



Project Status Report

Status as of November 4, 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.

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	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. Scenario support and JIRA trial loads continue. Refining and testing JIRA for System Testing and the Change Control Process continues. The Change Request Process was refined and presented to the project team. 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

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Budget	Green	Green	As of 10/31: Actual Hours: 63% of budget Projected Hours: 66% of budget
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
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	<ol style="list-style-type: none"> 1. HCM <ol style="list-style-type: none"> a. Configuration: Completed 2 feedback / design enhancement. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Configuration: Conducted and Participated in weekly cross functional team meeting and configuration review meeting. c. Configuration: Reviewed Student Integration requirements. The next step is for the integration team to begin the student integrations. d. Configuration: Working on Playback PowerPoint Decks for all lanes. Reviewed an example with the Designees and Leads. e. 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. f. Conversion: Conducted and Participated in bi-weekly P2 conversion calls. g. Conversion: Mike continued to work on resolving Programmatic Conversion Issues for Costing Allocations and building error reports. h. Conversion: Mike delivered 5 new error reports. The team is working on requirements for additional error reports. i. Testing: Working on test scenarios for System testing. 2. Benefits <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> a. Configuration: Finalized a solution for the Offer Approval Process and Classified Tested solutions. Nancy finished her testing and everything is working with both Classified Tested and Offer Approval Process. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b. Configuration: Working on Offer Letter solution. c. Configuration: Configured Job Posting Templates and External Career Sites in NSHE2. d. Testing: Working on test scenarios for System testing. 4. Absence

Area	Accomplishment /Activity
	<ul 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. Conversion: Validated the P2 Tenant. c. Testing: Working on test scenarios for System testing.
Time Tracking	<ul style="list-style-type: none"> 1. Continued to test configuration, calculations and validations. 2. Developed Presentations for Playbacks. 3. Reviewed Initiators and Notifications on Enter Time BP. 4. Worked on configuration of overtime for non-exempt salaried employees. 5. Smoke Test P2. 6. Time Tracking Demo to Thomas and Mack. 7. Developed test scenarios for System Testing.
Payroll	<ul style="list-style-type: none"> 1. Participated in Thomas & Mack integrations meetings. 2. NRAT configuration and security activities with HCM. 3. Withholding Order Workbooks final sent to NSHE for review. 4. Configuration to calculate reduced regularly earnings for DRI complete, testing to be confirmed.
Financials	<ul style="list-style-type: none"> 1. Banking & Cash Settlement <ul style="list-style-type: none"> a. P2 catchup configuration and validation; new EFT and expenses Direct deposit settlement for ACH test; test BAI file load; outstanding checks conversion in NSHE8. b. More contact with BofA regarding PayModeX and introduced PayModeX contact to BofA. c. Worked on Banking Scenarios. d. Worked on Banking Playback materials. 2. FDM: Security role submission consolidated for upload. 3. Financial Accounting <ul style="list-style-type: none"> a. P2 Build Implementation Checklist Update - still needs SA final review. b. Completed test scenarios. c. Confirmed project approach to allocations to be shared with Controllers was submitted to Steve and Mike. d. Validation near complete. e. Gift allowables information from campuses for loading into P2 is in progress. 4. Budgets: Completed preliminary budget configuration review using test data in NSHE9. 5. Business Assets <ul style="list-style-type: none"> a. Test Scenarios completed and in folder for upload to JIRA. b. P2 catchup configuration plus non multibook configuration and validation; Asset conversion load plus non multibook configuration in NSHE8; review asset scenarios; Support conversion validation effort. c. Validated Asset Configuration Set-up in P2. 6. Customer Accounts & Contracts <ul style="list-style-type: none"> a. Completed draft of P2 testing scenarios and playbacks - ready for consultant review. b. P2 validation of business process and data-several changes noted for consultant. 7. Expenses <ul style="list-style-type: none"> a. P2 Test Scenarios are done.

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> b. P2 Playback PowerPoint has been uploaded for consultant review. c. All Expense Jira Tickets assigned to me are done now except for P2 validation and continuing to update the functional documentation. 8. Projects <ul style="list-style-type: none"> a. Completed Project test scenarios. b. List P2 configuration catchup for next week. c. Reviewed the Project Playback. d. Completed P2 configuration catchup plus validation this week. Reviewed test scenarios. 9. Grants & Effort Reporting <ul style="list-style-type: none"> a. Grant Testing Scenarios ready for re-review. Role assignments have been submitted. b. Emails were sent by UNLV regarding pre-award functionality. Communications were sent to try to figure out why this topic has surfaced again. 10. Procurement <ul style="list-style-type: none"> a. Procurement playback presentation is ready for dry run / Need talking points for Supplier Accounts. b. Procurement test scenarios are ready for upload. c. Data validation against checklist in progress. 11. Suppliers: P2 Checklist update and finalized BP's for move - Goal to complete 11/4.
Audit	<ul style="list-style-type: none"> 1. Began documenting criteria for the configuration of delegations. Reviewed the Business Processes that allow delegations and identified a few that need further discussion with the teams as to whether delegations should be allowed. 2. Provided an overview to the NSHE Internal Audit Department in regards to the Workday security.
Technical	<ul style="list-style-type: none"> 1. P2 Build <ul style="list-style-type: none"> a. First week of NSHE validation of the P2 tenant completed this week. b. SCI Consultants are smoke testing in the P2 sandbox tenant. 2. Fin Conversion <ul style="list-style-type: none"> a. Campus validation teams had the opportunity to review the P2 data extract that had been loaded into a copy of the P2 tenant. b. First run of the Beginning Cash Balances file and the Life to Date Balances file completed. c. Project team review of data extract files. d. Correction of issues found with the extract files. e. Re-validate extracts. f. Load data extract files into a copy of the P2 tenant. 3. Integrations <ul style="list-style-type: none"> a. Migration of Integrations from P1 to P2 completed. b. Tested and passed the fix that <u>Workday</u> delivered for the BAI file. c. Resolved File transfer issue with Bank of America for ACH files. d. Resolved file transfer issue with Western Insurance.

Area	Accomplishment /Activity
	4. Reporting a. R039-List of Disposed AssetsR040-Open Invoice Report.
CM/Outreach	1. Training a. HCM and FIN job aids started and in review. b. OwnCloud process rolled out for Curriculum document management. c. Michaela Mayhew, Student Worker from the Workday @ College program started - she will work 8 - noon Monday and Wednesdays and 8-5 on Fridays located in Reno. d. SCI has finished initial draft of Curriculum Development Plan for NSHE review; initial review with Training Coordinator. 2. CM/Communication a. Updated Communication Plan. b. Videographers for Playback kickoffs confirmed in Las Vegas and Reno. c. Tested Blue Jeans as a recording solution for Playback Breakout sessions. d. Secured Blue Jeans Admin access to schedule record Playback breakout sessions. e. Campus demonstrations/January tentative dates-only schedule shared with POCs. f. Identified strategy for Currently Used Tools to Workday Functions Impact Analysis. 3. Testing a. Created HCM and Finance System Testing dashboards in JIRA. b. Refined Change Request Process and provided an overview to the Points of Contact and a presentation to the Project Team. c. In Jira, the Change Request Process was refined and tested and a dashboard was created. d. JIRA User Manual was updated for System Testing, and user guide drafted for Change Request process. e. Performed trial loads in JIRA for some of the designees. f. Continued to verify that all testers have JIRA access and an NDA on file. g. Prepared slides for the JIRA and Change Request Process presentation at Playbacks. h. Tested the Testers permissions in JIRA.

Upcoming Activities

Area	Dates	Upcoming Activities
HCM	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- 11/9/6	P2 Tenant Validation - NSHE Team.
	10/17- 10/21	Complete 5 Feedback / Design Enhancements Changes.
	10/24- 11/0/28	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	10/3-10/21	Update System Test Scenarios.

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Area	Dates	Upcoming Activities
	10/17- 11/11	P2 Playback Prep.
	10/19- 11/4	Security Role Updates.
	10/24- 10/28	P2 Tenant Validation - SCI Team.
	10/31- 11/9	P2 Tenant Validation - NSHE Team.
	10/17- 10/21	Complete 8 Feedback / Design Enhancements Changes.
Recruiting	10/3-10/21	Update System Test Scenarios.
	10/17- 11/11	P2 Playback Prep.
	10/19- 11/4	Security Role Updates.
	10/24- 10/28	P2 Tenant Validation, Configuration Changes, Smoke Testing, etc..
	10/31- 11/9	P2 Tenant Validation - NSHE Team.
	10/10- 10/14	Complete 2 Feedback / Design Enhancements Changes.
	10/17- 11/30	Finalize configuration of the Offer Approval process configuration.
Absence	10/3-10/21	Update System Test Scenarios.
	10/17- 11/11	P2 Playback Prep.
	10/19- 11/4	Security Role Updates.
	10/24- 10/28	P2 Tenant Validation - SCI Team.
	10/31- 11/9	P2 Tenant Validation - NSHE Team.
	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.
Time Tracking	10/3-11/04	Update System Test Scenarios.
	10/17-11/11	P2 Playback Prep.
	21-Oct	Knowledge Transfer - Architect Stage Assessment.
	Weeks of 10/31, 11/7	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.
	Week of 11/07	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 11/07	Audra and Heather to work on new OT rules for Non-Exempt Salaried Employees (in P2).
	Payroll	On-going
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.
Banking & Cash Settlement	31-Oct	Gather BAI code details -send out spreadsheet.
	28-Oct	New ACH bank ID's put in Workday.
	21-Nov	WD 27 test functionality – start.
	7-Nov	Security role gathering completed. SCI to upload in P2.
	24-Oct	Expenses ACH.
	1-Nov	Extract file loaded into Copy of P2 with a 100% success rate.
	4-Nov	Campus continue to validate converted data in copy of P2.
30-Oct	Positive Pay & Bank recon to be expanded across all institutions.	

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	04-Nov	Test Scenario preparation.
	24-Oct	Resolution for "S" file problem in the BAI2 load.
	Ongoing	PayModeX integration assistance.
FDM	4-Nov	P2 load validation.
	4-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.
	5-Nov	Playback script and presentation development.
	4-Nov	Develop requirements for delegation by business process and for approval levels.
	11-Nov	Review DRI fringe rate data and setup tables for P2 with SCI.
Budgets	11/11	Work on Budget conversion specs and files.
	11-Nov	Develop playback presentations using NSHE9 test configuration.
	11-Nov	Begin writing unit testing scenarios based on NSHE9 configuration. Actual testing delayed until P2 can be configured.
	11-Nov	Develop budget approach to summer school and rules for year-to-year budget rollover.
	14-Nov	Confirm budget design with SMEs.
Business Assets	14-Nov	Playbacks – start.
	31-Oct	P2 Assets test - multibook not enabled- start test.
	7-Nov	Security role gathering completed. SCI to upload to P2 tenant.
	1-Nov	Extract file loaded into Copy of P2 tenant. Success rate increased from 87.24% to 97.92%.
	4-Nov	Campuses Conversion Team continue to validate converted data in Copy of P2 tenant.
Customer Accounts & Contracts	11-Nov	Load of customers and other data to support testing.
	TBD	Develop list of screens that need to be customized/updated to enforce customer segment security.
Expenses	Ongoing	JIRA tasks during P2 testing.
	11-Nov	P2 Tenant Validation.
	28-Oct	Testing Financial Admin Assistant Role.
	TBD	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.
	TBD	Create Resource documents for Testers.
	TBD	Mass Close of Spend Authorizations - Not relieving encumbrances.
Projects	14-Nov	Playback.
	4-Nov	Validate project budget conversion for current FY and MY (part of the Fin Budget).
	11-Nov	Validate Project Hierarchy & phases configuration with institutions.
Grants & Effort Reporting	4-Nov	Test Scenario Preparation Activities.
	4-Nov	P2 configuration validation.
	4-Nov	Playback Preparation Activities.
	4-Nov	JIRA F&A Revenue Allocation (930) to be completed next week. During P2 testing will test with new role of allocation specialist.
	4-Nov	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.

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Area	Dates	Upcoming Activities
	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.
	Complete 10/27/16	P2 Test Scenarios.
	11/4/16	Prep for Playback.
	Due 11/11/16	NSHE P2 Fin Tenant Validation FIN 1895.
	Ongoing	PayMode X Prep.
	Ongoing	SREG Development Meetings.
Training	11/8	Next TLG Meeting - to review Curriculum plan.
	11/4 - 11/11	Draft of Campus Demo script/info flow.
	11/8-11/30	Continue job aid assignment and review.
	11/8-12/30	Continue curriculum plan - development: next step plan mode of training.
CM/ Communication	11/7 - 11/11	Develop instruction sheet for presenters on how to record Playback sessions using Blue Jeans.
	11/7 - 11/11	Create tester assignment schedule with locations and technology details.
	11/7-11/21	Finalize detailed schedule with locations and whom to invite for Campus demonstrations/January.
	11/7 - 11/11	Establish Google Drive location for all playback videos that is viewable by team.
	10/31 - 11/11	Develop Reinforcement/Recognition Strategy. Deleted from Change Management Strategy.
	11/7 - 11/11	Prepare instruction sheets for playback/breakout presenters in use of technologies.
	11/7 - 11/21	Interview functional leads re: Currently Used Tools to Workday Functions Impact Analysis.
Testing	10/31-11/11	Complete documentation to support Unit Testing sign-off.
	11/7-11/10	Load scenarios into JIRA for System Testing and validate.
	11/7-11/10	Prepare for the JIRA and Change Request Process presentations.
	11/7-11/10	Record JIRA training.
	11/7-11/10	Continue to confirm JIRA and Workday access for all testers.
P2 Build	11/7 - 11/10	Review Load Summary for HCM and Payroll files with NSHE.
	11/7 - 11/10	Complete Smoke testing in the P2 Sandbox.
FIN Conversion	10/31 - 11/4	Campus validation of data extracts loaded into the copy of P2 - 90% Complete.
	11/7 - 11/11	Load extract files into the P2 tenant.
Integrations	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).
Reporting	Oct - Jan	46% of HCM and FIN NSHE standard reports are in progress or complete and ready for review.

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Audit	Nov	NSHE will gather government/compliance report samples and requirements in November.
	11/7	Data Governance Meeting (bi-weekly).
	11/16	Reporting lane meeting with campuses (bi-weekly).
	11/7-11/10	Continue to work on security spreadsheets.
	11/7-11/10	Submit requirements for the configuration of delegations to the HCM SCI Lead. Meet with each team to discuss certain Business Processes that allow for delegations.

Planned Time Away

Dates	Team Member	Planned Time Away
November 11	NSHE Team	Veterans Day
November 17-23	Matt Garland, Jim McKinney	PTO
November 21-25	Steven Sullivan	PTO
November 21 – December 7	Michelle Kelly	PTO
November 22	Mark Sonntag	PTO
November 23 - 28	Ursula Price	PTO
November 23-25	Ken Bialobrzkeski	PTO
November 24-25	All Team Members	Thanksgiving
December 14-19	Ursula Price	PTO
December 23-28	Ken Bialobrzkeski	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 1- 14	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	11/11/16	The team met 10/26 to discuss with Mary Stoltz, Internal Audit. Next steps are to document and test the approach in P2.
FIN-1721	JV Load Integration is behind schedule	High	Steve Creswell	11/11/16	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	11/11/16	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 Commitments	High	Steve Creswell	11/11/16	Brainstorm submitted, conducted meeting with Workday, and planning additional detailed sessions. Meeting scheduled for 11/9.
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.

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#	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	11/11/16	<p>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.</p> <p>Time tracking will have to be reconfigured for the calculation of overtime for these employees.</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	<p>Weekly meetings are scheduled to monitor progress.</p> <p>The project team is in communication with the vendor (phone and email) to resolve outstanding items.</p>
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	<p>Project team to reach out to UNLV and CSN to ensure campus integration teams have the information for their local integrations.</p> <p>Design session will occur during P2.</p>
TCH-330	Campus Integration: Lawlor - We believe that this integration is at risk because no vendor has been identified.	High	Medium	Chris Mercer	<p>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.</p>

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#	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	<p>Would need to move up the timeline for Time Clock if possible or work on integration during implementation if possible.</p> <p>Current timeline:</p> <ol style="list-style-type: none"> 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	<p>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.</p> <p>As of 10/10 NSHE has updated the vendor SOW and will identify the implementation plan by 10/14.</p>	Medium	Medium	Michael Bakker	<p>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.</p> <p>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.</p>
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.

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#	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

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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		