



Project Status Report

Status as of June 24, 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
Overall Project Status	Yellow	Yellow	<p>The Payroll, Technical, and Change Management/Training teams identified their pillars as 'Yellow' and actions are underway to mitigate their identified issues and risks:</p> <ul style="list-style-type: none"> • HCM (Green) • Payroll (Yellow) <ul style="list-style-type: none"> ○ Time Clock and Worktag open items keep this at a yellow. ○ Work on outstanding Payroll configuration continues. Developing go-live check list/build based upon new go-live date. • Financials (Green) <ul style="list-style-type: none"> ○ Combined status has moved to Green based on a couple of factors: i) adding an additional 7/10 Sprint; ii) moving some items to Post-P2; iii) completion of a couple of important milestone tasks – FDM Data gathering started & Budgeting session conducted; iv) addressing several of the resource related issues. ○ We will need to monitor progress of current Sprints closely to ensure we continue to make adequate progress. • Technical Team (Yellow) <ul style="list-style-type: none"> ○ Integrations (NSHE): (Yellow) Our status borders on green/yellow. While we are making progress on integrations, some of the requirement gathering efforts are taking longer than anticipated and with some we are uncovering additional, more complicated requirements during our meetings. ○ Integrations (Campus) (Yellow) Status reports were more consistent this week from the campuses. Some campus(es) have still not submitted a status. Some major integration points (JV Loads, Thomas & Mack, Lawlor, Assets and Supplier Registration) have only just started the requirements gathering or have yet to be started.

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			<ul style="list-style-type: none"> ○ Conversion (Financials) (Yellow) <ul style="list-style-type: none"> ▪ We have an overall schedule defined for Financials Conversion. Although early in the schedule, we are currently on track. However, there are concerns with the impact of the FDM development schedule as it pertains to Integrations and dependent conversions. ▪ Based on guidelines below, we feel that there is “potential” risk to schedule if the FDM is not completed in a timely fashion and there is concern around that. It probably should have been yellow last week, but we are correcting this now. ○ Reporting (Green) We have defined a standard reports list and have started development on HCM reports and are in the process of getting existing report samples from Financials. ○ Security (Green) is constantly being evaluated based on functional requirements. Currently there are no outstanding timeline issues with regards to this area. John Brandvold is now being looped into the security change process and the process of knowledge sharing/transfer has begun. ● Training (Yellow) <ul style="list-style-type: none"> ○ Working with HCM & FIN (Matt & Steve, John D, Audra) to identify BP status for prep in creating Curriculum Dev Plan ○ Ongoing meetings with Training Liaison Group (TLG) ○ New request to develop/provide orientation/training to campus security coordinators about Workday Security. Will work with John Brandvold to define requirements. ● Change Management/Communication (Green) <ul style="list-style-type: none"> ○ Change Network Ambassador Strategy under review by Campus Change Leads ○ Change Lead Kick-off Meeting scheduled for June 30th ○ Draft of Communication Plan complete – To Roberta for review ○ Communication Lead approved and will begin 6/27. ○ New iNtegrate 2 Website announced and receiving feedback ○ Introduced Knowledge Sharing Plans to NSHE Team ● Testing (Yellow) <ul style="list-style-type: none"> ○ Phase 1 unit testing complete and documented in Teamwork. Test data will be retained, in read only format.

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			<ul style="list-style-type: none"> ○ Phase 3-unit testing is in progress, with documentation being stored in interim format (such as Excel) pending move to JIRA as test management tool. ○ Test roles, responsibilities, and resources are being clarified. ○ Unclear status on many campus integrations, with many past due dates, with potential impact to system and end to end testing. ○ Testing Plan completed and distributed for Project Team Review and feedback
Schedule	Yellow	Yellow	<p>Payroll remains at Yellow due to the potential risks with Time Clock and Worktags. The PMO will be leading an effort to identify and expedite the Time Clock selection process. Worktags are being reviewed with Workday and will be escalated if necessary.</p> <ul style="list-style-type: none"> ● HCM (Green) ● Payroll (Yellow) - Schedule has potential risk due to delay in Time Clock/Worktag issues. ● Financials (Green) - We have created additional Sprints that go through 7/10/16 and are currently adjusting assignment of issues to that Sprint. Some items will be moved to post-P2 per discussion with SCI team consistent with the goal of 85% completion for P2. ● Technical Team (Green): Nothing based on the new schedule shows that we won't be able to complete the tasks at hand. ● Training (Green): Ahead of schedule now that new Go Live data is tentatively 10/1/17 ● Change Management/Communication (Green): On schedule (Change Management Activities); ramping up with communications. See risks below. ● Testing (Green): <ul style="list-style-type: none"> ○ Campus integrations status information is obsolete, with many past due tasks not showing as completed; delays in integrations could cause delays in end to end testing and overall project timeline. ○ Payroll parallel testing may require normalization (by pay period, vs. monthly) of benefits in legacy, which could represent lengthy effort. ○ Current anticipated project allows sufficient time to address the above points.

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			<ul style="list-style-type: none"> ○ Work underway by Mark Sonntag to identify NSHE Testing Lead.
Budget	Yellow	Yellow	<p>As of 5/31: Actual Hours: 54% of budget Projected Hours: 66% of budget</p> <p>Notes:</p> <ul style="list-style-type: none"> ● The above projections are based on the original implementation date of October 2016. ● The budget is considered at risk until the recommendation for the new implementation date of October 2017 is accepted and the project is funded accordingly. The revised budget is being drafted and will be finalized by mid-July.
Personnel	Yellow	Yellow	<p>Additional resources have been added to the project. There are a few areas where we are still attempting to finalize resource allocations. The status will remain at risk until the resources are finalized and the transition of new project leadership has been completed.</p> <ul style="list-style-type: none"> ● HCM (Green) ● Financials (Green): This status has moved to Green - Financial Accounting resource has been addressed through inclusion of Margaret Walsh/Chris Viton. Also, the BA position request is in process. Conversion/Integration Lead back this week. ● Technical Team (Yellow): We are in the process of working through two open positions for reporting and security to help in these areas. ● Training (Yellow): The team is conducting interviews to fill three open positions. Two trainers will be hired later this summer. ● Change Management/Communication (Green): Contracts for Communication Lead (as contractor) have been approved and will begin work on the project as of 6/27. ● Testing (Yellow): <ul style="list-style-type: none"> ○ Sonntag met with Michael Wilde on 6/15 to discuss Integrate2 staffing support. UNLV concierge office has committed 1 FT equivalent to support testing.

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			<p>Discussions continue to identify a single NSHE 'lead' for testing. Next step is to develop preliminary test work breakdown structure to support resource leveling and clarification on additional resource needs.</p> <ul style="list-style-type: none"> ○ Jim McKinney's team is working on plan for implementation of Jira and moving users and appropriate information from Teamwork.
Project Risk	Yellow	Yellow	<p>The PMO has made this one of the top priorities and will work towards a timely resolution of all outstanding issues.</p> <ul style="list-style-type: none"> ● HCM (Green) ● Payroll (Yellow) <ul style="list-style-type: none"> ○ Time Clock decision needs to be made to move forward with identifying any configuration changes, and any integration needs. Worktag brainstorm should be escalated with Workday once impact is known. ● Financials (Green) <ul style="list-style-type: none"> ○ Considering current risks to be addressed. Continue to monitor. ● Technical Team (Yellow): We have some key risks for FDM, JV Load Integrations, Supplier Conversion and Budget Conversion, that have impact on this pillar. These risks could impact timelines if they are not addressed in a reasonable timeframe. ● Audit (Yellow): Mary needs additional training on Workday Security in order to perform her audit activities. ● Training (Green): Training Coordinator will need time to ramp up and build strong relationships with campus members. Timely arrival is important! We believe there is sufficient time with interviews in July. ● Change Management/Communication (Green): <ul style="list-style-type: none"> ○ Change Management Strategy may need review and updated to reflect current strategy ○ Review of Communication Plan ● Testing (Yellow) <ul style="list-style-type: none"> ○ Availability of appropriate resources to support testing activities (including scenario identification, development, and review and test results review) on timely basis.

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			<ul style="list-style-type: none"> ○ Complications in setting up and using JIRA for test management, including lack of knowledgeable JIRA resources. Lack of clarity concerning ownership for JIRA administration for uses beyond testing. ○ Further conversations required to identify NSHE Test Lead.
Color Key			
Red	Project has significant risk to schedule, budget, or project deliverables. Immediate action and/or management is required.		
Yellow	Project has a current or potential risk to schedule, budget, or project deliverables.		
Green	Project has no significant risk to schedule, budget, or project deliverables.		

Key Accomplishments

Area	Accomplishment /Activity
HCM	<ol style="list-style-type: none"> 1) Core HCM <ol style="list-style-type: none"> a) Completed 12 feedback / design enhancements. The changes consisted of updating Manage Education, Personal Information Change, Edit Licenses, Onboarding, Service Dates, Title Change, Photo Change, Manage Probation Period business process notifications, updated Edit Other IDs conditional rule, added ListServ emails to End Additional Job, Updated Help text associated to compensation business processes. The changes are detailed in the NSHE Design Changes and Configuration Updates file. b) Configured Retiree as Self and Termination as Self security group changes. c) The HRAC members agreed upon the following items on 6/23/16. <ol style="list-style-type: none"> i) Institutional mapping of salaries to the 5 tier schedule - agreed that the minimums are fine and there are no identified concerns from any of the institutions. ii) Every institution agreed to the A, B, C, D, E naming for the salary ranges to move away from the 1, 2, 3, etc. iii) Group agreed that overtime must be approved in advance. iv) For transfers/job changes the comp time needs to be paid out. v) 2 items are with legal <ol style="list-style-type: none"> (1) To determine if overtime only after 40 hours in a week and (2) If paid leave does not count for worked hours. d) Conducted Education Data Catalog meeting. Mike and Jeff are now working on the extract program.

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> e) Finalized 6 error report requirements. Matt Garland distributed the error report requirements to Mike Johnson. 4 of the reports are in QA, minor change is needed. f) Reviewed an updated Service Date file and logged the errors. g) Brooke met with Elora to discuss her questions on the issues reported for Service Dates and Additional Positions. h) The Personal Information and Termination file are in final review process. <p>2) Recruiting: Working on 3 feedback items. We were not able to close any of them out this week but on track to close them out next week. The changes we are working on are updating Job Application business process, creating disposition notifications, updating Job Requisition business process, and update Refer a Candidate business process.</p> <p>3) Benefits: Completed 8 feedback / design enhancements. Of the 8 changes 2 ended up not resulting in any changes but further explaining how the system works. The changes consisted of updating Benefit Electronic Signatures, Developing Two Benefit Custom Reports, Requiring Spouse SSN, Updating Retirement Benefit Plan Minimums, Updating Enrollment Instructions, and Updating Enrollment Event Rule EOI Setup. The changes are detailed in the NSHE Design Changes and Configuration Updates file.</p> <p>4) Absence:</p> <ul style="list-style-type: none"> a) Worked with Jim Lowe and cleared several items from the Design Changes and Configuration list. The following changes have been cleared: <ul style="list-style-type: none"> i) Completed changes to the Request Time Off business process (677359) ii) Developed CR FMLA Balance to track workers with fewer than 80 hours of FMLA Entitlement remaining (DC67) iii) Created eligibility rule for Unpaid FMLA Time Off so that they appear only when paid time off balances (annual, sick, sick bank, comp time) are zero. iv) Checked employee accruals (879413/879298) v) Resolved error when requesting Developmental Leave (875633/875606) vi) Added help text to the Correct Time Off business process (843819) vii) Updated Request Leave of Absence notification (874406) viii) Updated Request Time Off business process notification to match Request Leave of Absence notification b) We are waiting for a conversation with Kim Beers on ticket number 870698, but otherwise complete. c) Completed configuration updates based on feedback from Phase 2 testing. The updates included help text, notifications, eligibility updates, intermittent leave testing, and streamlining of business processes. <p>5) All Lanes: Met with the BAs (Nancy and John) over 3.5 hours to help them with configuration tickets.</p>

Area	Accomplishment /Activity
Payroll	<ol style="list-style-type: none"> 1) Time Tracking <ol style="list-style-type: none"> a) Continued testing revisions to time entry codes, time code groups, and time calculation groups. b) Reactivated daily/weekly overtime and comp time calculations for hourly time tracking users. c) Worked with Bert Gordon, SCI to develop Time Tracking Time Clock Guidelines and Decision Document 2) Payroll <ol style="list-style-type: none"> a) Met with both North and South NRATs. Demo'd workday functionality and discussed future plans for the NRATs to get into the tenant and start testing. Mary will be working closely with the NRAT group, test and integration teams. Conversion doc's and Country maps from legacy and Workday have been generated. NRAT's working on providing sample reports and screen shot samples to the team. Ashley is working on security and NRAT team requested notifications out of some of the HCM BPs. We'll regroup the week of 7/11 for progress check. b) Withholding Order Conversion complete/data loaded. Data review in progress. Steven has updated the worksheets to more easily enter current and future W/H orders. c) John extracted data from legacy for a sample Payroll History load. We have an EIB ready to process in P1. We are currently waiting on a new hire to be hired to validate/test. We also discussed that John will be able to output the pay history data into a format more like the iload template which will help the data team in building the template. d) Drago will be helping with the configuration needed to reduce base earnings to support the PERS – Employer Only participants. He and John identified the earnings that need to be altered. We walked through some basic payroll calculations and Drago has a game plan to begin changing the earnings and testing next week. e) Audra and Steven will continue work on calculating the reduced regular earnings to support DRI FIN's request to break out PTO from Regular earnings. f) Met with Ashley to discuss plans around Academic Pay testing. Ursula is looking at available tenants and I'll have a test plan to Ashley by EOW or next week. We will regroup the week of 7/11 to get the bulk of the testing going.
FIN	<ol style="list-style-type: none"> 1) FDM Data gathering spreadsheet delivered to campuses for input on 6/21/16. Deadline for submission is 7/15. 2) Joint Budget Design/Working session held on 6/22 with full campus representation. Meeting addressed all agenda items. There are still action items that came out of the meeting, but the bulk of the configuration related questions were addressed.

Area	Accomplishment /Activity
Technical Team	<ol style="list-style-type: none"> 1) Integrations: Inbound Domestic Subsidy Employer Cost integration coding is complete. Started Unit testing 2) Security: The security process for implementation has been distributed to the team as well as campuses for a better understanding of the security processes going forward. 3) Reporting: The Financials team has completed their review and updates to the Officially Vetted Standard Report list for Financials 4) Integrations <ol style="list-style-type: none"> a) Successfully ran the Qualifying Events COBRA integration and will be sending the test file to the vendor. b) Successful TSA and RPA files tested and returned from vendor with no major errors. c) SCI fixed the security access for the Change_Other_Ids web service which allowed us to resume testing the functionality that would attach the NSHE ID to a new employee. 5) Financials Conversion <ol style="list-style-type: none"> a) Held weekly meeting with Location conversion team and set of deadline of July 8th for each institution to provide their location data using the EIB format. b) Reviewed Asset Conversion Specification Document with conversion team. c) Held Kick-off meeting with the Open POs and 1099 conversion teams.
Audit	<ol style="list-style-type: none"> 1) Completed analysis of some of the roles in the benefits and recruiting security groups in Workday. Summarized their permissions/security and identified incompatible roles. 2) Reviewed the initial reorganization of the system wide security policies created by the SCS Security Officer. Identified next steps to be taken. 3) Held meetings with the benefits and recruiting designees to discuss their business processes and the roles used in their business processes. Identified any conflicts. 4) Contacted Project Manager in regards to the need of additional security training. 5) Sent email to HCM consultant and HCM Leads with questions and concerns resulting from meeting with recruiting designee.
Training	<ol style="list-style-type: none"> 1) Working with HCM & FIN (Matt & Steve, John D, Audra) to identify BP status for prep in creating Curriculum Dev Plan – BP Info for Curr Dev Plan file sent to them to fill out by July 1, 2017 2) Holding ongoing meetings with Training Liaison Group (TLG) – communication of timeline, updates, Learning Topic focus on Understanding Objects 3) Short list of candidates for Training Coordinator identified. Dates for interviews set for July 25-26. Candidates are being scheduled. 4) Curriculum Dev Plan started, skeleton version on 80-Training – Curr Dev Plan 5) Feedback from TLG for Training Strategy incorporated and final, posted on 80-Training – Strategy Documents

Area	Accomplishment /Activity
	6) 3 Trainer Candidates interviewed 6/21-6/22; Forth candidate to be interviewed 6/28 7) Set up meeting with Leads to discuss expectations for 'Mobile' training
Change Management	1) Introduced Knowledge Sharing Plans to NSHE leadership team 2) Logistics completed for Change Lead Kick-off Meeting for June 30, 2016 3) ICA approved and signed for Communications Lead – start date 6/27 4) New iNtegrate2 Website announced. Feedback has been good. People are pleased with site and have offered constructive ideas for continued improvement 5) Brainstorm reconciliation between the NSHE Spreadsheet and the Community report has been completed and shared with Leads/Architects. Waiting to hear back from them on the requested meetings at which we can discuss the discrepancies and review process for submission, prioritizing and voting.
Testing	1) Conducted working sessions with Mark and Aleta to develop draft test management plan, outlining testing approach and activities. 2) Received round 1 of feedback from Chris Mercer, Leslie Obourn and Lance Miller 3) Draft of Test Plan shared with Project Checkpoint group for their feedback/questions. Roberta & Mark to synthesize next week and target is to discuss the feedback with the Checkpoint group on 7/5.

Upcoming Activities

Area	Dates	Activities
Core HCM / Compensation	6/27/2016 through 7/1/2016	Complete 5 Feedback / Design Enhancements Changes. Several of the changes will be adding Change Job and End Additional Job notifications.
Core HCM		Continue to configure the remainder of the bulletin and onboarding documents setup in NSHE3.
Core HCM		Continue to work on Academic Appointment setup.
Core HCM		Develop Organization Assignment Plan and share with the team.
Compensation	6/27/2016 through 7/1/2016	Update DRI Compensation Grades and Steps.
		Updated GA and LOA Research Period Activity Pay Changes.
		Discuss Period Activity Pay setup changes and conversion mapping.
Benefits		Complete 7 Feedback / Design Enhancements Changes.

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Benefits	6/27/2016 through 7/01/2016	Continue to work on PERS Setup. Finalized Classified Retirement Setup.
Benefits		Finalize Passive Event Setup.
Benefits - Conversion		Continue Review of Benefit Conversion Errors with Pat La Putt
Absence	6/27/2016 through 7/01/2016	Continuation of configuration and design updates as a result of Phase 2 testing.
Absence		Continued development of termination payout adjustments and DRI buy back requirements.
Absence		Testing of absence balance payouts with Payroll.
Absence		Testing of leave without pay codes with Payroll
Recruiting	6/27/2016 through 7/01/2016	Complete 5 Feedback / Design Enhancements Changes. One of those tickets will be finishing up all the Job Application Business Process changes and adjustments to disposition code conditional rules.
Recruiting		Finalize configuration of the Offer Approval process configuration.
Time Tracking	Within 2 weeks	Identification of departments wanting to use Time Clocks instead of Workday Time Tracking, and what their needs are (Kim Beers/John Doetch UNR, Chris UNLV, John Doetch all other campuses)
Time Tracking	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.
Payroll – PERS Reduction	On-going	Drago continue work on updating the earnings that need to have a PERS reduction. We will meet with the Reports team next week to begin discussions on the Report and File that needs to be created.
Payroll NRAT Testing	On-going	Mary will work with Debbie Honrath in the coming weeks to get her access and trained on Workday. We'd like Debbie and the rest of the NRAT's to start testing in Workday. Mary will start gathering test scenarios.
Payroll History	On-going	Awaiting new hire in P3 to continue testing.

Payroll Go-live Cutover	On-going	Discussed an option to reduce the number of balances to just YTD's by processing the prior month's payrolls on Workday for the month of go-live. Assuming 10/1/2017 go-live, payroll will process monthly period 9/1-9/30, and semi-monthly of 9/16-9/30. In essence HCM, Time Abs will be live in September to support the running of the monthly payroll by the end of September (paid 10/1) and semi-monthly (Paid 10/10). Ursula has an updated document with better dates. UPDATE – We are discussing with HCM and other groups.
FIN - All	6/27 – 6/30	All teams working from home office locations.
FIN - Budgeting	6/27 – 6/30	Budgeting Design follow-up items.
FIN - Banking	6/27	Working meetings scheduled with Matt Luby
FIN - Assets	6/29	Working meetings scheduled with Matt Luby
FIN Conversion	Week of 6/20	Specification Review meetings will be held for Sponsors, Grant Award Contracts, and Grant Award Schedules. The BAs will have their conversion specification documents reviewed by the functional Consultants.
FIN Conversion	6/20 - 7/8	Campuses working on FDM re-mapping.
Integrations	6/13 - 6/30	<ul style="list-style-type: none"> • Modify complex PEBP logic per payroll guidance. • Begin Liberty Mutual/Standard Insurance Payroll Inbound • Finish up unit testing on Sierra/HPN, Hometown Health • Finish configuration of AFLAC Enrollment file • Start Unit testing on Infinisource COBRA integrations • Meetings with Thomas and Mack, and Lawlor
Integrations	6/20/2016 – 6/24/2016	<ul style="list-style-type: none"> • Continue testing the INTH-S023 integration with TIAA-CREF. • Test the INTH-S009 integration process that deals with suspended records and adjust code when errors are found.
Integrations	7/5-7/9	Meet with Lawroom to discuss vendor requirements, file layouts and architecture for integrating Lawroom (Title IX and sexual harassment training).
Reporting	6/27-7/24	Continue work on HCM and FIN standard reports; continue follow up on cleanup efforts for calc field naming in P1
Reporting	7/25-7/28	Ken and Ursula - Planning to be onsite in Reno
Reporting	Aug	Plan and begin requests for governmental/compliance reports that NSHE will be responsible for
Audit	6/27/16	Meeting with procurement designees
Audit	6/28/16	Meeting with grants designees

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Audit	June 2016	<ul style="list-style-type: none"> • Need to review Audit Workbench and determine what it contains and how it will be used by the Internal Audit Department. • Schedule meeting with SCI consultant to discuss alerts that can be set up in Workday in regards to incompatible roles.
Audit	8/8/16-10/21/16	Will be working from the Reno System Administration Office. Working on the consolidation of NSHE Financial Statements and working with the external auditors. Will be doing Workday activities when possible during this time.
Audit	6/27/16	Meeting with the expenses designee
Training	6/20-24/16	<ul style="list-style-type: none"> • Distribute BP Booklet status form to HCM/FIN leads • Finishing touches on Training Project Plan • Clean up 99 – Training folder • Continue to develop of Curriculum Dev Plan • Attend scheduled meetings • Fourth Trainer candidate to be interviewed 6.28 • Survey the Training Liaison group and the Campus Points of Contact on expectations for Training support from the central NSHE team at their campuses, both go live and post go live, to help ensure sufficient resources. • Completed Training Strategy, posted on Google (80-Training) • Meeting on 6/23 with functional leads to identify mobile training recommendations
Change Management	6/20-24/16	<ul style="list-style-type: none"> • Update Communication Plan with Roberta's feedback • Prepare PPT for Campus Change Lead Kick-off Meeting • Finalize logistics for Change Lead Kick off meeting • Review NSHE Change Management Strategy Document for gaps against current plan
Testing	6/20-24/16	<ul style="list-style-type: none"> • Review and consolidate questions/feedback from the Project Checkpoint team about the NSHE Test Plan

Planned Time Away

Dates	Team Member	Planned Time Away
June - All Fridays	Mike Smith	PTO
June 13-July 12	Jim Lowe	50% away for Legacy Support
June 14-28	Brian Meyerpeter	PTO

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Dates	Team Member	Planned Time Away
June 20-July 5	Aleta Sefic	PTO
June 27-July 1	Michael Bakker	PTO
June 27 – July 8	John Brandvold	PTO
June 28th	Michele Meador	PTO
June 29-30	Yvette Walton, Donna Cruzado, Linda Moore, Shawn Cantlon	Vacation
June 29-30	Rhonda Dome	Partial – covering YE close from her office
June 30-July 5	Pat LaPutt	PTO
July 1	Theresa Quinn	PTO
July 1	Ursula Price	PTO
July 5-8	Leslie Obourn Ashley Ruen, Katrina Pitts Matt Garland	PTO
July 6-7	Holly Reid	PTO
July 7	Loukia Verhage	
July 11-15	Kim Whiting	PTO
July 18-22	Jim Lowe Michele Meador Chris Mercer Mary Stoltz	PTO
July 20 - August 5	Michelle Hughes	PTO
July 21-25	John Tully	PTO
July 28-Aug 1	Michael Bakker	PTO
July 29 - August 11	Nancy Kelly	PTO
Aug 1-3	Ursula Price	PTO
August 1-16	Nancy Kelly	PTO
Aug 8-10	Kim Whiting	PTO
August 8-12	Ashley Ruen	PTO
August 15-19	Leslie Obourn	PTO
Aug 8-Oct 21	Mary Stoltz	Financial Statements
Aug 22-26	Loukia Verhage	PTO

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Dates	Team Member	Planned Time Away
Sept 2	Ursula Price	PTO
September 6-7	Betsy Kuchta	PTO
September 6-9	Matt Roberts	PTO
Sept 9	Ursula Price	PTO
September 19-20	Nancy Kelly	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>

#	Description and Impact	Criticality	Owner	Date Identified	Resolution Target Date	Reporter	Type	Resolution Plan
1	Need final decision on Single Sign-on for Terminated and Retired employees	High	Jim McKinney	6/10/2016	7/30/2016	Michael Bakker		The item really is to understand if the SSO contract has been updated to allow for Retirees and Terminated individuals.
2	Need to determine process to close out current testing going on in Teamwork within HCM and how to transition to JIRA... timeline	High	Mark Sonntag	6/10/2016	7/15/2016	Pat LaPutt		We need dates provided by the NSHE team on when this process will occur.

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3	Time Clock Decision owner and timeline	High	John Doetch	9/1/2015	7/31/2016	Time Tracking		Discussed again at TT Weekly Meeting on 6/7- team to have information regarding departmental needs within 2 weeks
4	Worktag Brainstorm – inability to limit number of worktags available for override entry via Time Tracking	High	John Doetch	1/1/2016	7/31/2016	Time Tracking		Brainstorm has been filed but not escalated. Time Tracking team felt that it should not be escalated until a decision regarding the Time Clocks was made.
5	Resources - Need to confirm additional resources and approach in several areas - i) FDM; ii) BA assistance	High	Steve, Jim	6/10/16	Over next 2 weeks	Steve		Both of these issues addressed. Continue to monitor for progress & effectiveness.
6	Exceptions - There is still some ambiguity around open exceptions - i) SREG; ii)	Medium	Steve, Chris, Jim	6/10/16	Over next two weeks	Steve		Currently working with team and Chris to address. Moving current exceptions to the new form that includes team recommendation.

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	Assets; iii) Land Grants;							
7	Brainstorm - Need to escalate the Asset/Multi-book brainstorm with WD	High	Steve, Matt Luby	6/10/16	Next week	Steve		We need to coordinate with WD to understand their plans wrt new asset & multi-book functionality in future releases in order to finalize our approach.
8	Brainstorm – Need to enter & escalate the RFQ/Bidding system item.	High	Steve, Taryn	6/21/16	Next week	Steve		Write-up and submit Brainstorm. Prioritize on Company WB.
9	Bi-weekly integration status reports need the appropriate level of information to allow us to accurately assess and report status	High	Tech	5/20/2016	7/1/2016	Michael Bakker, Ursula Price	Integrations	Continue to direct campuses to fill out their status reports on a timely basis and with consistency
10	Training – SCI is acting Training Coordinator; this needs	High	Roberta	06/10/16	08/01/2016	Loukia	Resources	Roberta interviewing trainer candidates 6/21-6/22 and 6/28.

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	to be NSHE instead of SCI to NSHE HCM/FIN groups							Coordinator interviews to be in late July
11	Testing - NSHE Testing Leads need to be identified	High	Mark Sontag	06/10/16	07/01/16	Mark	Testing	Mark researching and working with NSHE project team to identify

Escalated Issues

Issue#	Area	Description	Status (Open/Closed)	Owner	Decision Deadline	Resolution Plan/Comments

Risks

Risk#	Area	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
1	Time Tracking	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	H	M	John Doetch	NSHE Time Tracking Team should reach out to campus designees and SMEs to review decisions and configuration for additional input and buy in.
2	Resources	i) Fin Accounting staffing; ii) FDM & Crosswalk; iii)	High	High	Steve	I'm considering this addressed for now.

Risk#	Area	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
		Budgeting; iv) BA's; v) Conversion/Int Lead Risk score is HIGH – high impact, high likelihood				Will continue to monitor.
3	Integrations	JV Loads scope, requirements, definition outline for campuses delaying development	High	Medium	Financials	Need to have a plan and outline for campuses to follow in order to determine how their existing JV Loads will be in future state. This needs to be done soon to remove the delay to campus development.
4	Conversion (FIN)	Supplier Conversion	High	Medium	Financials	Need to have meetings to discuss how conversions of suppliers, 1099, open purchase orders will be done in the wake of supplier registration being executed by UNLV.
5	Conversion (HCM)	FDM impact on HCM and FIN Conversions. Crosswalks for conversion are dependent on this being complete, validation of files cannot be “complete” without proper accounting. HCM: Position Files, Costing Allocations Files.	Medium	High	Financials	If the new mapping for the FDM is completed by campuses by the deadline (7/8/16), we may be able to stay on track with conversion incorporating the new mapping. Otherwise, our back up plan would be to use

Risk#	Area	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
						default values (not desirable).
6	Conversion (FIN)	Budget Design Sessions not complete. Conversion development (design, coding) cannot start without key decisions being made in this area.	Medium	Medium	Financials	We need to work with the Financials team to understand decisions on configuration will be complete enough to begin work on the conversion activities.
7	Integrations	Thomas and Mack and Lawlor legacy business processes are not fully understood. Therefore, the integration needs for the two event centers to Workday have yet to be determined. There is an assumption that the event centers will integrate to Workday in a similar fashion as they do today to the legacy system	Medium	Medium	HCM	Initial meeting with UNLV complete. Still to meet with UNR. Additional meetings with both groups to discuss their processes and demo Workday processes for better understanding.
8	Audit	The need for additional security training to ensure I correctly and fully understand security as I am analyzing roles and bp's and identifying possible incompatible roles.	L	L	Mary Stoltz	Additional security training
9	Training	No Training Coordinator	H	M	Roberta	Successful training must be done in collaboration with campus liaisons. Strong relationships necessary. Time is of the essence.
10	Testing	No JIRA Administrator	M	M	Mark S.	Knowledge transfer between Matt Luby and NSHE named

Risk#	Area	Risk Description & Project Impact	Impact (H/M/L)	Likelihood (H/M/L)	Risk Owner	Mitigation Plan
						JIRA administrator. Investigate other JIRA training options.
11	Testing	Testing engagement. Inadequate test scenarios if not properly reviewed	H	M	Mark S.	Socialize the Test Plan. Attend standing meetings to discuss test scenarios. Possible use of interns to compare BPs to scenarios for completeness.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
Board Approves Revised Timeline	Green	June 9, 2016	100%	6/9/2016
FDM & Financials Unit Testing	Yellow	July 29, 2016	25%	
P1 Issue Resolution and Configuration	Yellow	September 2, 2016	50%	
Develop/Modify Data Extracts & Unit Test	Green	September 2, 2016	50%	
Design Documents Updates	Green	September 16, 2016		
Build Integrations & Reports	Yellow	September 16, 2016		
Unit Testing of Integrations & Reports	Green	October 28, 2016		
WD 27 Preview		August 1 – September 9, 2016		
WD 27 Released		September 10, 2016		
Clone Legacy Systems - P2		September 3, 2016		
P1 Completion & P1 Configuration Freeze		September 30, 2016		
Run P2 Data Extracts & Validate		September 30, 2016		
System Testing Planning & Scenario Creation		November 4, 2016		
System Test Prep - Train SMEs for Testing		November 18, 2016		

Project Status Report

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
Build P2 Tenant		October 21, 2016		
P2 Manual Configuration and Smoke Testing		October 28, 2016		
P2 Tenant Data Validation		November 11, 2016		
P2 Data Scorecard Review		November 11, 2016		
P2 Playbacks		November 11, 2016		
P2 System Testing (HCM, Payroll, FIN, Integrations)		November 14, 2016 – January 13, 2017		