



Project Status Report

Status as of October 21, 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 Green. Team was together in Reno with the SCI team this week. Primary focus on i) P2 scenario development; ii) P2 Conversion data validation; iii) Outstanding functional configuration in preparation for P2; iv) P2 build
	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, Lawlor, Thomas and Mack, Assets and Supplier Registration) are behind scheduled and have risk for being ready for P3 End to End testing.
	Green	Green	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.

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	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: Status is green, although P2 Scenario development is slightly behind schedule. It was originally scheduled for completion on 10/21, but will push into next week due to ongoing discussion with testing team to confirm approach and format. Data conversion is on schedule. Continued monitoring of Budget configuration, integrations, and other P2 related tasks.
	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
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

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	Green	Green	Time Tracking
	Green	Green	Financials: No specific issues related to personnel. Hiring of two new BA's was announced - Donna Cruzado, starting 11/1 & Missy Stahlke, starting 11/14.
	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: Testing co-lead is resigning effective November 1.
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.

Key Accomplishments

Area	Accomplishment /Activity
HCM	<ol style="list-style-type: none"> 1. HCM <ol style="list-style-type: none"> 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 Internal Audit on Wednesday, October 26th. 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 <ol style="list-style-type: none"> a. Configuration: Configured the Benefit Group changes for Student & Graduate Assistants. b. Testing: Working on test scenarios for System testing. 3. Recruiting <ol style="list-style-type: none"> 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, 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 <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Continued to test configuration, calculations and validations. 2. Developed design requirements for Non-Exempt Admin Faculty Overtime. 3. Developed test scenarios for System Testing.
Payroll	<ol style="list-style-type: none"> 1. Team has completed reviews of the withholding order files. SCI is finalizing job aids for the two payroll offices and will forward them to NSHE the evening of Monday, October 24. 2. NSHE is continuing to coordinate the development of test scenarios and adding to the Jira template. NSHE sent SCI a list of the scenarios created so far for review.

Area	Accomplishment /Activity
	<p>3. Team discussed the playback schedule and PowerPoints for the payroll sessions. Payroll will use limited PowerPoints, primarily covering the session agendas, as most of our sessions will be spent with hands-on activities in the P2 tenant.</p>
Financials	<ol style="list-style-type: none"> 1. Banking and Cash Settlement: <ol style="list-style-type: none"> a. Expenses ACH configuration, Review transactions marked for AHBT loads; Bank statement from sys admin for bai detail by institution. b. Attended multiple meetings on test scenario structure. c. Validated the outstanding check conversion file at the designee level. 2. Financial Accounting <ol style="list-style-type: none"> a. P2 Build Implementation Checklist Update - still needs SA final review. b. WD27 assessment for Financial completed. c. Confirmed project approach to allocations to be shared with Controllers. d. Reviewed security limitations related to gift creation and edit. Will leave with BAs for P2. Gifts can't be created/edited at company level. e. Decision to test multiple approvers for financial Worktags in P1. Goal is to isolate where there are issues with this approval and develop mitigation plans. f. Fringe Benefit detail worksheet developed and sent to DRI. New Epic added to Financial Accounting for Fringe Benefit Accounting testing. This will need to coordinate with Payroll. Configuration will be added to P2. g. Financial Role assignment and Delegation Approach discussion with Internal Audit to develop proposals for approval levels, emergency requests, and changes to Worktag roles (signature authorizations). 3. Budgets <ol style="list-style-type: none"> a. Validated NSHE9 budget configuration is still in place; will move to this tenant since NSHE3 has too much clutter and will not allow us to link the parent/child budget structures. b. WD27 assessment completed. c. Confirmed budget approval role in the "create new position" business process. 4. Assets <ol style="list-style-type: none"> a. First pass of test scenarios completed. b. Started playback templates; assets accounting option review; P2 additional asset configuration gathering. c. Sent out inventory requirement progress to controller's group. 5. Customer Accounts: Joint discussions with grants on Letter of Credit role versus Cashier role. Agreed to create separate role for Letter of Credit "specialist" due to unique process requirements. 6. Expenses <ol style="list-style-type: none"> a. PO validation has been completed. b. Resolved JIRA ticket for closing out Petty Cash Funds. c. Have a good start on Test Scenarios, most are written from unit testing, just touching them up as I copy them to the new google doc spreadsheet for system testing. 7. Projects <ol style="list-style-type: none"> a. First draft Projects playback presentation. b. List P2 configuration catchup for next week. c. Attended multiple meetings on test scenario structure. d. Made some progress on Project scenarios. 8. Grants & Effort Reporting <ol style="list-style-type: none"> a. Continued to work on Testing preparations. b. Met with Michael Bakker to discuss BIRT layout for sponsor invoices.

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	<ul style="list-style-type: none"> c. Meeting with Cynthia, Monique and Matt to discuss cashier vs. OSP roles for letter of credit draws. d. Coordinated with HCM on the capturing of role assignments for the Effort Certification Reviewer - invite to overview meeting to be sent by HCM for Monday. <p>9. Procurement</p> <ul style="list-style-type: none"> a. Working on test scenarios. b. Completed data validation on open PO extract file. c. Met with Grainger and Staples regarding Punch-out functionality. <p>10. Suppliers</p> <ul style="list-style-type: none"> a. P2 Checklist update and finalized BP's for move. b. Work was begun on P2 Test Scenarios. c. Continued work/review of outstanding JIRA's. d. Playback prep meetings - review of expectations, timeline and templates.
<p>Technical</p>	<ul style="list-style-type: none"> 1. P2 Build: The second full week of the P2 build is complete and the build is on schedule. 2. FIN Conversion <ul style="list-style-type: none"> a. New data extracts were run for Beginning Balances, Period 1 and Period 2 Accounting Journals, Open Purchase Orders, Outstanding Checks and Business Assets. The designees and BAs reviewed these files. b. Project team review of data extract files. c. Correction of issues found with the extract files. d. Re-validate extracts. 3. Integrations <ul style="list-style-type: none"> a. ACH for Financials - In process of generating output files for the companies CSN, DRI, UNLV, UNR, GBC, SA, and TMCC to send to Bank of America for format testing. b. The tech team met on 10/17 to get a list of questions together. Reviewed and answer questions in a meeting with the HCM leads on 10/19. Follow up items on technical solution in progress. c. Completed a deep dive on the Payroll Input integration for the Event Center workers at Thomas and Mack. The TMC developer will provide a sample file by 10/28. d. Completed set up of Campus Integrations in Jira 4. Reporting <ul style="list-style-type: none"> a. Reports completed through design, build, requirements, and basic testing (since last status update): <ul style="list-style-type: none"> i. R010-Workers Comp Payroll Summary by Company-HCM-CR (NSHE). ii. R010-Workers Comp Payroll Details-HCM-CR (NSHE). b. Thorough testing of candidate EEO reporting completed. 5. Finalized no cost change order with Okta and finalized high level design. Moving on to prototype and detail implementation time line.

Area	Accomplishment /Activity
HCM/Outreach	<ol style="list-style-type: none"> 1. Training <ol style="list-style-type: none"> a. Creation and self-assignment of HCM Job Aids for TLGs. b. Three-day Training Skills Dev Workshop for Training Liaison Group. 2. Change Management/Communication <ol style="list-style-type: none"> a. Narrowed down Playback Breakouts presentations recording solutions. b. Researched security for broad audience fact sheet. c. Wrote Playbacks info update for testers. d. Identified locations for playback sessions; finalized lab locations for testers. 3. Testing <ol style="list-style-type: none"> a. Worked with Technical Lead to refine JIRA for System Testing. As a result, a new dashboard was created for the testers and access to certain filters were transferred to the Testing Team. b. Presented Change Request Process to the PMO. c. Communicated the System Testing schedule to the team. d. Reviewed scenarios in JIRA that need to be resolved for Unit Testing close-out. e. Performed trial loads in JIRA for some of the designees.

Upcoming Activities

Area	Dates	Upcoming Activities
HCM	10/3 -10/21	Update System Test Scenarios.
	10/17- 10/28	P2 Playback Preparation.
	10/21/2016	Knowledge Transfer - Architect Stage Assessment.
	10/19- 11/4	Security Role Updates.
	10/24- 10/28	P2 Tenant Validation, Configuration Changes, Smote Testing, etc. - SCI Team.
	10/31- 11/9	P2 Tenant Validation - NSHE Team.
	10/17- 10/21	Complete 5 Feedback / Design Enhancements Changes.
	10/24- 10/28	Work on Named Professorship and Academic Appointment setup to work on Academic Appointment setup.
	9/19- 10/31	Train Tony on the Supervisory Organization process so he can handle the process the next build (P3).
Benefits	10/17- 10/21	Complete 8 Feedback / Design Enhancements Changes.
Recruiting	10/10- 10/14	Complete 2 Feedback / Design Enhancements Changes.
	10/17- 11/30/	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.
	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.
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.
	Weeks of 10/24	Stage NSHE1 for demo of work schedules.
	Week of 10/24	John to check on OT requirements for those getting paid less than 1 1/2 times the minimum wage - needs to meet with Legal.
	Week of 10/24	Audra and Heather to work on new OT rules for Non-Exempt Admin Faculty.

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Area	Dates	Upcoming Activities
Payroll	On-going	Work continues on the PERS Status Codes for Integration.
	On-going	Work continues on the NRAT Security and onboarding BP (HCM).
	On-going	Work beginning on Work Study requirements.
	On-going	Work beginning on Playback break out session prep.
Banking & Cash Settlement	24-Oct	Gather BAI code details.
	20-Oct	New ACH bank ID's rec'd from BofA seem to have a couple of duplicates. Waiting for BofA to respond.
	21-Nov	WD 27 test functionality – start.
	26-Oct	Security role gathering to end.
	24-Oct	Expenses ACH.
	31-Oct	Campus to begin validating data in copy of P2.
	30-Oct	Positive Pay & Bank recon to be expanded across all institutions.
	Done for P2	JIRA Tasks for P2.
	24-Oct	Resolution for "S" file problem in the BAI2 load.
FDM	11-Nov	Support for load issues and questions.
	26-Oct	Financial company, buyer and Worktag security roles due.
Financial Accounting	24-Oct	Completing test scenarios.
	31-Oct	Work on data gathering for test prerequisites.
	26-Oct	Delegation approach review with internal audit and HCM.
	28-Oct	Playback script and presentation development.
	26-Oct	Security role gathering to end.
Budgets	21-Oct	Initial testing and review of configuration in NSHE9.
	21-Oct	Work on Budget conversion specs and files.
	TBD	Develop testing scenarios-delayed until configuration completion.
	TBD	Develop playback presentations-delayed until configuration completion.
Assets	14-Nov	Playbacks – start.
	31-Oct	Campus validation of Assets file in Copy of P2 tenant.
	31-Oct	P2 Assets test - multibook not enabled- start test.
	26-Oct	Security role gathering - to end.
	24-Oct	Load extract file into Copy of P2 tenant.
	21-Oct	P2 Test scenarios.
Customer Accounts	28-Oct	Develop testing scenarios.
	28-Oct	Develop playback scrips and supporting materials.
	28-Oct	Testing mitigation for intercompany payment application. Goal to turn intercompany on again.
Expenses	Ongoing	JIRA tasks during P2 testing.
	TBD	Security Preparation for P2.
	21-Oct	P2 Test Scenarios.
	28-Oct	Prep for Playback.
Projects	TBD	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.
	21-Oct	Testing Scenarios.
	14-Nov	Playback.
	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.

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Grants & Effort Reporting	21-Oct	Test Scenario Preparation Activities.
	28-Oct	Role assignments for grant and award roles as well as effort certification reviewer (supervisory org roles).
	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.
Procurement		Continue working on open JIRA tasks.
	21-Oct	Continue working on P2 test scenarios.
	21-Oct	Development of PO Layout.
	28-Oct	Discuss PCard configuration.
	26-Oct	P2 Security Role Data Gathering.
	16-Dec	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.
Suppliers	7-Nov	P2 Test Scenarios.
	Ongoing	JIRA tasks for SREG.
	Ongoing	JIRA as assigned and follow up from previous testing.
	28-Oct	Prep for Playback.
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	10/24 - 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.
	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.
	10/31 - 11/11	Preparing for Integration migrations to P2.
	10/31 - 11/4	Testing the fix from Workday for the Bank Statement Import integration.
	November	Begin Development on the integration to load Parking deductions from the T2 system for UNR and UNLV.
Reporting	10/24	First bi-weekly Reporting Governance is being held.
	October	(In Progress) Approximately 42% of HCM and FIN NSHE standard reports are in progress or complete.
	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.
	11/2	Campus Bi-weekly Reporting Meeting.
Training	10/14 - 11/1	HCM Job Aid assignments.
	11/1	Next TLG Meeting.
	10/24 - 10/28	Training Team to complete Workday Fundamentals Training.
	10/24 - 11/4	Draft of Campus Demo script/info flow.
	10/24 - 10/28	Continue contractual and logistic arrangements for Playbacks and Testing labs.

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Area	Dates	Upcoming Activities
Change Mgt./ Com.	10/17 - 10/31	Begin work on Website redesign.
	10/17 - 10/31	Develop initial schedule for Campus demonstrations/January.
	10/24 - 10/28	Researching Playback breakouts presentations recordings.
	10/24 - 10/28	Walk throughs of Playback locations in RNO and LAS.
	10/24 - 10/28	Book Videographers for kickoff and group playbacks in RNO and LAS.
Testing	10/24-10/28/16	Complete documentation to support Unit Testing sign-off.
	10/24-10/28/16	Continue pilot loads into the System Testing area of JIRA and to support teams in completion of scenario templates.
	10/24-10/28/16	Continue development of content to support introduction of change request process in JIRA.
	10/24-10/28/16	Evaluate new JIRA plug-in to support sequencing of System Testing assigned tasks.
	10/24-10/28/16	Continue to build the System Testing schedule.

Planned Time Away

Dates	Team Member	Planned Time Away
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 11	NSHE Team	Veterans Day
November 17-23	Matt Garland	PTO
November 21-25	Steven Sullivan	PTO
November 22	Mark Sonntag	PTO
November 23	Ursula Price	PTO
November 24-25	All Team Members	Thanksgiving
December 14-19	Ursula Price	PTO
December 26	All Team Members	Christmas Day
December 26-30	Ursula Price	PTO
December 26-January 1	Steven Sullivan	PTO

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Dates	Team Member	Planned Time Away
January 2	All Team Members	New Year's Day
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	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 JV Loads will remain on the issues list until the templates are shared with campuses.
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.

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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. Time tracking will have to be reconfigured for the calculation of overtime for these employees.
HCM-10	ADP Contract/Integration	High	Chris Mercer	11/4/16	Confirmed usage of ADP services for State Taxes, Garnishments and W2s. A letter of intent has been signed and a meeting will be scheduled with the team. This will remain on the issues list until the first meeting.
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.

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#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
HCM-12	Legacy Payroll Taxation	High	John Doetch	10/30/16	<p>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?</p> <p>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.</p> <p>We would like to modify the applicant file for the P3 build - and ideally not after the P3 build.</p>
TCH-1533	Error when processing BAI2 Statements from Bank of America	High	Ursula Price	11/11/16	<p>Error when processing BAI2 Statements from Bank of America, preventing us from processing BAI2 bank statements from Bank of America. A fix from Workday is expected 10/31.</p>

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-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	Lawlor has identified a vendor and plans for the integration to Workday to be available 2/27 for End to End Testing. The Project team will set up a meeting with Lawlor to understand the requirements.
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.

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#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
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. The vendor is identifying an implementation schedule to meet the 2/27 End to End Test begin date and NSHE working with Workday on outstanding questions.
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	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.

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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	75%	
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	Yellow	November 4, 2016	50%	
System Test Prep - Train SMEs for Testing	Green	November 18, 2016		
Build P2 Tenant	Green	October 21, 2016	100%	10/21/2016
P2 Manual Configuration and Smoke Testing	Green	October 28, 2016		
P2 Data Scorecard Review	Green	November 11, 2016		
P2 Playbacks	Green	November 11, 2016		

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Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 13, 2017		