Project Status Report

Status as of October 14, 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 and Integrations (NSHE and Campus). 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:** Time Tracking design is in Progress
	Green	Green	**Financials:** Overall status is in good shape. Team has continued focus on i) Configuration for P2; ii) P2 Testing Prep including starting on Scenario development; iii) P2 Build preparation; iv) Delivery of Security gathering spreadsheets; 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 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, 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
	Green	Yellow	**Conversion (Financials):** A new set of tasks and due dates were put into place the week 10/2. The revised schedule achieves the goal of having Financials data in the P2 tenant by 11/11, in time for playbacks. Tasks have been completed on time so far, and we are on track.
	Green	Green	**Reporting:** We have defined a standard reports list and have started development on HCM reports and Financials 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. The teams are gathering security information for P2.
❖ Overall Status – Training & Outreach	Green	Green	All areas are on track for supporting System Testing, Training Materials Development, Change Management, and Communications.
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**
	Yellow	Yellow	**Time Tracking:** Outstanding Time Tracking configuration items are impacting the schedule
	Green	Green	**Payroll**
	Green	Green	**Financials:** No new concern. Status is green, although several areas of concern remain including conversions, Budget configuration, and integrations. All are under close watch.
	Green	Green	**Technical Team**: A new set of tasks and due dates were put into place the week 10/2. The revised schedule achieves the goal of having Financials data in the P2 tenant by 11/11, in time for playbacks. Tasks have been completed on time so far, and we are on track.
	Green	Green	**Change Management/Outreach**: We are on track with the current schedule.
	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

Item	Current Status	Prior Status	Status Notes
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:** No specific issues related to personnel. We are in the final stages of BA hiring process.
	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	**Change Management/Outreach:** The teams are fully staffed. Working to confirm campus testers. Testing co-lead is supporting NSHE Financials through 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:** Requirements discovered during the STAT process have been configured and will be tested as part of P2. The Kaba (Time Clocks) integration will not be available for P2 and will have to occur during P3.
	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. All risks are documented in JIRA.
	Green	Green	**Change Management/Outreach:** Continuing to assess Campus engagement and team preparedness.

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.
	   b. Configuration: Completed 3 feedback / design enhancement and worked on 2 feedback / design enhancements. The changes consisted updating Request Compensation help text, Organization help text, configured auto-completing the compensation step in Hire BP if the hire is external candidate and came from recruiting and configuring the GA and Research LOA changes. The changes are detailed in the NSHE Design Changes and Configuration Updates file.
	   c. Configuration: Conducted and Participated in weekly cross functional team meeting and configuration review meeting.
	   d. Configuration: Reviewed Student Integration requirements. The next step is for the integration team to begin the student integrations.
	   e. Configuration: Working on Playback PowerPoint Decks for all lanes.
	   f. Configuration: Met with Thomas and Mack to discuss Workday processing for Event Center workers. We discussed HCM, Recruiting, Time Tracking, Absence, and Payroll.
	   g. Conversion: Conducted and Participated in bi-weekly P2 conversion calls.
	   h. Conversion: Mike continued to work on resolving Programmatic Conversion Issues.
	   i. Conversion: Discussed the approach for Error Report requirements. Updated the Error Report log with all the new error report ideas. The next steps are Matt Garland is going to update the log with the priority and effort. Then the team will begin writing the error reports.
	   j. Testing: Working on test scenarios for System testing.
	2. Benefits
	   a. Configuration: Configured the Benefit Group changes for Student & Graduate Assistants.
	   b. Testing: Working on test scenarios for System testing.
	3. Recruiting
	   a. Configuration: Completed 6 feedback / design enhancements. The changes consisted of updating External Career Sites with Delegation Agreement Language, Updating DRI External Career Site with Next Step Message, Updating UNLV Twitter handle/link,

Area	Accomplishment /Activity
	Updating External Career Sites race language, and configured Classified Tested/Search Waiver steps. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Configuration: Working on Offer Letter requirement solution. c. Testing: Working on test scenarios for System testing. 4. Absence a. Configuration: Configured updates based on feedback. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Configuration: Continued weekly review of Workday Standard Reports with Absence SMEs.
Time Tracking	1. Continued to test configuration, calculations and validations. 2. Met with Thomas and Mack to discuss integration of time for event workers into Workday via Payroll Input. 3. Held meeting with Workday to discuss Worktag issue/brainstorm.
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. Banking a. Additional ACH transactions all institutions; Expense ACH start test; BP routings and update implementation checklist; conversion questions reviewed. b. EPIC descriptions submitted. c. New ACH bank ID's rec'd from BofA. 2. FDM: Spreadsheet for Financial company, buyer and Worktag security roles prepared and distributed. 3. Financial Accounting: a. P2 Build Implementation Checklist Update - still needs SA final review. b. Epic were submitted. c. Delegation Approach utilizing new "Unit Security" role agreed to by HCM and Finance, subject to Internal Audit approval. 4. Assets a. Started Test Scenarios. b. Asset load pending questions for new extract; start asset unit testing and configuration validation steps; update BP checklist.

Area	Accomplishment /Activity

	c. new communication to request additional inventory requirements.
	5. Expenses
	    a. All Jira tasks required for P2 build have been completed.
	    b. Petty Cash and Change Funds Returns has been configured and tested.
	6. Grants and Effort
	    a. Continued to work on Testing preparations.
	    b. Tested JV's to be used in the close out of fixed price awards.
	    c. Tested Millennium grant set up and billing process.
	    d. Reviewed and updated award extract and award schedule files.
	    e. Updated f and a statistic for UNR.
	    f. Completed BIRT layout for sponsor invoices.
	    g. Documented the impacts to grants if the WD payroll accrual budget date brainstorm is delivered.
	    h. SCI consultants focused on award conversion strategy documents and checklists for go-live and post-go-live activities (beyond P2 build).
	7. Procurement
	    a. Procurement Epics were reviewed, finalized and updated in the master document.
	    b. Verified Procurement BP and updated process documentation.
	    c. Security roles for NSHE Designees were updated to included Finance Auditor (BP: PO event, Supplier Invoice Request).
	    d. Reviewed issues from PO extract.
	    e. Discussed and outlined test scenario variations.
	8. Suppliers
	    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. Configure of new Supplier Invoice Request BP and tested in P1/Ready for move to P2.

Technical	1. P2 Build: The second full week of the P2 build is complete and the build is on schedule.
	2. Fin Conversion
	    a. Updated crosswalks were applied to data extract Programs and all outstanding programmatic issues were corrected.
	    b. New data extracts were run for Beginning Balances, Period 1 and Period 2 Accounting Journals, Open Purchase Orders, Outstanding Checks and Business Assets.
	3. Integrations
	    a. Attended Thomas and Mack working sessions this week.
	    b. Reviewed the functional requirements for the Student Employment integrations. The tech team has a meeting scheduled on Monday, 10/17 to review the process flow and document questions.
	    c. SCI attended the Kick-off meeting with T2 for the UNR Parking deduction integration.
	4. Reports completed through Design, build, and basic testing:
	    a. R102 Sub-Award Report Budget to Actuals.
	    b. R14 Payroll Expense Report by Employee.

Area	Accomplishment /Activity
CM/Outreach	1. Training a. Creation and self-assignment of HCM Job Aids for TLGs. b. Three day Training Skills Dev Workshop for Training Liaison Group. 2. CM/Communication a. Proposal for website redesign approved. b. Have identified some possible venues/logistics for playbacks and testing labs. c. Style Guide completed and published to Google for consistent communications. 3. Testing a. Conducted walk through of revised scenario template for system testing with Finance and HCM teams, including revisions to support linked / blocking issues. b. Began testing of JIRA plug-in to support filtering of ready / not ready issues based on blocking issues.

Upcoming Activities

Area	Dates	Upcoming Activities
HCM - All Lanes	10/3/2016 - 10/21/2016	Update System Test Scenarios.
	10/17/2016 - 10/28/2016	P2 Playback Preparation.
	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	10/17/2016 - 10/21/2016	Complete 5 Feedback / Design Enhancements Changes.
	10/24/2016 - 110/28/2016	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).
Benefits	10/17/2016 - 10/21/2016	Complete 8 Feedback / Design Enhancements Changes.
Recruiting	10/10/2016 - 10/14/2016	Complete 2 Feedback / Design Enhancements Changes.
	10/17/2016 - 11/30/2016	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.
	Ongoing	Development of termination payout adjustments and DRI buy back requirements.

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	Ongoing	Complete configuration and Testing of absence balance payouts with Payroll.
	Ongoing	Complete Testing of leave without pay codes with Payroll.
	Ongoing	Test proposed solution for Worker's Comp buyback with Payroll.
Payroll	10/3-10/21	Update System Test Scenarios.
	10/17-10/28	P2 Playback Prep.
	21-Oct	Knowledge Transfer - Architect Stage Assessment.
	Week of 10/24	P2 Tenant Validation - SCI Team.
	Week of 10/31	P2 Tenant Validation - NSHE Team.
	On-going	HCM-20: Audra – Continue work on updating the earnings that need to have a PERS reduction.
	Awaiting HCM	HCM-19: Need to work with HCM on Security for NRATs and To Do for I9 notification.
	On-going	Work continues on the PERS Status Codes.
	On-going	Work continues on NRAT Security and onboarding BP (HCM).
	On-going	Work beginning on Work Study requirements.
	On-going	Work beginning on Playback break out session prep.
Time Tracking	10/3-10/21	Update System Test Scenarios.
	10/17-10/28	P2 Playback Prep.
	21-Oct	Knowledge Transfer - Architect Stage Assessment.
	Week of 10/24	P2 Tenant Validation - SCI Team.
	Week of 10/31	P2 Tenant Validation - NSHE Team.
	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.
	Weeks of 10/17 and 10/24	Stage NSHE1 for demo of work schedules.
	20-Oct	Discussion on Non Exempt Admin Faculty Overtime Rules.
Banking	24-Oct	Gather BAI code details.
	21-Nov	WD 27 test functionality – start.
	24-Oct	Expenses ACH.
	30-Oct	Positive Pay & Bank recon to be expanded across all institutions.
	24-Oct	Resolution for "S" file problem in the BAI2 load.
	21-Oct	Test Scenarios.
	17-Oct	Validate outstanding check data validation.
FDM	11-Nov	Support for load issues and questions.
	26-Oct	Financial company, buyer and Worktag security roles due.

Area	Dates	Upcoming Activities
Fin Accounting	Done for P2 except for WT balancing	JIRA tasks required for P2.
	15-Oct	WD 27 Assessment.
	15-Oct	Gifts will be tested for WD27 impact.
	TBD	Design to be completed for Grants F and A - who gets the role is pending.
	21-Oct	Complete Scenarios; Review and configure new WT balancing.
	14-Oct	Delegation approach review with internal audit.
Budgets	21-Oct	Budget configuration move to P1 and initial testing.
	21-Oct	WD 27 Assessment.
	21-Oct	Work on Budget conversion specs and files.
	16-Oct	Develop prototype Fringe Benefit rate configuration for institution review.
	21-Oct	Develop testing scenarios and playback presentations.
Assets	14-Nov	Playbacks – start.
	24-Oct	Asset Conversion Data Validation.
	14-Oct	Asset conversion new extract/load.
	31-Oct	P2 Assets test – multi-book not enabled- start test.
	21-Oct	P2 Test scenarios.
	31-Oct	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.
Expenses	TBD	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.
	19-Oct	PO Validation.
Projects	21-Oct	Validate project budget conversion for current FY and MY (part of the Fin Budget).
	31-Oct	Validate Project Hierarchy & phases configuration with institutions.
Grants & Effort	21-Oct	Role assignments for grant and award roles as well as effort certification reviewer (supervisory org roles).
	28-Oct	JIRA tickets due in Sprint Week Ending 10/21: FIN-885: F&A Allocations.
	21-Oct	Complete BIRT layout for Sponsor invoices.
	21-Oct	Test Scenario Preparation Activities.
	28-Oct	Playback Preparation Activities.
	21-Oct	JIRA F&A Revenue Allocation (930) to be completed next week. Need to test new role of the Allocation Specialist.
	31-Oct	Continue working with Grant related reports.

Area	Dates	Upcoming Activities
Procurement	21-Oct	Development of PO Layout.
		Discuss PCard configuration.
	19-Oct	Open PO extract data validation.
	26-Oct	P2 Security Role Data Gathering.
	28-Oct	Review of Spend Category Hierarchies and Spend Categories.
	28-Oct	Prep for Playback - SCI has created agenda, schedule, and PowerPoint templates for review and approval by NSHE.
	7-Nov	P2 Test Scenarios.
Training	10/14 - 11/1	HCM Job Aid assignments.
	11/1	Next TLG Meeting.
Change Management	10/17 - 10/21	Continue logistic arrangements for Playbacks and Testing labs.
	10/17 - 10/31	Begin work on Website redesign.
	10/17 - 10/31	Develop initial schedule for Campus demonstrations/January.
Testing	10/17 - 10/28	Complete documentation to support Unit Testing sign-off.
	10/10 - 10/14	Begin pilot loads into System Testing area of JIRA, to support teams in completion of scenario templates.
	10/17 - 10/28	Prepare overview content to support introduction of change request process in JIRA.
	10/17 - 10/21	Continue evaluation of plug-in to support sequencing of System Testing assigned tasks.
P2 Build	10/1 - 10/23	SCI is building the P2 tenant from 10/1 - 10/23.
	10/24 - 10/23	SCI validation of the P2 tenant.
Fin Conversion	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.
	October	Finish unit testing of integrations targeted for P2 and prep for migration to P2 tenant.
	October	Continue meetings with Thomas and Mack to work on the design of BP's and Integrations.
	10/3 - 10/12	Develop and distribute the migration procedures for P2.
	10/3 - 10/12	Set up Campus Integrations in JIRA.
Reporting	10/10 - 10/30	(In Progress) Approximately 42% of HCM and FIN NSHE standard reports are in progress or complete.
	10/19	Bi-weekly reporting lane meeting with campuses.

Area	Dates	Upcoming Activities
	October	Report development will continue in P1 until P2 tenant is ready, as communicated to campuses 10/5/16.
	October	Planning: Analysis and requests for System Administration government/compliance sample reports that NSHE will be responsible for.
	10/24	First bi-weekly Reporting Governance is being held.

Planned Time Away

Dates	Team Member	Planned Time Away
Sept 1 – Oct 17	Mary Stoltz	Financial Statements
October 17	Nancy Kelly	Medical
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 Daly Costanza	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
October 31 – November 4	Taryn Doetch Rhonda Dome	PTO
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

Dates	Team Member	Planned Time Away
February 20-24, 2017	Mark Sonntag	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-1719	Delegation Approach	Medium	Steve Creswell	10/26/16	Meeting scheduled 10/26 to discuss with Mary Stoltz and confirm approach with Internal Audit.
FIN-1721	JV Load Integration is behind schedule	High	Michael Bakker	10/28/16	We provided an update to the campuses on the status of the JV loads on the 10/13 Campus Integrations meeting. The next steps include: 1) Receiving clarification on the JVs/Adhoc bank transactions list for UNLV so they can be added into JIRA and tracked with the rest of the list. 2) Reviewing the list of JVs and Adhoc Bank Transactions with the Financial Accounting Designees and the Banking designees and determining which should be manually entered into Workday and which should be loaded with an EIB. 3) Reviewing the results of step #2 with the Controllers. 4) Providing EIB spreadsheet templates with instructions to the Campus integration points of contact. 5) Following up with each system that has a JV/AHBT on the list to confirm the transaction will be a Journal Entry or AHBT going forward into the Workday and providing the method of input. See the current JV Load status in Jira: https://nshe-integrate2.atlassian.net/browse/TCH-240

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
FIN-1724	Exception – EX-007 Bidding System	High	Leslie Obourn	10/21/16	Initial meeting with Workday on 10/14, and Workday will provide roadmap/implementation dates by 10/21. This issue can be closed when NSHE confirms the scope of Procurement/RFQ at Go-Live and the status of this exception request.
FIN-1732	Payroll Accrual	High	Steve Creswell	10/21	Brainstorm submitted, conducted meeting with Workday, and planning additional detailed sessions.
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.
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	High	John Doetch	11/11/16	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. Initial meeting with Workday on 10/14, project management team to setup standing calls with Workday development until resolved.
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.\n\nTime tracking will have to be reconfigured for the calculation of overtime for these employees.
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.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
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.
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.
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.

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. The project team is in communication with the vendor (phone and email) to resolve outstanding items.
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.	Low	High	Chris Mercer	Locations for employees can be manually made in Workday. The Exception form has been sent to the CEC for review.
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 reach out to UNLV and CSN to ensure campus integration teams have the information for their local integrations. Design session will occur during P2.
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-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. As of 10/10 NSHE has updated the vendor SOW and will identify the implementation plan by 10/19.
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.

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
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	We received feedback during meetings with campus contacts in July and should receive more feedback from Thomas and Mack. We will also receive feedback during Playbacks.
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	50%	
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

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
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	75%	
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		