



Project Status Report

Status as of December 2, 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
	Yellow	Yellow	Time Tracking: Final contract negotiations are in progress with Kaba, the Time Clock vendor. Daily updates are being provided by Kaba. Their current plan is to have the final contract to BCS the week of December 6 th . The integration will not be available for the P2 test cycle but will be ready for the P3 test cycle.
	Green	Green	Financials: Status is Green. On-site System testing for P2 was conducted this week with team slightly exceeding the completion goal of 20% by completing 22% of the Financials scenarios. Team is working on failed scenarios as they are identified. Continued progress on other JIRA tasks, notably Budget configuration and preparation for the P3 FDM data gathering effort.
	Green	Green	Audit
❖ Overall Status – Technical Team	Yellow	Yellow	Integrations (NSHE): Integrations targeted for P2 have been Migrated to P2 and are awaiting System 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.

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	Integrations (Campus): Based on the Campus Integrations status reporting in JIRA, 30 out of the 56 integrations that are direct (to/from) with Workday are in a Yellow Status. The PMO has reached out to the campuses for a detailed status update regarding these integrations and will work with them to mitigate any issues. A follow-up was sent to those campuses that did not respond and the Campus Points of Contact will be engaged next week to assist with obtaining an updated status.
	Green	Green	Conversion (Financials): Efforts are underway to keep moving forward with the data extracts that were targeted as Post-P2 activities.
	Green	Green	Reporting. We have defined a standard reports list and development is underway on HCM and Financial reports.
	Green	Green	Security
❖ 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
	Green	Green	Testing: Overall status of Testing is green. JIRA System Testing scenarios are loaded, Playbacks completed, and testing has begun.
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 and a meeting is scheduled for November 28 th .
	Green	Green	Payroll
	Green	Green	Financials
	Green	Green	Technical Team: Tasks have been completed on time so far, and we are on track.
	Green	Green	Change Management/Outreach
	Green	Green	Audit
Budget	Green	Green	As of 11/30: SCI Hours % Complete: 64% of budget Project Plan % Complete: 70% complete

Item	Current Status	Prior Status	Status Notes
Personnel	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.
	Green	Green	HCM
	Green	Green	Payroll
	Green	Green	Time Tracking
	Green	Green	Financials. Making some adjustments to personnel and functional assignments. Published a synopsis of functional assignments for the Business Analysts.
	Green	Green	Technical Team: We are in the process of working through two open positions for reporting and security to help in these areas. Jim McKinney, Technical Project Manager, has accepted a new position at UNR. We thank Jim for his support and wish him all the best. We have reassigned Jim’s responsibilities in the interim.
	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 are being tested as part of P2. The Kaba (Time Clocks) integration will not be available for P2 and must occur during P3.
	Green	Green	Financials
	Yellow	Yellow	Technical Team: We have some key risks with several NSHE and campus owned integrations that have impact on this pillar. These risks are being monitored closely to prevent any impact on the timeline. 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. All Lanes <ol style="list-style-type: none"> a. Addressed testing tickets as documented in Jira. b. Supported Testing labs. 2. Core HCM <ol style="list-style-type: none"> a. Configuration: Auditing the NSHE Job Catalog V12. Updated 29 Adds, 24 Changes, and 2 Removes Job Profiles. b. Configuration: Conducted and/or Participated in HCM Open Forum Call, Cross Functional Meetings, Archibus Integration Meeting, Student Integration Meeting, and Weekly Reporting & Integration Meetings. c. Conversion: Conducted and Participated in bi-weekly P2 conversion calls. d. Conversion: Programmatic changes were applied to the Additional Benefit, Retirement, and Position Files. The files were released for review last week. Additionally, we discussed how the Term Process is ready for QA. e. Conversion: Mike delivered 4 new error reports. The error reports are in QA. The team is working on requirements for additional error reports. f. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. There are 25 open tickets. 3. Benefits: Working Conversion JIRA tickets reported by the SME Validation team. Closed 9 JIRA tickets. 4. Recruiting: Working on Offer Letter solution.
Time Tracking	<ol style="list-style-type: none"> 1. Continued to work through open Jira tickets. 2. Worked with UNLV payroll team to perform system tests - including navigation, searching and performing test scenarios.
Payroll	<p>Worked with UNLV Payroll testing team to begin test scenarios. Have sent out job aids on payroll input and On-demand check.</p>
Financials	<ol style="list-style-type: none"> 1. All Lanes: Supported Testing and Jira tickets. 2. Banking and Cash Settlement <ol style="list-style-type: none"> a. BAI fix successful. November statement loaded in NSHE5 for testing. BAI spreadsheet to gather Worktags. b. Reviewing the errors from BofA for the ACH test file. Will notify SCI Developer of necessary changes when the review is complete so another test file can be sent to BofA. 3. FDM <ol style="list-style-type: none"> a. WAX tool training delivered and institution access being set up for updating mapping. b. Target tasks and timing determined for P3 mapping updates and loads. 4. Budgets <ol style="list-style-type: none"> a. Develop detailed workplan for completing budget configuration and conversions. b. SCI has identified the NSHE6 tenant for budget testing. 5. Assets: All Asset Allocation definitions created for P2 Testing 6. Expenses

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> a. Met regarding 1042/1099 Miscellaneous Reporting. b. Petty Cash Establishment Attachment is now working. 7. Projects: Added Project Phases in NSHE2 based on input from 3 institutions. 8. Procurement <ul style="list-style-type: none"> a. Work on Spend Categories and Spend Category Hierarchies. b. Tax discussion and functional review 1099/1042.
CM/Outreach	<ul style="list-style-type: none"> 1. Training <ul style="list-style-type: none"> a. Training Team's draft outline of campus demonstrations was presented to the POCs. Feedback was received during the week's POC meeting - minor changes received and outline was updated. b. Training team trainers began writing detail scripts for demos. c. Linda/Roberta reviewed proposed consultant hours for Training thru project end. d. Continued development of job aids by TLG. 2. Testing <ul style="list-style-type: none"> a. Testing support & reporting: Followed up with testers who had not begun testing activities. Produced nightly testing reports and addressed testing procedural issues with testers. Participated in functional team testing touch points. b. Dashboards: Created dashboards to monitor blocked issues; refined dashboards and permissions to support teams in managing change requests; created dashboard to provide summary view of assignments, submissions, and watched issues across all JIRA projects. c. Test data monitoring and quality assurance: Monitored cancellations and postpones to ensure appropriate documentation of cancellation/postpone reason. Monitored On Hold items and updated status to support progression of testing. Monitored comments for passed items to ensure they get reviewed. Reviewed and updated prerequisites and status for HCM issues to support appropriate sequencing of testing activities. Deleted trial load items from the Testing Team / Trial Team version of the testing project, to eliminate unneeded cases from system. 3. CM-Communication <ul style="list-style-type: none"> a. Campus change Leads meeting held to discuss security profile progress at campuses. b. Campus Point of Contacts met to discuss and approve outline and strategy for campus demos. c. Finalized dates/locations/times for demonstrations. d. Prepared and distributed take-away templates for demo collateral possibilities for institutions to modify as necessary and produce for demonstrations if desired. e. Sent out Demo Schedule, Outline and Technical Requirements for Demos to PoC. f. Site visits to UNLV, WNC and DRI LV for demo delivery/tech requirements review.
Audit	<ul style="list-style-type: none"> 1. Met with Financial Accounting designee. Went through the templates currently used in the consolidation process to determine whether and how this information can be gathered from Workday. 2. Met with Reporting to discuss the reports needed in the financial statement consolidation.

Upcoming Activities

Area	Dates	Upcoming Activities
All Areas	11/21 – 1/20	Support System Testing and Resolve issues.
Core HCM	9/19- 12/09	Train Tony on the Supervisory Organization process so he can handle the process the next build (P3).
Absence Management	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	Week of 12/5	Continue moving forward with development of perfect solution for Workday brainstorm regarding Worktags for those with multiple account lines. Follow up meeting scheduled with John, HCM and FIN representatives on 12/6 to examine current system.
Banking	Ongoing	PayModeX integration assistance.
FDM	30-Dec	P3 mapping updates due from institutions.
	TBD	Meet with SCI to update and refine FDM loading formats.
Financial Accounting	7-Dec	Work session to discuss proposed changes to funds, ledger accounts and other NSHE wide FDM items in preparation for P3.
Budgets	9-Dec	Confirm initial budget configuration and confirm values/options with Budget SMEs.
	9-Dec	Work on Budget conversion specs and files to give institutions 1st round for validation.
	16-Dec	Develop writing unit testing scenarios based on P2 configuration.
	TBD	Begin budget testing with SMEs.
Assets	15-Dec	Test Multi Book Setup in Different Tenant.
	15-Dec	Asset Class conversion planning.
Expenses	TBD	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.
	TBD	Mass Close of Spend Authorizations - Not relieving encumbrances.
Procurement	ongoing	Continue working on open JIRA tasks.
	15-Dec	Development of PO Layout.
	15-Dec	Discuss PCard configuration.
	16-Dec	Review of Spend Category Hierarchies and Spend Categories.
	Jan 1, 2017	Procurement and Supplier Accts continued work with SREG team.
Suppliers	Ongoing	JIRA tasks for SREG.
	Ongoing	JIRA as assigned and follow up from previous testing.
	Ongoing	PayMode X Prep.
	Upcoming activity	Configuration for foreign nationals tax, 1042 reporting.

Area	Dates	Upcoming Activities
FIN Conversion	Nov/Dec	The team will work on improved validation checklists, validation reports, and instruction documents for P3 data extract and validation processes.
	Nov/Dec	Continue work on additional balance files and Budgets data extracts.
Integrations	December	Development on the integration to load Parking deductions from the T2 system for UNR and UNLV.
	December	Development on the integration to load Time Entry data for Thomas and Mack into Payroll Input.
	December	Continue discussions on the Student Employment process and integrations.
	December	Development on the Student Financials integrations.
	December	Working with MetLife on the Enrollment and Payroll deduction integrations.
	December	Development on integration to PayMode (Supplier Payments).
	December	Continue discussions on the PCard and Travel Card processes/integrations.
Reporting	Nov - Jan	46% of HCM, FIN and NSHE standard reports are in progress or complete and ready for review.
Training	11/28 - 12/30	Continue job aid assignment and review.
	11/28 - 12/15	Continue curriculum plan - development: next step plan mode of training, analyze campus role profiles.
	12/1 - 12/8	Continue detail script for demos.
	12/12 -12/15	Team meeting at UNLV to review sample detail curriculum documents from consultant and finalize demo script.
Testing	12/5/16-12/30/16	Complete documentation to support Unit Testing sign-off.
	12/5 - 1/20	Continue providing support to testers as testing activities continue.
		Continue monitoring of testing progress and reaching out to testers with significant volume of remaining or not started work. Continue monitoring of On Hold items to ensure timely updates to Not Started status.
		Continue monitoring canceled and postponed scenarios to ensure they have a supporting comment.
		Provide nightly testing recaps and participate in functional team testing touch point meetings.
		Monitor comments in passed items.
		Communicate information concerning additional dashboards to project team.
	Begin initial planning for P3/End to End Testing.	
CM-Communication	12/6-12/7	Site visits to NSC, CSN demo sites.
	12/5 to 12/15	Site visits to TMCC, DRI Reno, Fallon.
	11/21 - 1/20	Daily testing recaps to Project.
	11/28 - 12/9	Toolkit #3 in production.
Audit	12/5-12/9/16	Create project in JIRA to document review of the business processes.

Area	Dates	Upcoming Activities
		Meet with Technical Team to continue conversations on role/task conflict reporting from Workday.

Planned Time Away

Dates	Team Member	Planned Time Away
November 21 – December 7	Michelle Kelly	PTO
December 8-13	Marianne Bealles	PTO
December 12-13	Michele Meador	PTO
December 14-19	Ursula Price	PTO
December 17-24	Betsy Kuchta	PTO
December 19-23	Heather Jansky Nancy Kelly	PTO
December 21-23	Roberta Roth	PTO
December 23	Michelle Briggs	PTO
December 23-28	Ken Bialobrzieski	PTO
December 26	All Team Members	Christmas Day
December 26 – January 1	Ursula Price Steven Sullivan Audra Kanae Chris Mercer (Tentative)	PTO
December 29-30	Mary Stoltz	PTO
January 2, 2017	All Team Members	New Year’s Day
January 13, 2017	Roberta Roth	PTO
February 17, 2017	Roberta Roth	PTO
February 20-24	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-1724	Exception – EX-007 Bidding System	High	Leslie Obourn	12/15/16	Workday has confirmed their commitment to implementing this functionality, and is determining the timing of implementation. Workday is identifying when NSHE can receive information regarding Workday’s planned features.
FIN-1732	Payroll Commitments	High	Steve Creswell	12/30/16	Brainstorm submitted, conducted meeting with Workday, and planning additional detailed sessions.
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	High	John Doetch	12/30/16	The team discussed with Workday on 11/22 and met internally on 12/6. We will update the brainstorm for Workday and present our consolidated escalation request.

Risks

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
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.

#	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	Contract is pending final review with the vendor. Daily updates are being provided by Kaba on the status of the legal review. They expect to have the contract back to BCS the week of December 6 th .
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	Requirement gathering continues and a meeting was held last week to discuss the status and to continue the development effort.

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	Green	October 28, 2016	100%	11/11/2016
WD 27 Preview	Green	August 1 – September 9, 2016	100%	9/9/2016

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Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
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	100%	11/11/2016
System Test Prep - Train SMEs for Testing	Green	November 18, 2016	100%	11/18/2016
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 Playbacks	Green	November 11, 2016	100%	11/11/2016
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 20, 2017	25%	
P2 Data Scorecard Review	Green	January 20, 2017		
<i>The details for the next set of Milestones will be listed in next week's report.</i>				