Project Status Report

Status as of December 23, 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 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	**Financials:** Status is Green. On-site System testing for P2 continued this week with the team making good progress to achieve a 70% pass rate. This is less than the goal of 75% for the week (21% Not Started). The team will continue to adjust testing 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	**Audit**
❖ **Overall Status – Technical Team**	Yellow	Yellow	**Integrations (NSHE):** Integrations targeted for P2 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.
	Yellow	Yellow	**Integrations (Campus):** The PMO continues to reach out to the campuses for a detailed status update regarding these integrations and will work with them to mitigate any issues.
	Green	Green	**Conversion (Financials):** The team is working on the extract files that were targeted as Post P2 build, and are working with the campuses to update mappings that will be used for the P3 extracts. The BAs are working to resolve issues with conversion data and extracts from the P2 build in preparation for P3.
	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**: Testing continues and teams have achieved the goal of 75% completion by 12/23. Ongoing monitoring and support is being provided for testers and designees to ensure continued progress. Testing has moved to off-site. 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 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.
	Green	Green	**Payroll**
	Green	Green	**Financials**

Item	Current Status	Prior Status	Status Notes
	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
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**
	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 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**. 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

Item	Current Status	Prior Status	Status Notes
	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
All Teams	1. Supported System Testing.

HCM	1. Core HCM
	    a. Configuration: Addressed the following testing tickets: Updated the Create Position business process with the steps requested by Finance (FIN-1736), Updated the following business process notifications: Assign Superior, Activation, Create Subordinate, and Divide Organization, Updated the Onboarding BP with the new sub process Payment Elections, Updated Employee Contract BP Security (TST-16073), Updated Licenses and Certifications tables in Workday (TST-12894), and Addressed the following tickets questions: WCR-155, TST-15455, & TST-15968. The details can be found in JIRA.
	    b. Configuration: Auditing the NSHE Job Catalog V12. NSHE Job Catalog_v12: Updated 19 Adds, 50 Changes, and 6 Removes.
	    c. Configuration: Conducted and/or Participated in HCM Open Forum Call, Cross Functional Meetings, Archibus Integration Meeting, Student Integration Meeting, and Weekly Reporting & Integration Meetings.
	    d. Testing: Monitored the HCM Testing Blue Jeans link Tuesday and Thursday and assisted testers at SCS and UNLV.
	    e. Conversion: Conducted and Participated in bi-weekly P2 conversion calls.
	    f. Conversion: New files were released for review: Additional Benefits, Retirement Savings, Primary Position, Retirement Custom, Academic Appointment, Additional Position, Compensation, and Allowance.

Area	Accomplishment /Activity

	g. Conversion: Mike delivered 4 new error reports. The error reports are in QA. The team is working on requirements for additional error reports.
	h. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. Completed ticket CNV-131.
	2. Benefits
	   a. Configuration: Addressed the following testing tickets: Closed ticket WCR-137. The design change was no longer needed due to the NRATS setup. The details can be found in JIRA.
	   b. Conversion: Working Conversion JIRA tickets reported by the SME Validation team.
	   c. Testing: Monitored the HCM Testing Blue Jeans link Tuesday and Thursday and assisted testers at SCS and UNLV.
	3. Recruiting
	   a. Configuration: Working on Offer Letter solution.
	   b. Configuration: Addressed the following testing tickets: Added a Notification to the Shared Services Recruitment Manager (WCR-115), Updated Change Job Requisition Business Process (HCM-69), Updated the FTE Calculation in the Job Posting Template (TST-14997 and WCR-136). The details can be found in JIRA.
	   c. Testing: Monitored the HCM Testing Blue Jeans link Tuesday and Thursday and assisted testers at SCS and UNLV.
	4. Absence Management
	   a. Configuration: Continued to make configuration updates based on feedback, and address any system testing tickets.
	   b. Reporting: Reviewed requirements for leave liability report with Pat for further review with Absence SMEs before submitting to Reporting Team.

Financials	1. Banking & Cash Settlement
	   a. Managed testing JIRA's as failures occurred and as cancelled JIRA's were needed.
	   b. Another ACH test file was run and adjustments were made.
	   c. Daly communicated the first notice item request to the banking SME's and they are responding.
	   d. Banking SME is continuing to clean up their old outstanding checks.
	2. FDM: Ongoing support to institutions for mapping.
	3. Fin Accounting
	   a. Review and update allocation methodology.
	   b. New Funds added to WAX and mapping spreadsheet to accommodate year-end adjustments. These funds and adjustment method will be compared against an alternative WD method in early January.
	4. Budgets
	   a. Follow-up meeting with Budget SMEs on data validation and configuration.
	   b. NSHE6 updated with latest P2 configuration and budget data to begin Designee testing.
	5. Business Assets
	   a. First pass at Asset Class mapping due by Dec 29.

Area	Accomplishment /Activity

	b. Tested option to use alternative book code for GASB asset adjustments. Will be reviewing this option versus the current option being tested.
	c. Alternative book code documentation preparation.
	6. Expenses: Tested 1042S in NSHE9 for updates in WD28.
	7. Projects: Worked with Tazeen on some of the Project testing feedback in regards to more validation when creating a project.
	8. Grants & Effort Reporting
	   a. Retested setup of UNLVNIH award with internal sub awards.
	   b. Initial review of UNLV award extract and schedule file for P3.
	9. Procurement
	   a. Worked w/ SReg developer regarding functional requirements.
	   b. Working with Purchasing Directors to finalize BIRT layout for printing POs.
	   c. Compiled crosswalk for former Buyers that will be mapped from Advantage to WD.
	   d. Work continues with BCN, BCS and CSN to close older PO which are under $100 or are more than 5 years' old.
	   e. Work is started on developing standardized T&Cs for the Business Centers - T&Cs will finalized by NSHE Legal.

CM/Outreach	1. Training
	   a. Demo power point draft in review for distribution to campuses.
	   b. Linda reviewed curriculum plan development process with Kim Whiting - progress is continuing.
	   c. Continued development of job aids by TLG team.
	2. Testing
	   a. Testing support & reporting: Followed up with testers where progress was off track.
	   b. Produced nightly testing reports and addressed testing procedural issues with testers. Participated in functional team testing touch points.
	   c. Team Support: Provided guidance to the teams on the new failure field. Provided analytical reports to the teams on scenario coverage, age of fails, resolutions in progress, and retests, and tester progress. Provided chart of dashboards in JIRA to support testing and the change request process.
	   d. Provided presentation to the HCM/PY and Finance teams regarding End to End testing. Began detailed planning of E2E testing.
	   e. 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.
	   f. Held discussion on Payroll Parallel Testing.
	   g. Followed up with HCM team on a few Unit Testing items.
	3. CM-Communication
	   a. Shadowed Training Team.
	   b. Drafted Training communication.
	   c. Redesigned website home page.

Area	Accomplishment /Activity
Audit	1. Prepared load spreadsheet of Business Processes for JIRA. 2. Reviewed policies on grant-in-aid and made recommendation to HCM for configuration in Workday.

Technical	1. FIN Conversion
	   a. Loaded Parent Budget records into NSHE6.
	   b. Collected feedback from the Budget Validation team on several files: Original Budgets, Budget Amendments, Multi-Year Budgets for Projects, Multi-Year Budgets for Other accounts.
	2. Integrations
	   a. T2Parking deductions for UNR integration ready for Unit Testing. UNLV portion of the project to begin in January.
	   b. Held bi-weekly integration meeting with the campuses.
	3. Reporting
	   a. Reports complete and ready to review (since last status update):
	      i. R068 Employee Travel History Report.
	      ii. R069 Open Travel Authorization.
	      iii. R070 Scheduled Advance Payment Report.
	   b. Recruitment reports R110, R111, and R112 have been reviewed with designee and added to Recruiting dashboard.

Upcoming Activities

Area	Dates	Upcoming Activities
All Areas	11/14- 1/20	Conduct System Testing.
Core HCM	12/19- 12/23	Complete 5 Feedback / Design Enhancements Changes.
Benefits	12/27- 12/30	Complete 2 Feedback / Design Enhancements Changes.
Recruiting	12/19- 12/23	Complete 5 Feedback / Design Enhancements Changes.
Absence Management	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	Jan 9	Payroll Parallel - P2 - Assigned Roles to team. We'll have a plan to work on Jan 9th. Marianne to provide draft of Parallel plan.
	12/28	Discussed outstanding issues with Payee Input file and Payroll History File. Meeting set up with JD on 12/28/16.

Area	Dates	Upcoming Activities
	TBD	Discussed Academic Pay Accrued/Earned with John and Audra. Identified test employees to manipulate history.
	20-Dec	Withholding Order Data Conversion – Complete.
	12/31	Prototype DA Review with Workday.
	TBD	Began Work Study Config - Federal. State is still in requirements. Met with integrations team to further discuss data available in PeopleSoft. Need FIN representative for next FWS meeting.
	12/30	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 (will follow up again with legal, 11/9).
Audit	12/27-12/30	Begin documenting business process segregation of duties review in JIRA.
		Meet with Technical Team to continue conversations on role/task conflict reporting from Workday.
Banking & Cash Settlement	Ongoing	PayModeX integration assistance.
	1/13	Positive Pay, ACH & bank statement load to be expanded across all institutions.
	Ongoing	Gathering transaction information to start configuring first notice rules specific to each institution.
FDM	30-Dec	P3 mapping updates due from institutions.
Fin Accounting	30-Dec	Ongoing support of change requests for NSHE shared financial Worktags through P3 mapping target date.
	TBD	Review Controller request for Year-end Adjustment funds.
	30-Jan	Validation of data is ongoing.
	30-Jan	Review and developing month end and year end checklist after the holidays.
	30-Jan	Review and discuss the intercompany of UNLV and Thomas and Mack.
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 Designee Tests.
	TBD	All designees test their functions with budget controls.
Business Assets	9-Jan	Meeting with UNLV regarding Asset/Purchasing issues.
	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.

Area	Dates	Upcoming Activities
	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	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	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.
	1-31	Mass Close of Spend Authorizations - Not relieving encumbrances.
		Review and work through change order request.
	30-Mar	Problem with control total on supplier invoice when calculating 1042S withholding tax- Shaun and Matt are logging it with workday.
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	23-Dec	F & A allocation scenario preparation.
	23-Dec	Test Location Worktags - F & A Allocation. Set up for testing. Cynthia encountered error in running allocation. Troubleshooting error.
	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.
	1/6	Development of PO Layout.
	1/19	Discuss PCard configuration.
	12/23	Building crosswalk for Spend Category Hierarchies and Spend Categories for SReg.
	TBD	Procurement and Supplier Accts continue work with SReg team.
	1/19	Procurement designees are scheduled for WD training in January.
Suppliers	On-going	Working with UNLV SME on cleaning up the outstanding checks in advantage.
	Jan 20th	Review P2 Test failures and correct or instruct as they occur onsite and Blue Jeans.
	Feb 1st	SREG Development Meetings FIN-1895 file SREG-Workday required & optional fields for suppliers.
	TBD	Paymode X Prep.
	TBD	Configuration for foreign nationals tax, 1042 reporting, Rhonda has the lead on this see notes under Expenses.

Area	Dates	Upcoming Activities
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	12/26-12/30	Complete documentation to support Unit Testing sign-off.
	12/26- 1/20	Continue providing support to testers and designees as testing activities continue.
	12/26- 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.
	12/26- 1/20	Continue monitoring canceled and postponed scenarios to ensure they have a supporting comment.
	12/26- 1/20	Provide nightly testing recaps and participate in functional team testing touch point meetings.
	12/26- 1/20	Monitor comments in passed items.
	12/26- 1/31	Continue planning for P3/End to End Testing and Payroll Parallel Testing.
CM-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.
Fin Conversion	12/30/2016	Updates to FDM mappings in WAX, and Fund to Fund, Ledger Account, Budget to Ledger mapping due.
	1/3 - 1/6	Validation of Mappings due on 12/30.
	1/9 & 1/10	Produce Crosswalks.
	1/11	Run P3 FIN Extracts.
Integrations	Dec/Jan	Support integration testing in System Test.
	December	Finalize I-9/e-Verify process and integration requirements.
	TBD	Continue Development on the integration to load Parking deductions from the T2 system for UNLV.
	December	Continue Development on the integration to load Time Entry data for Thomas and Mack into Payroll Input.
	December	Finalize the Student Employment process and integration requirements.
	December	Begin design of the PeopleSoft Student Financials integrations.
	December	Begin working with MetLife on the Enrollment and Payroll deduction integrations.
	December	Continue Development on integration to PayMode (Supplier Payments).
	December	Continue discussions on the Pcard and Travel Card processes/integrations.
	Jan/Feb	End to End Testing Scenario preparation.
Reporting	Dec - Jan	(In Progress) 42% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (10% in progress, 32% in review).

Area	Dates	Upcoming Activities
	1/16	Data Governance Meeting (bi-weekly).
	1/11	Reporting lane meeting with campuses (bi-weekly).

Planned Time Away

Dates	Team Member	Planned Time Away
December 23-28	Ken Bialobrzeski	PTO
December 26 – January 1	Steven Sullivan Audra Kanae Chris Mercer Yvette Walton Daly Costanza Michele Meador	PTO
December 27	Daly Costanza Lee Ann Davis	PTO
December 27-28	Mark Sonntag	PTO
December 29-30	Mary Stoltz	PTO
December 30	Lee Ann Davis	PTO
January 2, 2017	All Team Members	New Year's Day
January 2 – 20	Cynthia Washburn	PTO
January 3-6	Mark Sonntag	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

iNtegrate 2

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-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. UNLV sent the edits back to Kaba. We will continue to work with them on finalizing the contract. We have also reached out to the vendor who finished second to prepare them in case deal with Kaba isn't completed on time.. 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	70%	

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
P2 Data Scorecard Review	Green	January 20, 2017		
Payroll Parallel (P2) Begins	Green	January 27, 2017		
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		