td>10/3 - 10/12</td>
<td>Set up Campus Integrations in JIRA .</td>
</tr>
<tr>
<td><strong>Reporting</strong></td>
<td>10/3 - 10/30</td>
<td>(In Progress) Approximately 42% of HCM and F.IN NSHE standard reports are in progress or complete.</td>
</tr>
</tbody>
</table>
## Project Status Report

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Team Member</th>
<th>Planned Time Away</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 1 – Oct 17</td>
<td>Mary Stoltz</td>
<td>Financial Statements</td>
</tr>
<tr>
<td>October 12th</td>
<td>Jim Lowe</td>
<td>PTO</td>
</tr>
<tr>
<td>October 14th</td>
<td>Jim Lowe</td>
<td>PTO</td>
</tr>
<tr>
<td>October 17-20</td>
<td>Gail Pitts</td>
<td>PTO</td>
</tr>
<tr>
<td>October 20-21</td>
<td>Theresa Quinn</td>
<td>PTO</td>
</tr>
<tr>
<td>October 21</td>
<td>Mark Sonntag</td>
<td>PTO</td>
</tr>
<tr>
<td>October 24</td>
<td>Cynthia Washburn</td>
<td>PTO</td>
</tr>
<tr>
<td></td>
<td>Lauren DeVera</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jim Lowe</td>
<td></td>
</tr>
<tr>
<td>October 24-27</td>
<td>Daly Costanza</td>
<td>PTO</td>
</tr>
<tr>
<td>October 24-28</td>
<td>Linda Moore, Erik Feagans,</td>
<td>Workday Training</td>
</tr>
<tr>
<td></td>
<td>Tom Davis</td>
<td></td>
</tr>
<tr>
<td>October 24-28</td>
<td>Loukia Verhage</td>
<td>Other SCI Business</td>
</tr>
<tr>
<td>October 25-27</td>
<td>Roberta Roth</td>
<td>Educause</td>
</tr>
<tr>
<td>October 28</td>
<td>NSHE Team</td>
<td>Nevada Day</td>
</tr>
<tr>
<td>November 4</td>
<td>Roberta Roth</td>
<td>PTO</td>
</tr>
<tr>
<td>November 17-23</td>
<td>Matt Garland</td>
<td>PTO</td>
</tr>
<tr>
<td>November 21-25</td>
<td>Steven Sullivan</td>
<td>PTO</td>
</tr>
<tr>
<td>November 22</td>
<td>Mark Sonntag</td>
<td>PTO</td>
</tr>
<tr>
<td>November 23</td>
<td>Ursula Price</td>
<td>PTO</td>
</tr>
<tr>
<td>December 14-19</td>
<td>Ursula Price</td>
<td>PTO</td>
</tr>
<tr>
<td>December 26-30</td>
<td>Ursula Price</td>
<td>PTO</td>
</tr>
<tr>
<td>May 1st - May 15th &amp; May 17th</td>
<td>Elora Paik</td>
<td>PTO</td>
</tr>
</tbody>
</table>
**Key Issues**<br>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 driving to.

<table>
<thead>
<tr>
<th>#</th>
<th>Key Issue</th>
<th>Criticality</th>
<th>Owner</th>
<th>Resolution Target Date</th>
<th>Resolution Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN-1721</td>
<td>JV Load Integration is behind schedule</td>
<td>High</td>
<td>Michael Bakker</td>
<td>10/28/16</td>
<td>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: <a href="https://nshe-integrate2.atlassian.net/browse/TCH-240">https://nshe-integrate2.atlassian.net/browse/TCH-240</a></td>
</tr>
<tr>
<td>FIN-1724</td>
<td>Exception – EX-007 Bidding System</td>
<td>High</td>
<td>Leslie Obourn</td>
<td>10/14/16</td>
<td>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.</td>
</tr>
<tr>
<td>HCM-10</td>
<td>ADP Contract/Integration</td>
<td>High</td>
<td>Chris Mercer</td>
<td>10/14/16</td>
<td>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.</td>
</tr>
<tr>
<td>HCM-11</td>
<td>UNLV, DRI, TMCC, and NSC voiced concerns regarding the timeline for the Supervisory Organization validation.</td>
<td>High</td>
<td>Matt Garland</td>
<td>10/30/16</td>
<td>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.</td>
</tr>
<tr>
<td>#</td>
<td>Key Issue</td>
<td>Criticality</td>
<td>Owner</td>
<td>Resolution Target Date</td>
<td>Resolution Plan</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------------------------------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 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 Issues

<table>
<thead>
<tr>
<th>#</th>
<th>Key Issue</th>
<th>Criticality</th>
<th>Owner</th>
<th>Resolution Target Date</th>
<th>Resolution Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN-1719</td>
<td>Delegation Approach</td>
<td>Medium</td>
<td>Steve Creswell</td>
<td>10/28/16</td>
<td>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.</td>
</tr>
<tr>
<td>HCM-7</td>
<td>Workday doesn’t allow you to convert data to create new I-9 forms in Workday.</td>
<td>Medium</td>
<td>Michele Meador</td>
<td>11/18/16</td>
<td>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.</td>
</tr>
</tbody>
</table>

### Risks

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Impact</th>
<th>Likelihood</th>
<th>Risk Owner</th>
<th>Mitigation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCH-1530</td>
<td>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.</td>
<td>Medium</td>
<td>Medium</td>
<td>Brian Meyerpeter</td>
<td>Weekly meetings are scheduled to monitor progress. Brian to schedule a meeting the week of 9/26 with the vendor.</td>
</tr>
<tr>
<td>TCH-1528</td>
<td>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.</td>
<td>High</td>
<td>Medium</td>
<td>Brian Meyerpeter</td>
<td>Continue to work on the conversion and document the procedure (manual and automated).</td>
</tr>
<tr>
<td>#</td>
<td>Description</td>
<td>Impact</td>
<td>Likelihood</td>
<td>Risk Owner</td>
<td>Mitigation Plan</td>
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<tr>
<td>TCH-1527</td>
<td>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.</td>
<td>High</td>
<td>High</td>
<td>Pat La Putt</td>
<td>Closely monitor completion of legacy effort and begin Workday integration in early November to ensure that it is ready for P3.</td>
</tr>
<tr>
<td>TCH-333</td>
<td>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.</td>
<td>Medium</td>
<td>High</td>
<td>Steve Creswell</td>
<td>Suppliers entered directly into Workday and approved outside of system. Standing meetings have been established to discuss &amp; review status.</td>
</tr>
<tr>
<td>TCH-332</td>
<td>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.</td>
<td>Low</td>
<td>High</td>
<td>Chris Mercer</td>
<td>Locations for employees can be manually made in Workday.</td>
</tr>
<tr>
<td>#</td>
<td>Description</td>
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</tr>
<tr>
<td>TCH-331</td>
<td>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.</td>
<td>Medium</td>
<td>High</td>
<td>Steve Creswell</td>
<td>Project team to review requirements provided to identify custom objects or other solution. Team to identify next steps (working session, write-up, demo, etc.).</td>
</tr>
<tr>
<td>TCH-330</td>
<td>Campus Integration: Lawlor - We believe that this integration is at risk because no vendor has been identified.</td>
<td>High</td>
<td>Medium</td>
<td>Chris Mercer</td>
<td>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.</td>
</tr>
<tr>
<td>TCH-329</td>
<td>Campus Integration: Thomas &amp; Mack - We believe this integration is at risk for completion in time for P3.</td>
<td>Medium</td>
<td>High</td>
<td>Jim McKinney</td>
<td>Weekly team meetings have been established. Meeting agendas: 9/22 - discuss options: <a href="https://drive.google.com/drive/folders/0B9LAPFInXkIVcEzoUE1hU3BzQWs">https://drive.google.com/drive/folders/0B9LAPFInXkIVcEzoUE1hU3BzQWs</a>. 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&amp;M to develop conceptual design. 10/13 - Conceptual design due.</td>
</tr>
<tr>
<td>#</td>
<td>Description</td>
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<td>Risk Owner</td>
<td>Mitigation Plan</td>
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</tbody>
</table>
| 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. |
<table>
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<th>Mitigation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM-13</td>
<td>Testing engagement. Inadequate test scenarios if not properly reviewed</td>
<td>High</td>
<td>Medium</td>
<td>Mark Sonntag</td>
<td>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.</td>
</tr>
<tr>
<td>HCM-6</td>
<td>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</td>
<td>High</td>
<td>Medium</td>
<td>John Doetch</td>
<td>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.</td>
</tr>
<tr>
<td>FIN-1723</td>
<td>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.</td>
<td>Medium</td>
<td>High</td>
<td>Brian Meyerpeter</td>
<td>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.</td>
</tr>
</tbody>
</table>
## Project Status Report

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</tr>
</thead>
<tbody>
<tr>
<td>FIN-1722</td>
<td>The WAX tool is under development. Until final scope is determined and the tool has been delivered this will remain a risk.</td>
<td>High</td>
<td>Medium</td>
<td>Steve Creswell</td>
<td>Continue to monitor status. Standing meetings have been established to discuss &amp; review status.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Document decisions and timelines.</td>
</tr>
</tbody>
</table>
# Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Status (RYG)</th>
<th>Baseline Due Date</th>
<th>% Complete</th>
<th>Date Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop/Modify Data Extracts &amp; Unit Test</td>
<td>Green</td>
<td>September 9, 2016</td>
<td>100%</td>
<td>9/30/2016</td>
</tr>
<tr>
<td>P1 Issue Resolution and Configuration</td>
<td>Green</td>
<td>September 9, 2016</td>
<td>100%</td>
<td>9/16/2016</td>
</tr>
<tr>
<td>FDM &amp; Financials Unit Testing Design Documents Updates</td>
<td>Green</td>
<td>September 9, 2016</td>
<td>100%</td>
<td>9/9/2016</td>
</tr>
<tr>
<td></td>
<td>Green</td>
<td>September 16, 2016</td>
<td>100%</td>
<td>9/16/2016</td>
</tr>
<tr>
<td>Build Integrations &amp; Reports for P2 (The initial activity has been completed. (Additional Integrations and Reports will be brought into P2 throughout the test cycle).)</td>
<td>Green</td>
<td>September 16, 2016</td>
<td>100%</td>
<td>9/30/2016</td>
</tr>
<tr>
<td>Unit Testing of Integrations &amp; Reports</td>
<td>Yellow</td>
<td>October 28, 2016</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>WD 27 Preview</td>
<td>Green</td>
<td>August 1 – September 9, 2016</td>
<td>100%</td>
<td>9/9/2016</td>
</tr>
<tr>
<td>WD 27 Released</td>
<td>Green</td>
<td>September 10, 2016</td>
<td>100%</td>
<td>9/10/2016</td>
</tr>
<tr>
<td>Clone Legacy Systems - P2</td>
<td>Green</td>
<td>September 3, 2016</td>
<td>100%</td>
<td>9/3/2016</td>
</tr>
<tr>
<td>P1 Completion &amp; P1 Configuration Freeze</td>
<td>Green</td>
<td>September 30, 2016</td>
<td>100%</td>
<td>9/30/2016</td>
</tr>
<tr>
<td>Run P2 Data Extracts &amp; Validate</td>
<td>Green</td>
<td>September 30, 2016</td>
<td>100%</td>
<td>9/30/2016</td>
</tr>
<tr>
<td>System Testing Planning &amp; Scenario Creation</td>
<td>Green</td>
<td>November 4, 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Test Prep - Train SMEs for Testing</td>
<td>Green</td>
<td>November 18, 2016</td>
<td></td>
<td></td>
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<tr>
<td>Build P2 Tenant</td>
<td>Green</td>
<td>October 21, 2016</td>
<td>50%</td>
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</tr>
<tr>
<td>P2 Data Scorecard Review</td>
<td>Green</td>
<td>November 11, 2016</td>
<td></td>
<td></td>
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<tr>
<td>P2 Playbacks</td>
<td>Green</td>
<td>November 11, 2016</td>
<td></td>
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