Project Status Report

Status as of October 28, 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:** Status is Green. P2 Scenario development was completed this week slightly behind schedule, pushing P2 Playback prep into next week. P2 Security spreadsheets were mostly completed this week with remainder expected early next week. Continued monitoring of Playback preparation, P2 Tenant validation, integrations, and other P2 related tasks.
	Green	Green	**Audit.** Audit efforts are on track.
❖ 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.

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Reporting:** We have defined a standard reports list and have started development on HCM and Financials reports. We will gather Compliance specifications and examples in November.
	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	**Training**: Overall status of Training is Green. Current Development Plan is being refined for relevance to NSHE. Training Liaisons are developing selected job aids independently.
	Green	Green	**Change Management/Communication** remains on track and in green status.
	Green	Green	**Testing**: Overall status of Testing is green. Support for completing the scenario template and performing trial JIRA loads is underway. Refining JIRA for System Testing continues. Filtering in JIRA to provide testers with a list of items ready for testing is resolved. The change request process was refined and discussed with PMO. Close out of Unit Testing continues.
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. The Kaba contract is in final negotiations.
	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**

Item	Current Status	Prior Status	Status Notes
Budget	Green	Green	As of 9/30: Actual Hours: 60% of budget Projected Hours: 63% of budget *Updates thru October will be included in next week's report.*
Personnel	Green	Green	The status of Personnel is 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.
	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 must 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	1. Core HCM
	   a. Configuration: Reviewed Delegation Summary document with the HCM/FIN teams. We left with an acceptable workaround for Finance. Mary left with a few open items before the process can be finalized.
	   b. Configuration: Completed 2 feedback / design enhancement. 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. Reviewed an example with the Designees and Leads.
	   f. Configuration: Met with Thomas and Mack to discuss Workday processing for Event Center workers. We discussed Integrations from Workday to TIMS and from TIMS to Workday.
	   g. Conversion: Conducted and Participated in bi-weekly P2 conversion calls.
	   h. Conversion: Mike continued to work on resolving Programmatic Conversion Issues for Costing Allocations and building error reports.
	   i. Conversion: Mike delivered 5 new error reports. The team is working on requirements for additional error reports.
	   j. Testing: Working on test scenarios for System testing.
	2. Benefits
	   a. Configuration: Configured Retirement Benefit Plan rules changes. Discussed all changes with Pat La Putt. The changes are detailed in the NSHE Design Changes and Configuration Updates file.
	   b. Testing: Working on test scenarios for System testing.
	   c. Conversion: Worked through the Benefit Errors that occurred during the P2 load.
	3. Recruiting
	   a. Configuration: Finalized a solution for the Offer Approval Process and Classified Tested solutions. We are still working through testing to ensure the solution works properly. After we finalize testing the changes will appear on the NSHE Design Changes and Configuration Updates file.
	   b. Configuration: Working on Offer Letter solution.

Area	Accomplishment /Activity
	c. Configuration: Configured Job Posting Templates and External Career Sites in NSHE2. d. 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. Conversion: Validated the P2 Tenant. c. Testing: Working on test scenarios for System testing.
Time Tracking	1. Continued to test configuration, calculations and validations with Audra. 2. Developed design requirements for Non-Exempt Admin Faculty Overtime. Configured in P1 with Audra. Waiting for P2 to test. 3. Validated P2 Tenant (SCI). 4. Continued to develop test scenarios for System Testing with Audra. Audra will provide them to Drago to add to the Payroll/Time Tracking document.
Payroll	1. Data Loads for all Payroll related files have had errors resolved and have been reloaded. Manual Config needed for some Decline Balances. 2. Mary is continuing to coordinate the development of test scenarios, which Drago is adding to the Jira template. Drago sent us a list of the scenarios created so far for review. 3. Met with NRAT and HCM - HCM will be able to reconfigure On-boarding BP to route resident aliens to the NRAT role. HCM to discuss involving NRATs into some of the upcoming testing. Begin engaging, Kelly Grommet, NRAT from UNR to the fold.
Financials	1. Banking & Cash Settlement a. Created another set of Expenses ACH transactions for each institution and created another EFT transactions for each institution - run settlements when ready to send to Bank of America. Had to recreate as Bank of America had a SFTP error when receiving the test files. b. Added Thomas and Mack bank account, new payment types and other catchup configuration in NSHE2. c. Prep NSHE2 for outstanding checks load. d. Started Banking playback template preparation. e. Review banking scenarios by tomorrow. Continue validation through the week. f. Developed validation checklist spreadsheet. g. Initiated contact with BofA regarding PayModeX and introduced PayModeX contact to BofA. Worked on initiating a file for Mike Smith to work on for the PayModeX integration. 2. FDM a. All but a few of the security role spreadsheets have been uploaded. b. Financial Accounting. c. P2 Build Implementation Checklist Update - still needs SA final review. d. Completed test scenarios. e. Confirmed project approach to allocations to be shared with Controllers was submitted to Steve and Mike-pending. 3. Budgets: Developed initial specifications for beginning "cash balance" conversion.

Area	Accomplishment /Activity
	4. Business Assets a. First pass of test scenarios completed. b. Completed Assets playback template- ready for additional detail and demo prep; prep for assets load in copy of P2. Non multibook configuration in NSHE2 this week. Configuration validation complete this week. Developed validation checklist spreadsheet. c. Sent out inventory requirement progress to controller's group. 5. Customer Accounts a. Completed P2 testing scenarios - ready for consultant review. b. Providing feedback on help text/routing/audit report related to Customer Deposits. 6. Expenses a. P2 Test Scenarios have been uploaded for consultant review. b. Have started on the P2 Playback PowerPoint should have it completed by Friday. 7. Projects a. Complete configuration catchup plus validation this week. Developed validation checklist spreadsheet. Completed playback template - ready for additional detail. b. List P2 configuration catchup for next week. c. Reviewed the Project Playback. d. Made some progress on Project scenarios. 8. Grants & Effort Reporting a. Continued to work on Testing preparations and playback slides. Working on obtaining list of employees that are assigned as effort certification reviewer role from all campuses. b. Emails were sent by UNLV regarding pre-award functionality. Communications were sent to try to figure out why this topic has surfaced again. 9. Procurement a. Working on test scenarios will be completed today. b. Working on playback presentation will be completed today. c. P2 Security Role Data submitted for Procurement. d. Attended kick-off meeting on Data Governance. e. NSHE P2 Validation Checklist. 10. Suppliers 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. e. NSHE P2 Validation Checklist.
Audit	1. Began reviewing Business Processes with delegation permissions. 2. Completed multiple security spreadsheets. 3. Met with both the financial and HCM team to discuss delegations.

Area	Accomplishment /Activity

Technical	1. P2 Build
	    a. The P2 tenant build was completed by SCI Data team.
	    b. The SCI consultant team will complete their P2 tenant validation and catch up configurations on Friday, 10/28.
	2. FIN Conversion
	    a. SCI is completing the load of the Financials extracts by COB on 10/28.
	    b. Prepared Validation documents for the campus validation teams.
	    c. Began work on the Cash and Life to Date Beginning balances data extract files.
	3. Integrations
	    a. Completed the Integration Migration requests in JIRA to move integrations from P1 to P2.
	    b. Conducted bi-weekly integration meeting with the campuses.
	    c. Attended initial meeting with the ADP technical team for an overview of the integrations needed for garnishment processing.
	    d. Received confirmation from Sierra Health/HPN that the Unit Test file passed their compliance checking.
	    e. Met with Thomas and Mack team again to discuss the fields that will need to be sent from Workday to their system.
	4. Reporting:
	    a. Reports complete and ready to review (since last status update):
	        i. R039-List of Disposed Assets.
	        ii. R040-Open Invoice Report.
	    b. First bi-weekly Reporting Governance is being held.

Area	Accomplishment /Activity

HCM/Outreach	1. Training
	    a. Additional HCM job aids started.
	    b. Review and update of Job Aids has begun.
	    c. Linda, Erik, and Tom completed HCM and FIN fundamentals training.
	    d. SCI has finished initial draft of Curriculum Development Plan for NSHE review; initial review with Training Coordinator.
	2. CM/Communication
	    a. Toured all spaces for Playback sessions in Las Vegas and Reno.
	    b. Sent RFQs to videographers for recording kickoffs and group Playbacks in RNO and LAS.
	    c. Tested Blue Jeans as a recording solution for Playback Breakout sessions.
	    d. Discussed Website redesign with SCS technology team.
	    e. Facilitated Campus Change Lead Call on 10/24.
	    f. Confirmed Change Partners by Campus for UAT.
	3. Testing
	    a. Reviewed the system tester dashboard with the leads and other team members.
	    b. Refined Change Request Process and discussed with the PMO.
	    c. Updated the System Testing schedule to the team.
	    d. Prepared a document for review by the HCM team for Unit Testing close-out.
	    e. Performed trial loads in JIRA for some of the designees.
	    f. Worked with Technical Lead to refine workflow for System Testing and Change Request Process.
	    g. Identified testers that need JIRA access and communicated to JIRA administrator.

Upcoming Activities

Area	Dates	Upcoming Activities
HCM - All Lanes	10/3-10/21	Update System Test Scenarios.
	10/17- 11/11	P2 Playback Preparation.
	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.
HCM	10/17- 10/21	Complete 5 Feedback / Design Enhancements Changes.
	10/24- 110/28	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 because 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.

Area	Dates	Upcoming Activities
Payroll	Ongoing	Complete Testing of leave without pay codes with Payroll.
	Ongoing	Test proposed solution for Worker's Comp buyback with Payroll.
	10/3-10/21	Update System Test Scenarios.
	10/17-11/10	P2 Playback Preparation.
	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	Work continues on the PERS Status Codes for Integration.
	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 preparation.
Time Tracking	10/3-10/21	Update System Test Scenarios.
	10/17-11/10	P2 Playback Preparation.
	4-Nov	Knowledge Transfer - Architect Stage Assessment.
	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.
	Upcoming	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	Additional Overtime Requirements for Non-Exempt Administrative faculty have been designed and configured. Testing will be done in P2.
Banking & Cash Settlement	31-Oct	Gather BAI code details -send out spreadsheet
	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.
	02-Nov	Test Scenario preparation.
	24-Oct	Resolution for "S" file problem in the BAI2 load.
	Ongoing	PayModeX integration assistance.
FDM	11-Nov	Support for P2 load issues and questions.
	11-Nov	Review of submitted security roles and preparation for loading.
	11-Nov	UNR staff initial testing of WAX tool and hosting setup.
Financial Accounting	24-Oct	Send out document to controllers when approved re: project approach to allocations.
	4-Nov	Work on data gathering for test prerequisites - gather gift allowables from campuses & gather grant info for allocation testing load & create allocations for testing by each campus.
	28-Oct	Playback script and presentation development.
	4-Nov	Develop requirements for delegation by business process and for approval levels.
	4-Nov	Review fringe benefit data from DRI, building initial P2 configuration data.
Budgets	4-Nov	Initial testing and review of configuration in NSHE9.
	4-Nov	Work on Budget conversion specs and files.

Area	Dates	Upcoming Activities
	TBD	Develop testing scenarios-delayed until configuration completion.
	TBD	Develop playback presentations-delayed until configuration completion.
Business 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 playback script and supporting materials
	11-Nov	Testing mitigation for intercompany payment application - Goal to turn intercompany on again.
Expenses		JIRA tasks during P2 testing.
	11-Nov	P2 Tenant Validation.
	28-Oct	Testing Financial Admin Assistant Role
	28-Oct	Prep for Playback
	TBD	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.
		Create Resource documents for Testers.
		Mass Close of Spend Authorizations - Not relieving encumbrances.
Projects	26-Oct	Testing Scenarios.
	14-Nov	Playback.
	1-Nov	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 Reporting	28-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.
	28-Oct	JIRA F&A Revenue Allocation (930) to be completed next week. During P2 testing will test with new role of allocation specialist.
	31-Oct	Continue working with Grant related reports.
Procurement	Ongoing	Continue working on open JIRA tasks.
	18-Nov	Development of PO Layout.
	18-Nov	Discuss PCard configuration.
	7-Nov	P2 Test Scenarios.
	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	Ongoing	JIRA tasks for SREG.
	Ongoing	JIRA as assigned and follow up from previous testing.
	10/31-11/4	Prep for Playback.
	Ongoing	PaymodeX Preparation.
	Ongoing	SREG Development Meetings.
Audit	10/31-11/4	Continue to work on security spreadsheets.
	10/31-11/4	Review business processes with delegation permissions. Meet with each team and document parameters needed with delegations.

Area	Dates	Upcoming Activities
	11/4/16	Provide overview to the audit department on security.
P2 Build	10/26 - 11/3	Compile Load Summary report to review with NSHE.
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	10/31 - 11/11	Migrating integrations from P1 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.
	November	Begin Development on the integration to load Time Entry data for Thomas and Mack into Payroll Input.
	November	Continue discussions on the Student Employment process and integrations.
	November	Begin Development on the Student Financials integrations.
	November	Begin working with MetLife on the Enrollment and Payroll deduction integrations.
	November	Begin Development on integration to PayMode (Supplier Payments).
	November	Continue discussions on the Pcard and Travel Card processes/integrations.
Reporting	10/24-10/30	Custom Report and Calculated Field audits in P2.
	Oct/Nov	(In Progress) 44% of HCM and FIN NSHE standard reports are in progress or complete.
	Oct/Nov	Planning: Analysis and requests for System Administration government/compliance sample reports that NSHE will be responsible for.
	11/2	Reporting lane meeting with campuses (bi-weekly).
	11/7	Data Governance Meeting (bi-weekly).
Training	10/14 - 11/1	HCM Job Aid assignments.
	11/1	Next TLG Meeting.
	10/31 - 11/4	Draft of Campus Demo script/info flow.
	10/31 - 11/4	Continue critical review of Curriculum plan.
CM/ Comm	10/31 - 11/4	Negotiate recording Playbacks using videographers or select an alternative recording strategy.
	10/31 - 11/11	Begin work on Website redesign.
	10/17 - 11/4	Develop initial schedule for Campus demonstrations/January.
		Get admin access to Blue Jeans for managing playback breakout moderators and recordings.
		Establish Google Drive location for all playback videos that is viewable by team.
		Develop Reinforcement/Recognition Strategy. Deleted from Change Management Strategy.
		Prepare instruction sheets for playback/breakout presenters in use of technologies.
Testing	10/31-11/11	Complete documentation to support Unit Testing sign-off.
		Refine JIRA configuration for change request process and develop presentation material to support rollout to project team and campus representatives.
		Develop presentation material for JIRA training. Record JIRA training.
	10/31-11/4	Continue to build the System Testing schedule.
		Confirm JIRA and Workday access for all testers.
		Test JIRA for System Testing.

Planned Time Away

Dates	Team Member	Planned Time Away
October 31 – November 4	Taryn Doetch Rhonda Dome Michael Bakker	PTO
November 1	Tom Davis	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 21 – December 7	Michelle Kelly	PTO
November 22	Mark Sonntag	PTO
November 23	Ursula Price Ken Bialobrzeski	PTO
November 24-25	All Team Members	Thanksgiving
December 14-19	Ursula Price	PTO
December 23-28	Ken Bialobrzeski	PTO
December 26	All Team Members	Christmas Day
December 26-30	Ursula Price	PTO
December 26-January 1	Steven Sullivan	PTO
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
May 15 – 26	Mike Johnson	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	The team met 10/26 to discuss with Mary Stoltz, Internal Audit. Next steps are to document and test the approach in P2.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
FIN-1721	JV Load Integration is behind schedule	High	Steve Creswell	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	10/21/16	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.

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

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
TCH-1533	Error when processing BAI2 Statements from Bank of America	High	Ursula Price	11/11/16	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.

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.

#	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. 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.

iNtegrate 2

#	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	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

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	Yellow	November 4, 2016	75%	
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	100%	10/28/2016
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		