Project Status Report

Status as of November 18, 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. The integration will not be available for the P2 test cycle.
	Green	Green	**Financials:** Status is Green. P2 Playbacks were successfully conducted this week. P2 tenant validation is still not complete with plans to complete this week. Continued monitoring of P2 Tenant validation, integrations, and other P2 related JIRA tasks.
	Green	Green	**Audit**
❖ **Overall Status – Technical Team**	Yellow	Yellow	**Integrations (NSHE):** The integrations team is working to finish up unit testing on the integrations that are targeted for P2 testing. Additionally, we are working with the functional teams to get the requirements for the integrations that are targeted for P3. Several Risks or issues have been logged for NSHE integrations.
	Yellow	Yellow	**Integrations (Campus):** 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	**Conversion (Financials):** Efforts are underway to keep moving forward with the data extracts that were targeted as Post-P2 activities

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Reporting.** We have defined a standard reports list and development is underway on HCM and Financial reports.
	Green	Green	**Security**
❖ **Overall Status – Training & Outreach**	Green	Green	**Training**: Overall status of Training is Green. Current Development Plan is being refined for relevance to NSHE. Training Liaisons are developing selected job aids independently.
	Green	Green	**Change Management/Communication**
	Green	Green	**Testing**: Overall status of Testing is green. JIRA System Testing scenarios are loaded, Playbacks completed, and testing has begun.
Schedule	Yellow	Yellow	The status for Schedule remains at Yellow due to Time Tracking. Please refer to the detailed status below.
❖ **Schedule**	Green	Green	**HCM**
	Yellow	Yellow	**Time Tracking:** Outstanding Time Tracking configuration items are impacting the schedule. The Kaba contract is in final negotiations and a meeting is scheduled for November 28th.
	Green	Green	**Payroll**
	Green	Green	**Financials**
	Green	Green	**Technical Team**: Tasks have been completed on time so far, and we are on track.
	Green	Green	**Change Management/Outreach**
	Green	Green	**Audit**
Budget	Green	Green	As of 10/31: Actual Hours: 63% of budget Projected Hours: 66% of budget
Personnel	Green	Green	The status of Personnel is Green. We expect changes to personnel over the next several months and will continue to monitor closely. Please refer to the detailed status below.
	Green	Green	**HCM**
	Green	Green	**Payroll**
	Green	Green	**Time Tracking**
	Green	Green	**Financials**

Item	Current Status	Prior Status	Status Notes
	Green	Green	**Technical Team**: We are in the process of working through two open positions for reporting and security to help in these areas.
	Green	Green	**Change Management/Outreach**
Project Risk	Yellow	Yellow	The status of Project Risk remains at Yellow due to the Time Tracking and Technical areas. Please refer to the detailed status below.
❖ **Project Risk**	Green	Green	**HCM**
	Green	Green	**Payroll**
	Yellow	Yellow	**Time Tracking:** Requirements discovered during the STAT process have been configured and will be tested as part of P2. The Kaba (Time Clocks) integration will not be available for P2 and must occur during P3.
	Green	Green	**Financials:** We continue to monitor several specific areas of risk: 1) SREG Development 2) WAX Development & FDM Finalization 3) Bidding System Exception 4) Delegation approach
	Yellow	Yellow	**Technical Team:** We have some key risks with several NSHE and campus owned integrations that have impact on this pillar. These risks could impact timelines if they are not addressed in a reasonable timeframe. All risks are documented in JIRA.
	Green	Green	**Change Management/Outreach:** Continuing to assess Campus engagement and team preparedness.

Color Key	
Red	Project timeline is experiencing significant delay (4+ weeks) to schedule or project deliverables for critical tasks.
Yellow	Project timeline is experiencing a 2-4 week delay to the schedule or project deliverables for critical tasks.
Green	Project plans and activities are on schedule and issues and risks are being managed. Delays are less than 2 weeks for any critical tasks.

Key Accomplishments

Area	Accomplishment /Activity

HCM	1. HCM
	  a. Configuration: Updated Academic Appointment business process (Add, Update and End), Updated Academic Appointment Domain Security, Configured Academic Profile and Profile Groups, Added Service Dates to Worker Profile, Updated B Shadow Configuration in NSHE3 and NSHE2, and Configured Oath Date, Merit Date, and Next Performance Review Dates in NSHE2, Updated Personal Information Business Process, Configured Pay Rate Type Validation Rule for the Appropriate BPs, and Updated Change Job Demotion Process. The changes are detailed in the NSHE Design Changes and Configuration Updates file or JIRA.
	  b. Configuration: Conducted Playback Sessions.
	  c. Configuration: Removed Shared Services Security Groups from the Security Assignment sheet. Created an assignment sheet for Academic Appointment.
	  d. Conversion: Conducted and Participated in bi-weekly P2 conversion calls.
	  e. Conversion: Loaded Benefit Waivers, Oath Date, Merit Date, and Next Performance Review Dates.
	  f. Conversion: Met with Mike to review all programmatic errors reported during the P2 build that were postponed until P3. Mike is going to start coding those changes.
	  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. Closed 12 JIRA tickets.
	2. Benefits
	  a. Configuration: Conducted Playback Sessions.
	  b. Configuration: Updated Benefits Enrollment with PEBP Report to align with Payroll Configuration changes.
	  c. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. Closed 12 JIRA tickets.
	3. Recruiting
	  a. Configuration: Updated Recruiting Instructions. The changes are detailed in the NSHE Design Changes and Configuration Updates file or JIRA.
	  b. Configuration: Working on Offer Letter solution.
	  c. Configuration: Conducted Playback sessions.
	4. Absence Management
	  a. Configuration: Continued to make configuration updates based on feedback. All open Absence items have been moved to Jira. Moved all configuration items from the HCM project to the WCR project in Jira.
	  b. Configuration: Conducted Absence Playbacks.

Time Tracking	1. Continued to test configuration, calculations and validations. All open Time Tracking items have been moved to Jira. 2. Attended Playbacks.

Area	Accomplishment /Activity
Payroll	1. Playback sessions. 2. Payroll History in P1 looks good. Payroll calculations resulting from history is as expected. There are things we'd like to tweak in NSHE1 with the history file to get it closer from a functional perspective. Overall, great job John and NSHE team….and Brooke, of course. 3. Final version of South's Withholding Order file was loaded. There are many changes that need to be made manually. SCI will coordinate with NSHE.

Financials	1. Banking & Settlement
	   a. Playback presentation.
	   b. BAI fix successful. Nov statement loaded in NSHE5 for playback/testing. BAI spreadsheet to gather Worktags.
	2. FDM
	   a. Security role validation and changes.
	   b. WAX tool ready for other institution testing.
	   c. Initial testing of payroll posting rules completed. New reports to assist in the testing created.
	3. Financial Accounting
	   a. Completed Playback presentations and reference materials.
	   b. Initial testing of payroll posting rules completed. New reports to assist in the testing created.
	4. Budgets
	   a. P2 Playbacks completed with a demonstration of the basic Workday configuration with discussion of details and applications.
	   b. Budget structures successfully set up in P2.
	5. Business Assets
	   a. Test Scenarios loaded; Playback Presentation completed.
	   b. Assets conversion loaded and confirmed. Asset allocation in NSHE5 for playback.
	   c. Validated Asset Configuration Set-up in P2.
	6. Customer Accounts and Contracts
	   a. P2 data loaded for testing.
	   b. P2 Playbacks completed.
	7. Expenses
	   a. P2 Test Scenarios are done.
	   b. P2 Playback has been completed and the PowerPoint is in a shared folder for testers to refer to for future reference.
	   c. All Expense Jira Tickets assigned to me are done at this time except for the functional documentation.
	   d. Uploaded documents to a Shared Resource folder for testers to refer to.
	8. Projects
	   a. Playback presentation.
	   b. Review for playback.
	9. Grants and Effort Reporting
	   a. Presented P2 playbacks for grants and effort certification.
	   b. Completed Award validations - award schedules and awards now loaded into NSHE2.

Area	Accomplishment /Activity
	10. Procurement a. Procurement playback presentation were presented to system testers. b. Procurement test scenarios uploaded in JIRA. c. Procurement and Supplier Accts worked with SREG team to determine parameters for integration - about 85% complete. d. Verification of converted POs in P2. e. Prep and schedule for testing. 11. Suppliers a. P2 Test Scenarios to be complete. b. P2 Tenant validation checklist completed. c. Continued work/review of outstanding JIRA's - on-going many updated this week to close or comments. d. P2 Playback presentation prepared and dry run completed. e. SREG data mapping (sessions and JIRA's) completed 11/16.
CM/Outreach	1. Training a. Linda, Erik, Tom, and Michaela attended playback sessions. b. Linda/Roberta reviewed proposed consultant hours for Training thru project end. c. SCI prepared an outline of training activities and deliverables with hours estimated thru project end for review. d. Continued development of job aids by TLG 2. CM/Communications a. Playback sessions support. b. Videographer and Blue Jeans recordings downloaded and inventoried with associated PowerPoint presentations. c. Playback survey drafted - to be sent to testers for feedback on Playback experience. d. Identified locations/dates/times for campus demos in January (waiting on a couple of campuses). e. Prepared draft of 'requirements' for demonstration locations/technology. 3. Testing a. Completed load of test scenarios into JIRA. b. Presented JIRA for System Testing and Change Request Process to the testers in playback sessions. c. Comparison of scenario counts in JIRA to the load spreadsheets occurred and differences researched. d. JIRA workflow for the Change Request Process reevaluated. e. Initiating roles for testing exported out of JIRA and into a spreadsheet for tester use. Provide in the support documentation links for HCM and Finance.
Audit	1. Documented initial configuration needs for the Delegation business process. Will forward to the Finance and HCM teams and the HCM SCI consultant. 2. Continued to add multiple security spreadsheets in the google drive under Audit for the teams to use. These spreadsheets contain details on the access each role/security group has in Workday.

Upcoming Activities

Area	Dates	Upcoming Activities
HCM	11/21- 11/23	Complete 3 Feedback / Design Enhancements Changes.
	11/14- 1/20	Conduct System Testing.
	9/19- 11/30	Train Tony on the Supervisory Organization process so he can handle the process the next build (P3).
Benefits	11/21 - 11/23	Complete 2 Feedback / Design Enhancements Changes.
	11/14 - 1/20	Conduct System Testing.
Recruiting	11/21- 11/23	Complete 2 Feedback / Design Enhancements Changes.
	11/14- 1/20	Conduct System Testing.
Absence Management	11/14- 1/20	Conduct System Testing.
	Ongoing	Continuation of configuration and design updates as a result of Phase 2 and 3 testing.
	Ongoing	Development of termination payout adjustments and DRI buy back requirements.
	Ongoing	Complete configuration and Testing of absence balance payouts with Payroll.
	Ongoing	Complete Testing of leave without pay codes with Payroll.
	Ongoing	Test proposed solution for Worker's Comp buyback with Payroll.
	Ongoing	Update System Test Scenarios.
	Ongoing	Knowledge Transfer - Architect Stage Assessment.
Payroll	Awaiting HCM	HCM-19: Need to work with HCM on Security for NRATs and To Do for I9 notification. Meeting scheduled for 10/4 to review process. Onboard BP will be modified. Need NRATS involved with new hire/onboarding testing in upcoming test cycles.
	On-going	Payroll History - John created a new file for history. Discussed changes to the history file after review in Playback session.
Banking & Settlement	16-Nov	Gather BAI code details – send out spreadsheet.
	21-Nov	WD 27 test functionality – start.
	24-Oct	Expenses ACH - in progress.
	30-Oct	Positive Pay & Bank recon to be expanded across all institutions.
	11/11	Resolution for "S" file problem in the BAI2 load - fix in tenants next week.
	Ongoing	PayModeX integration assistance.
FDM	17-Nov	P2 validation is continuing, working through various changes and supplemental data loads, such as gift allowable spend data fields.
	TBD	Rebuild FDM security upload files to support hierarchy level assignments.
Budgets	1-Dec	Confirm initial budget configuration and confirm values/options with Budget SMEs.
	1-Dec	Work on Budget conversion specs and files.
	1-Dec	Develop writing unit testing scenarios based on P2 configuration.
	22-Dec	Budget unit testing with SMEs.
Business Assets	31-Oct	P2 Assets test - multibook not enabled - start test.

Area	Dates	Upcoming Activities
	11/30/16	Jira completed to create Allocations for assets all companies in P2/NSHE2. Needs to be completed for all schools by 11/30/16.
	1-Nov	Extract file loaded into Copy of P2 tenant. Success rate increased from 87.24% to 97.92%.
	30-Nov	Need to configure P2 for asset disposal item to alert OSP when gain on sale of Grant asset exists.
	Ongoing	JIRA tasks during P2 testing.
Expenses	11-Nov	P2 Tenant Validation - some validations are not working - Change Fund/Petty Cash Establishment did not require an attachment.
	28-Oct	Testing Financial Admin Assistant Role.
	TBD	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.
	TBD	Mass Close of Spend Authorizations - Not relieving encumbrances.
	4-Nov	Validate project budget conversion for current FY and MY (part of the Fin Budget).
Projects	11-Nov	Validate Project Hierarchy & phases configuration with institutions.
	18-Nov	Verify Project groups in tenant.
	Ongoing	Testing support for System Testing.
Grants and Effort Reporting	Ongoing	Executing test scenarios.
	ongoing	Continue working on open JIRA tasks.
Procurement	18-Nov	Development of PO Layout.
	18-Nov	Discuss PCard configuration.
	18-Nov	P2 Test Scenario load validation in JIRA.
	16-Dec	Review of Spend Category Hierarchies and Spend Categories.
	Ongoing	JIRA tasks for SREG.
Suppliers	Ongoing	JIRA as assigned and follow up from previous testing.
	Ongoing	SREG Development Meetings FIN-1895 file SREG-Workday required & optional fields for suppliers.
	Ongoing	PayMode X Prep.
	Upcoming activity	Configuration for foreign nationals tax, 1042 reporting.
	Nov/Dec	The team will work on improved validation checklists, validation reports, and instruction documents for P3 data extract and validation processes.
FIN Conversion	Nov	We will move conversion issue logging, fully into JIRA.
	Nov/Dec	Continue work on additional balance files and Budgets data extracts.
	November	Begin Development on the integration to load Parking deductions from the T2 system for UNR and UNLV.
Integrations	November	Begin Development on the integration to load Time Entry data for Thomas and Mack into Payroll Input.
	November	Continue discussions on the Student Employment process and integrations.
	November	Begin Development on the Student Financials integrations.

Area	Dates	Upcoming Activities
	November	Begin working with MetLife on the Enrollment and Payroll deduction integrations.
	November	Begin Development on integration to PayMode (Supplier Payments).
	November	Continue discussions on the PCard and Travel Card processes/integrations.
	Nov - Jan	(In Progress) 46% of HCM and FIN NSHE standard reports are in progress or complete and ready for review.
Reporting	Nov	NSHE will gather government/compliance report samples and requirements in November.
	12/5	Data Governance Meeting (bi-weekly).
	11/30	Reporting lane meeting with campuses (bi-weekly).
	11/21 - 11/28	Draft of Campus Dem script/info flow.
	11/22	Next TLG Meeting.
Training	11/8-11/30	Continue job aid assignment and review.
	11/8-12/30	Continue curriculum plan - development: next step plan mode of training.
	11/21 - 12/15	Support for testing.
CM/ Communication	11/21-12/5	Finalize detailed schedule with locations and whom to invite for Campus demonstrations/January.
	11/17 - 11/23	Convert and store all playback videos to Google Drive.
	11/21-11/30	Complete documentation to support Unit Testing sign-off.
	11/21 - 1/20	Provide support to testers as testing activities begin.
	11/21-11/23	Need to remove trial scenarios out of JIRA.
Testing	11/21-12/8	Monitor the progress of test scenarios particularly for those testers that have a high volume of scenarios.
	11/21-1/20	Monitor canceled and postponed scenarios to ensure they have a supporting comment.
	11/21-11/23	Finish security spreadsheets.
Audit	11/21-12/2	Create project in JIRA to document review of the business processes.

Planned Time Away

Dates	Team Member	Planned Time Away
November 17-23	Matt Garland, Jim McKinney	PTO
November 21-25	Steven Sullivan Cynthia Washburn	PTO
November 21 – December 7	Michelle Kelly	PTO
November 22	Mark Sonntag	PTO
November 23 - 28	Ursula Price	PTO
November 23-25	Ken Bialobrzeski	PTO
November 24-25	All Team Members	Thanksgiving
November 28 – December 2	Kim Whiting	PTO
December 8-13	Marianne Bealles	PTO
December 12-13	Michele Meador	PTO
December 14-19	Ursula Price	PTO
December 17-24	Betsy Kuchta	PTO
December 19-23	Heather Jansky Nancy Kelly	PTO
December 21-23	Roberta Roth	PTO
December 23	Michelle Briggs	PTO
December 23-28	Ken Bialobrzeski	PTO
December 26	All Team Members	Christmas Day
December 26-30	Ursula Price	PTO
December 26-January 1	Steven Sullivan	PTO
December 27-28	Mary Stoltz	PTO
December 27-30	Audra Kanae	PTO
December 29-30	Mary Stoltz	PTO
January 2, 2017	All Team Members	New Year's Day
February 20-24	Mark Sonntag	PTO
May 1- 14	Elora Paik	PTO
May 15 – 26	Mike Johnson	PTO

Key Issues <A systematic and comprehensive plan has been developed and will be put in place to address the issues, as well as the timeline that we are now be driving to>

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
FIN-1724	Exception – EX-007 Bidding System	High	Leslie Obourn	12/15/16	Workday has confirmed their commitment to implementing this functionality, and is determining the timing of implementation. Workday is identifying when NSHE can receive information regarding Workday's planned features.
FIN-1732	Payroll Commitments	High	Steve Creswell	11/11/16	Brainstorm submitted, conducted meeting with Workday, and planning additional detailed sessions.
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	High	John Doetch	12/2/16	The team discussed with Workday on 11/22 and will present updated use case per our discussion points.

Risks

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
TCH-331	Campus Integration: Assets for UNLV - This is behind schedule and we are still needing to meet to discuss functionality for this process. Because we are still not even started on design, we are putting this at risk for P3 testing.	Medium	High	Steve Creswell	Project team to reach out to UNLV and CSN to ensure campus integration teams have the information for their local integrations.

Design session will occur during P2. |

#	Description	Impact	Likelihood	Risk Owner	Mitigation Plan
TCH-327	Time frame for Time Clock integrations only leaves about 1 month to develop and test based on the current time frame.	High	High	Matt Garland	Contract is pending final review with the vendor. Meeting scheduled for 11/28 and finalization expected.
TCH-326	Student Employment/Work Study integrations does not have requirements fully vetted which means that development for these integrations cannot start. This means that this will not be ready for P2 and is at risk even for P3.	Medium	Medium	Matt Garland	If requirements are not completed, then this cannot be developed in time for P3. The work around is HCM staff will need to manually look up students in PeopleSoft to verify that they are eligible for employment/work study until this integration is developed and tested.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
Develop/Modify Data Extracts & Unit Test	Green	September 9, 2016	100%	9/30/2016
P1 Issue Resolution and Configuration	Green	September 9, 2016	100%	9/16/2016
FDM & Financials Unit Testing	Green	September 9, 2016	100%	9/9/2016
Design Documents Updates	Green	September 16, 2016	100%	9/16/2016
Build Integrations & Reports for P2 (The initial activity has been completed. (Additional Integrations and Reports will be brought into P2 throughout the test cycle).	Green	September 16, 2016	100%	9/30/2016
Unit Testing of Integrations & Reports	Green	October 28, 2016	100%	11/11/2016
WD 27 Preview	Green	August 1 – September 9, 2016	100%	9/9/2016
WD 27 Released	Green	September 10, 2016	100%	9/10/2016

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
Clone Legacy Systems - P2	Green	September 3, 2016	100%	9/3/2016
P1 Completion & P1 Configuration Freeze	Green	September 30, 2016	100%	9/30/2016
Run P2 Data Extracts & Validate	Green	September 30, 2016	100%	9/30/2016
System Testing Planning & Scenario Creation	Yellow	November 4, 2016	100%	11/11/2016
System Test Prep - Train SMEs for Testing	Green	November 18, 2016	100%	11/18/2016
Build P2 Tenant	Green	October 21, 2016	100%	10/21/2016
P2 Manual Configuration and Smoke Testing	Green	October 28, 2016	100%	10/28/2016
P2 Data Scorecard Review	Green	November 11, 2016		
P2 Playbacks	Green	November 11, 2016	100%	11/11/2016
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 13, 2017		

iNtegrate 2