



## Project Status Report

Status as of December 16, 2016

Prepared by; Christopher Mercer, iNtegrate 2 Project Director; Jim McKinney, iNtegrate 2 Technical Project Manager; Leslie Obourn, SCI Engagement Manager

### Summary

Item	Current Status	Prior Status	Status Notes
<b>Overall Status</b>	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.
❖ <b>Overall Status – Functional Lanes</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Time Tracking:</b> Final contract negotiations are in progress with Kaba, the Time Clock vendor. Daily updates are being provided on the negotiations. Kaba and BCS continue to negotiate the terms and conditions of the contract. We have identified a date by which this decision must be made so as not to impact the critical path of the project. Moreover, as a risk mitigation/transference strategy, we have also commenced discussions with the vendor who placed 2nd in the vendor evaluation process. The alternate vendor has already confirmed its willingness to accept the T&C's put forward by NSHE, which should serve to accelerate the process if this change is made. As it stands, the contract must be completed before the first of the year to allow other campuses the opportunity to secure their own time clocks. The integration will not be available for the P2 test cycle but is targeted for the P3 test cycle.
	Green	Green	<b>Financials:</b> Status is Green. On-site System testing for P2 continued this week with the team making good progress to achieve a 61% pass rate. This is less than the goal of 70% for the week (29% Not Started). This was the last week of on-site testing and the team will support remote testing moving forward. The team will continue to adjust assignments as necessary. Continued progress on other JIRA tasks, notably Budget configuration & conversion, and P3 FDM data gathering.

Item	Current Status	Prior Status	Status Notes
	Green	Green	<b>Audit</b>
❖ Overall Status – Technical Team	Yellow	Yellow	<b>Integrations (NSHE):</b> 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 within JIRA.
	Yellow	Yellow	<b>Integrations (Campus):</b> 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.
	Green	Green	<b>Conversion (Financials):</b> Efforts are underway to keep moving forward with the data extracts that were targeted as Post-P2 activities.
	Green	Green	<b>Reporting.</b> We have defined a standard reports list and development is underway on HCM and Financial reports.
	Green	Green	<b>Security</b>
❖ Overall Status – Training & Outreach	Green	Green	<b>Training:</b> 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	<b>Change Management/Communication</b>
	Green	Green	<b>Testing:</b> Overall status of Testing is green. System Testing has begun and teams have made progress near to 70% targeted completion for 12/16. Ongoing monitoring and support is being provided for testers and designees to ensure continued progress. HCM Team is planning onsite testing during week of 12/19 to help promote testing progression. Close out of Unit Testing continues.
<b>Schedule</b>	Yellow	Yellow	The status for Schedule remains at Yellow due to Time Tracking. Please refer to the detailed status below.
❖ Schedule	Green	Green	<b>HCM</b>
	Yellow	Yellow	<b>Time Tracking:</b> Outstanding Time Tracking configuration items may be impacting the schedule. The Kaba contract is in final negotiations. We will request access to the technical documentation while the contract is being finalized.

Project Status Report

Item	Current Status	Prior Status	Status Notes
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Financials</b>
	Green	Green	<b>Technical Team:</b> Tasks have been completed on time so far, and we are on track.
	Green	Green	<b>Change Management/Outreach</b>
	Green	Green	<b>Audit</b>
<b>Budget</b>	Green	Green	As of 11/30: SCI Hours % Complete: 64% of budget Project Plan % Complete: 70% complete
<b>Personnel</b>	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.
	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>
	Green	Green	<b>Financials.</b> Making some adjustments to personnel and functional assignments. Published a synopsis of functional assignments for the Business Analysts.
	Green	Green	<b>Technical Team:</b> We are in the process of working through two open positions for reporting and security to help in these areas.
	Green	Green	<b>Change Management/Outreach</b>
<b>Project Risk</b>	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.
❖ <b>Project Risk</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Time Tracking:</b> 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.

Item	Current Status	Prior Status	Status Notes
	Green	Green	<b>Financials.</b> We continue to monitor several specific risks & issues: 1) SREG Development 2) FDM Finalization 3) Bidding System Exception 4) JV Load Approach 5) Assetworks Asset integration
	Yellow	Yellow	<b>Technical Team:</b> 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	<b>Change Management/Outreach:</b> 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
All Teams	1. Supported System Testing.
HCM	2. Core HCM & Compensation <ul style="list-style-type: none"> <li>a. Configuration: Auditing the NSHE Job Catalog V12. NSHE Job Catalog_v12: Updated 19 Adds, 50 Changes, and 6 Removes.</li> <li>b. Configuration: Conducted and/or Participated in HCM Open Forum Call, Cross Functional Meetings, Archibus Integration Meeting, Student Integration Meeting, and Weekly Reporting &amp; Integration Meetings.</li> <li>c. Testing: Monitored the HCM Testing Blue Jeans link Tuesday and Thursday and assisted testers at SCS and UNLV.</li> <li>d. Conversion: Conducted and Participated in bi-weekly P2 conversion calls.</li> <li>e. 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.</li> <li>f. Conversion: Mike delivered 4 new error reports. The error reports are in QA. The team is working on requirements for additional error reports.</li> </ul>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>g. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. There are 25 open tickets.</li> <li>3. Benefits               <ul style="list-style-type: none"> <li>a. Conversion: Working Conversion JIRA tickets reported by the SME Validation team.</li> <li>b. Configuration: Addressed the following testing tickets: Updated Benefit Events Status Report - HCM - CR (NSHE) with a company prompt (WCR-111), and provided direction and/or requirements needed for (WCR-137) and (WCR-112). The details can be found in JIRA.</li> <li>c. Testing: Monitored the HCM Testing Blue Jeans link Tuesday and Thursday and assisted testers at SCS and UNLV.</li> </ul> </li> <li>4. Recruiting               <ul style="list-style-type: none"> <li>a. Configuration: Working on Offer Letter solution.</li> <li>b. Configuration: Addressed the following testing tickets: Added Other Candidates Better Qualified Notification in the Review Stage of the Job Application business process (TST-15916), Updated the Layoff Rights solution to allow Recruiter to View the Custom Object (WCR-86), Updated Offer Compensation Security to include the roles involved in Offer (TST-14719, TST-14734, and TST-14665), Created a Recruiting Email template and updated all recruiting notifications to use the template. The change allowed the remove of the subject, link, and details content from the notifications (WCR-142 &amp; WCR-140). The details can be found in JIRA.</li> <li>c. Testing: Monitored the HCM Testing Blue Jeans link Tuesday and Thursday and assisted testers at SCS and UNLV.</li> </ul> </li> <li>5. Absence Management               <ul style="list-style-type: none"> <li>a. Configuration: Continued to make configuration updates based on feedback.</li> <li>b. Configuration: Addressed and completed ticket WCR-70, showing time off balances to worker and manager on the worker profile.</li> <li>c. Configuration: Addressed and completed ticket WCR-71, adding a notification to managers on the termination business process to assess time off balances and any pending time off requests.</li> <li>d. Configuration: Addressed and completed ticket WCR-99, creating alerts to absence support, managers, manager's manager and absence partners at varying intervals for unapproved (overdue) time off requests.</li> <li>e. Configuration: Addressed and sent back for retest ticket TST-11651, faculty sick accruals being granted while an employee is on an unpaid leave of absence. Additional accruals will need to be adjusted as well.</li> <li>f. Configuration: Reviewed Cat Leave form with Absence SMEs and discussed review documents step.</li> <li>g. Reporting: Reviewed requirements for leave liability report with Absence SMEs.</li> </ul> </li> </ul>
Time Tracking	Continued system testing and addressed issues as needed.
Payroll	<ul style="list-style-type: none"> <li>1. Finalized Withholding order data conversion approach.</li> <li>2. Loaded 130 Withholding orders.</li> </ul>
Financials	1. Banking and Cash Settlement

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>a. Validated CSN General and Controlled Disbursement bank statements for 12/7/16 loaded into NSHE3. Everything looked good!</li> <li>b. Reviewed errors from the BofA ACH test file. SCI Developer has made the corrections in Workday. Awaiting results from follow-up testing.</li> <li>2. FDM               <ul style="list-style-type: none"> <li>a. WAX user work session/lab held via Blue Jeans for questions and usage tips.</li> <li>b. Ledger Account and Fund mapping worksheets distributed.</li> <li>c. Met with SCI to update and refine FDM load formats.</li> </ul> </li> <li>3. Budgets               <ul style="list-style-type: none"> <li>a. Held configuration and conversion work session with all SMEs to review position budgeting, go through questionnaire to determine further budget configuration requirements and to explain the data validation requirements for review of the first round of budget conversion files.</li> <li>b. Reviewed budget configuration in P2 and identified changes still required before copy to testing tenant - NSHE6.</li> </ul> </li> <li>4. Business Assets: Tested option to use alternative book code for GASB asset adjustments. Will be reviewing this option versus the current option being tested.</li> <li>5. Customer Accounts &amp; Contracts               <ul style="list-style-type: none"> <li>a. Received and tested Workday fix to allow address on invoice. Tester instructions updated to include invoice in future tests.</li> <li>b. Updated P2 configuration to support receipt of funds for expense reimbursement. Updated tests and released from hold.</li> </ul> </li> <li>6. Expenses               <ul style="list-style-type: none"> <li>a. Petty Cash JV now requires employee Worktag.</li> <li>b. Updating Test Scenarios as questions as they come in.</li> </ul> </li> <li>7. Projects: Worked with Tazeen on some of the Project testing feedback in regards to more validation when creating a project.</li> <li>8. Grants &amp; Effort Reporting: Provided P2 Testing Support. Including Blue Jeans session with GBC.</li> <li>9. Procurement               <ul style="list-style-type: none"> <li>a. Testing support provided on-site and through Blue Jeans / Documentation of issues found by testers in week 3.</li> <li>b. Work on Spend Categories and Hierarchies is complete and loaded into NSHE2.</li> <li>c. Working with Purchasing Directors to finalize BIRT layout for printing POs.</li> <li>d. Worked w/ SReg developer and provided functional requirements for integrations for NV (state) and GSA (fed).</li> <li>e. Working with Purchasing Directors to identify crosswalk for former Buyers that will be mapped from Advantage to WD.</li> <li>f. Work continues with BCN, BCS and CSN to close older PO which are under \$100 or are more than 5 years old.</li> <li>g. Newest team member is testing to get familiar with WD.</li> </ul> </li> </ul>
CM/Outreach	<ul style="list-style-type: none"> <li>1. Training               <ul style="list-style-type: none"> <li>a. Team meeting in Las Vegas.</li> </ul> </li> </ul>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>b. Training Project Plan was updated by NSHE and SCI - dates were revised and more detail was added.</li> <li>c. Demo power point draft in review for distribution to campuses.</li> <li>d. NSHE reviewed curriculum plan development process with SCI - progress is continuing.</li> <li>e. Continued development of job aids by TLG team.</li> </ul> <p>2. Testing</p> <ul style="list-style-type: none"> <li>a. Testing support &amp; reporting: Followed up with testers who had made little progress. Produced nightly testing reports and addressed testing procedural issues with testers. Participated in functional team testing touch points.</li> <li>b. Created new field for scenarios placed in a failure status at some point during system testing to categorize the reason for the failure. Testing team will be evaluating 500+ related test cases and populating failure reason for End to End use.</li> <li>c. Continued discussion for End to End testing and identified short term issues to secure agreement / validation from project leadership on scope, strategy, and approach (meeting scheduled for 12/20).</li> <li>d. 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. Updated scenarios placed in failure status at some point during testing with failure reason.</li> </ul> <p>3. Change Management/Communications</p> <ul style="list-style-type: none"> <li>a. Roberta's History of iNtegrate completed.</li> <li>b. Campus Point of Contact meeting.</li> </ul>
Audit	<p>1. Met with Technical Lead who created an audit project in JIRA.</p>
Technical	<p>1. FIN Conversion:</p> <ul style="list-style-type: none"> <li>a. Moved all data extract issue tracking into JIRA.</li> <li>b. John Tully created the following conversion extracts this week: Budgets, Budget Amendments, Multi-Year budgets, Inception to date Revenue and Expenditures.</li> <li>c. SCI validated the Beginning Cash Balances and Multi Year Cash Balances data extract files in NSHE5 and provided the list of errors to the BA's.</li> </ul> <p>2. Integrations</p> <ul style="list-style-type: none"> <li>a. ACH CCD – CSN test file is generated and placed in OwnCloud for Le Ann review.</li> <li>b. BOA UAT full file is loaded in NSHE3 and Le Ann validated.</li> <li>c. Sent 2 un encrypted payroll files to BOA from NSHE3. BOA replied saying no major formatting issues.</li> <li>d. File Layouts for Adhoc Payee, Adhoc Payment, Adhoc Bank Transaction, Journals are created.</li> </ul> <p>3. Reporting</p> <ul style="list-style-type: none"> <li>a. Reports complete and ready to review (since last status update): <ul style="list-style-type: none"> <li>i. R057 Grant and Contract Account Balances.</li> <li>ii. R058 Grants List with Drill Down by Account Number.</li> </ul> </li> </ul>

Area	Accomplishment /Activity
	iii. R112 Background Check Status 33 government/compliance and 2 additional reports added to Jira for NSHE tracking.

### Upcoming Activities

Area	Dates	Upcoming Activities
All Areas	11/14- 1/20	Conduct System Testing.
Core HCM & Comp	12/19- 12/23	Complete 5 Feedback / Design Enhancements Changes.
	9/19- 12/09	Train Tony on the Supervisory Organization process so he can handle the process the next build (P3).
Benefits	12/19- 12/23	Complete 3 Feedback / Design Enhancements Changes.
Recruiting	12/19- 12/23	Complete 5 Feedback / Design Enhancements Changes.
Absence	01/05	Review cat leave processing with Absence SMEs during next Absence meeting
	12/30	Adjust accruals to accommodate for leaves of absences with an absence effect
	Ongoing	Development of 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.
	Ongoing	Knowledge Transfer - Architect Stage Assessment.
Payroll	1/9	Payroll Parallel - P2 - Assigned Roles to team. Preparing the draft parallel plan to discuss the week of Jan 9 <sup>th</sup> .
	On going	Discussed outstanding issues with Payee Input file and Payroll History File.
	Ongoing	Discussed Academic Pay Accrued/Earned with John and Audra. Identified test employees to manipulate history.
	12/20	Withholding Order Data Conversion.
	12/23	DA Review Started - Prototype Review.
	Ongoing	Began Work Study Config - Federal. State is still in requirements.
	12/21	Discussed Fit/Gap issues surrounding Academic Pay. Marianne to provide Fit/Gap document early next week.
Time Tracking	TBD	Knowledge Transfer - Architect Stage Assessment.
	Ongoing	Stage NSHE1 for demo of work schedules.
	10-Mar	Collaborate with Workday on implementing Worktag brainstorm re: Worktags for those with multiple account lines.
	16-Dec	John to check on OT requirements for those getting paid less than 1 1/2 times the minimum wage - needs to meet with Legal.
Banking and Cash Settlement	Ongoing	PayModeX integration assistance.
	TBD	Positive Pay & Bank recon to be expanded across all institutions.
	Ongoing	Gathering transaction information to start configuring first notice rules specific to each institution.



Project Status Report

Area	Dates	Upcoming Activities
FDM	30-Dec	P3 mapping updates due from institutions.
Financial Accounting	30-Dec	Ongoing support of change requests for NSHE shared financial Worktags through P3 mapping target date.
Budgets	23-Dec	SME response of budget configuration refinements.
	23-Dec	Review of SME validation comments and updates to conversion requirements.
	23-Dec	Complete initial Budget documentation.
	23-Dec	Develop detailed plan steps, timing and JIRA tasks with consultants.
	30-Dec	Develop Budget SME unit tests.
	TBD	Budget SME unit testing.
	TBD	Coordination with Grant designees on MY budget conversion to Awards.
Business Assets	23-Dec	Test Multi Book Setup in Different Tenant.
	23-Dec	Grant Asset Issue for Inactive grants. Need a BP for Grant Assets when grant is going to be closed.
	23-Dec	Asset Class conversion planning - must address asset class.
	23-Dec	Need to configure P2 for asset disposal item to alert OSP when gain on sale of Grant asset exists.
	5-Jan	Asset conversion EVL (extract, validate, loop) scheduled for January 5. Asset processing freeze 1 - 5 Jan.
Customer Accounts and Contracts	23-Dec	Identify reports and screens to be customized for segment security and to separate grant/sponsors from customers.
Expenses	Ongoing	JIRA tasks during P2 testing.
	TBD	Testing Financial Admin Assistant Role.
	1-31-17	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.
	1-31-17	Mass Close of Spend Authorizations - Not relieving encumbrances.
		Test 1042S in NSHE9 for updates in WD28.
Projects	Ongoing	Discussed the idea of expanding Project Groups to help with the funding on projects. IE: Capital Improvement-State Appropriation.
	23-Dec	Validate project budget conversion for current FY and MY (part of the Fin Budget).
Grants & Effort Reporting	16-Dec	Complete Grant Task Checklist - who are the resources at each institution involved with award conversion.
	16-Dec	F & A allocation scenario preparation.
	23-Dec	Test Location Worktags - F & A Allocation.
	9-Jan	Grants Conversion Strategy Kick-Off Meeting to take place week of January 9 for historical life-to-date grant financial information. Campus FDM/Accounting, GL and System IT support/resources will be needed as this is a coordinated effort between institution SMEs, SCI and project team.
Procurement	ongoing	Continue working on open JIRA tasks.
	12/16/2016	Development of PO Layout.

Project Status Report

Area	Dates	Upcoming Activities
	1/19/2017	Discuss PCard configuration.
	12/23/2016	Building sidewalk for Spend Category Hierarchies and Spend Categories for SReg.
	1/1/2017	Procurement and Supplier Accts continue work with SReg team.
	1/19/2017	Procurement designees are scheduled for WD training in January.
Suppliers	TBD	JIRA tasks for SREG (99% complete).
	1/20	Review P2 Test failures and correct or instruct as they occur onsite and Blue Jeans.
	Feb TBD	SREG Development Meetings FIN-1895 file SREG-Workday required & optional fields for suppliers.
	TBD	PayMode X Prep (95% complete).
	TBD	Configuration for foreign nationals' tax, 1042 reporting (99% complete).
Training	11/28 - 12/30	Continue job aid assignment and review.
	11/28 - 12/30	Continue curriculum plan - development: next step plan mode of training, analyze campus role profiles.
	1/12 - 2/6	Campus demos.
Testing	12/19-12/30	Complete documentation to support Unit Testing sign-off.
	12/19- 1/20	Continue providing support to testers and designees as testing activities continue.
	12/19- 1/20	Continue monitoring of testing progress and reaching out to testers. Continue monitoring of On Hold items to ensure timely updates to Not Started status.
	12/19- 1/20	Continue monitoring canceled and postponed scenarios to ensure they have a supporting comment.
	12/19- 1/20	Provide nightly testing recaps and participate in functional team testing touch point meetings.
	12/19- 1/20	Monitor comments in passed items.
	12/19- 12/23	Communicate information concerning additional dashboards to project team.
Change Management/ Communication	12/27	Campus Change Lead's meeting.
	12/19 - 12/30	Site visits to WNC Fallon.
	11/21 - 1/20	Daily testing recaps to Project.
	11/28 - 12/30	Toolkit #3 in production.
	12/16 - 12/20	Training Status OneSheet in production.
Audit	12/19-12/30	Begin documenting business process segregation of duties review in JIRA.
	12/19-12/30	Meet with Technical Team to continue conversations on role/task conflict reporting from Workday.
Reporting	Dec-Jan	39% of HCM and FIN NSHE standard reports are in progress or complete and ready for review.
Reporting	12/19	Data Governance Meeting (bi-weekly).
Reporting	12/28	Reporting lane meeting with campuses (bi-weekly).

### Planned Time Away

Dates	Team Member	Planned Time Away
December 17-24	Betsy Kuchta	PTO
December 19-23	Heather Jansky Nancy Kelly Yvette Walton	PTO
December 21-23	Roberta Roth	PTO
December 23	Michelle Briggs	PTO
December 23-28	Ken Bialobrzkeski	PTO
December 26	All Team Members	Christmas Day
December 26 – January 1	Ursula Price Steven Sullivan Audra Kanae Chris Mercer (Tentative) Yvette Walton Daly Costanza	PTO
December 27-28	Mark Sonntag	PTO
December 29-30	Mary Stoltz	PTO
January 2, 2017	All Team Members	New Year's Day
January 2 – 20	Cynthia Washburn	PTO
January 6, 2017	Mary Stoltz	PTO
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	12/23/16	The project team is confirming and moving forward with this Exception Request. Chris to forward to the Governance Groups the week of 12/19.
FIN-1732	Payroll Commitments	High	Steve Creswell	12/30/16	Brainstorm submitted, conducted initial meeting with Workday. Additional meetings have been scheduled and this Brainstorm has been escalated.
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	High	John Doetch	12/30/16	NSHE has updated the Brainstorm with additional details to be discussed in an upcoming meeting with Workday.

**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	UNLV is selecting the integration developer, and expect to have that in place and meet with the project team after the new year sometime in January 2017.  This will remain a risk for P3 testing until development is started and a schedule is confirmed. The contingency plan is to manually maintain synchronization between Workday and Assetworks.

#	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 in final negotiations. Kaba submitted their edits and the attorney for UNLV is reviewing and plans to have this back to Kaba by December 23 <sup>rd</sup> . The Kaba sales executive is going to see if access to technical documentation can be provided while the contract is being finalized.
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
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	50%	
P2 Data Scorecard Review	Green	January 20, 2017		
Payroll Parallel (P2) Begins	Green	January 27, 2017		

## Project Status Report

---

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
Run P3 Data Extracts & Validate	Green	January 16, 2017		
Build P3	Green	February 6, 2017		
P3 Playbacks	Green	March 13, 2017		
E2E Testing (P3) Begins	Green	March 13, 2017		
Payroll Parallel (P3) Begins	Green	March 13, 2017		
UAT Round 1 (P3) Begins	Green	April 3, 2017		
UAT Round 2 (P4) Begins	Green	June 19, 2017		
End-User Training Begins	Green	August 7, 2017		