



**Nevada Governor’s Finance Office,
Office of Project Management**

CORE.NV Project Monthly Status Report
July 2024

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Submitted On:
July 12, 2024

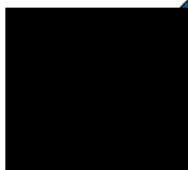


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1 Roadmap

This section provides an overview of the CORE.NV Project Roadmap—including strategic milestones, timeline updates, changes to the roadmap over the past month, as well as a look ahead to the next 30 days and the next 60 to 90 days.

1.1 Previous 30-day Project Milestone Overview

Figure 1-1 below provides a high-level overview of the previous 30-day CORE.NV Project Milestone Schedule, including the CORE.NV Project scheduled activities, completed milestones, and performance against plan.

During July 2024, all sprint work continued to progress as planned, and some sprint teams exceeded their PI3 sprint goals. The FIN Configuration team configured core areas of Advantage Financial, including completing General Accounting. FIN received approval on the approach for NDOT Procurement and Agreements and on the mapping for Cost Accounting and Grants. The HRM team focused on IUAT support for PI3, writing and executing System Integration Testing (SIT) scripts and executing Designer changes to make updates to pages that better support the State. Both HRM teams are now working on Phase 1B tasks and no longer have Phase 1 A to be completed. The Organizational Change Management (OCM) team completed five total demos for the CORE.NV SharePoint Microlearning library. The team also hosted a Change Agent Network (CAN) event and provided a visualization for the Phase 1A Minimum Viable Product (MVP). The Training team created the approach and materials for the HRM State Trainer Workshop and the EUT Course Calendar.

Figure 1-1: Previous 30-day Project Milestone Overview

Completed	Month	Deliverable/Milestone	Deliverable	(AC) Actual		Fiscal	CGI Accountable	OPM Accountable	CGI Delivery Date
				Cost	Totals				
<input type="checkbox"/>	July	Monthly Status Report 10 (CR002)	Deliverable	\$ 150,000		2025			8.2.24
<input type="checkbox"/>		P1A PI3 Completion Report	Deliverable	\$ 1,100,000		2025			8.16.24
<input checked="" type="checkbox"/>		P1A Training (TTF: Last 5 of 10 to be trained / Month)	Work Product	\$ 200,000		2025			7.9.24
					\$ 1,450,000				

1.2 Upcoming 30-day Project Activity/Schedule Overview

Figure 1-2 below provides an overview of the status of in-progress activities, and risk levels associated with meeting upcoming, short-term (i.e., next 30 days) target milestone dates and rationale.

For the next monthly reporting period, August 2024 will see the completion of the remaining FIN Phase 1A work and the first two Project Increment (PI) 4 sprints. This will be closely followed by, during the last two weeks of August 2024, a new onsite schedule for several Core.NV Project BerryDunn resources. The Program Director will now be following a two-week onsite schedule cadence followed by a two-week virtual presence for the project through the end of the calendar year.

The new full-time OCM team member, the new technical team Project Manager, and the new technical team strategic resource will continue to assume their new roles and add value to their respective teams. The technical team will continue to add additional outside technical resources

to assist with all the database and data warehouse work necessary for the completion of Phase 1A.

Figure 1-2: Upcoming 30-day Project Activity/Schedule Overview

Completed	Month	Deliverable/Milestone	Deliverable	(AC) Actual			CGI Accountable	OPM Accountable	Delivery Date
				Cost	Totals	Fiscal			
<input type="checkbox"/>	August	Monthly Status Report 11 (CR002)	Deliverable	\$ 150,000		2025			9.3.24
<input type="checkbox"/>		P1B P13 Completion Report (P14 10/18/24 ?)	Deliverable	\$ 1,100,000		2025			10.18.24
<input checked="" type="checkbox"/>		P1A Training Support (Related To TIT Training that happened in June)	Work Product	\$ 75,000		2025			8.30.24
<input type="checkbox"/>		P1B P12 Completion Report Addendum (For Sprints 2-4 Per CR012, N/C)	Amendment	\$ -		2025			8.13.24
					\$ 1,925,000				

1.3 60- to 90-day Milestone Schedule Overview

Figure 1-3 below provides an overview of the 60- to 90-day milestone schedule, including the immediate horizon of scheduled activities necessary to achieve the milestones.

The months of September and October 2024 will see several major workstreams running concurrently. The Core.NV Project will see Iterative User Acceptance Testing (IUAT) continuing as well as the start of End User Acceptance Testing (EUAT). Also beginning in October 2024 will be End-User Instructor Led Training (ILT), system performance testing, initial FIN mock cutover efforts, as well many other crucial Phase 1A technical work involving database and data warehouse completion.

Figure 1-3: 60- to 90-day Milestone Schedule Overview

Completed	Month	Deliverable/Milestone	Deliverable	(AC) Actual			CGI Accountable	OPM Accountable	Delivery Date
				Cost	Totals	Fiscal			
<input type="checkbox"/>	September	Monthly Status Report 12 (CR002)	Deliverable	\$ 150,000		2025			10.2.24
<input type="checkbox"/>		P1A UAT Support (UAT has moved to 10.7.24, so this will move to Oct)	Work Product	\$ 200,000		2025			10.30.24
<input checked="" type="checkbox"/>		P1A Build Stage Complete (moved to Oct)	Milestone	\$ 750,000		2025			10.30.24
<input type="checkbox"/>		P1A Implementation Assessment Document	Deliverable	\$ 350,000		2025			10.10.24
<input type="checkbox"/>		P1A P14 Completion Report (P14 10/18/24 ?)	Deliverable	\$ 1,100,000		2025			10.18.24
<input type="checkbox"/>		P1A Training Support (Related To TIT Training that happened in June)	Work Product	\$ 75,000		2025			8.30.24
<input type="checkbox"/>		P1A Performance Test Plan	Deliverable	\$ 200,000		2025			8.23.24
					\$ 2,825,000				
<input type="checkbox"/>	October	Monthly Status Report 13 (CR002)	Deliverable	\$ 150,000		2025			11.4.24
<input type="checkbox"/>		P1A UAT Support (Month)	Work Product	\$ 200,000		2025			
<input type="checkbox"/>		P1A Cutover Plan and Checklist	Deliverable	\$ 200,000		2025			
<input type="checkbox"/>		P1A Readiness Assessment Checklist	Deliverable	\$ 100,000		2025			10.23.24
<input type="checkbox"/>		P1A Performance Test Execution (Month)	Work Product	\$ 250,000		2025			
<input type="checkbox"/>		P1B P14 Completion Report (P15 Due ?)	Deliverable	\$ 1,100,000		2025			?
<input type="checkbox"/>		P1B Training Materials	Deliverable	\$ 300,000		2025			10.10.24
<input type="checkbox"/>		Advantage SaaS Fees YR 2	CHARGE	\$ 5,885,000		2025			
					\$ 7,685,000				

2 BerryDunn Resource Activity Summary

Table 2-1 below provides a high-level overview of the number of hours the BerryDunn team worked on the CORE.NV Project during this reporting period, categorized into four effort categories.

Figure 2-1: Resource Activity Summary

Staff Member and Core.NV Project Title	Hours Category and Time Spent				Total Hours
	Project Meetings	BerryDunn Deliverable Development	CGI Deliverable Review	Other Support Efforts	
██████████ <i>Project Principal</i>	16	0	0	0	16
██████████ <i>Engagement Manager</i>	22.5	0	0	0	22.5
██████████ <i>Program Director</i>	82	22.5	6.5	52.5	163.5
██████████ <i>Financial (FIN) Project Manager (PM)</i>	90.8	0	3	62.2	156
██████████ <i>Human Resources Management (HRM) PM</i>	145	0	0	0	145
██████████ <i>Project Coordinator</i>	70.5	33	0	72	175.5
██████████ vin <i>Project Coordinator</i>	20.4	0	0	11.2	31.6
██████████ <i>Tech Senior Consultant</i>	49	0	0	0	49
██████████ <i>OCM Senior Consultant</i>	32	3	0	37	72
██████████ <i>Bus. Process Change, Comm., Training Support</i>	21.4	7	0.5	9.4	38.3
██████████ <i>Tech SME (Subcontractor)</i>	15	0	0	65	80
██████████ <i>Bus. Process Change, Comm., Training Support</i>	5.1	0	1	1	7.1
Pool of BerryDunn Resources: Technical/Security/Project Mgmt. Subject Matter Experts (SMEs)	0	0	0	0	0

3 CORE.NV Project Workstream Status Review

Table 3-1 below provides a high-level overview of the CORE.NV Project workstreams for July 2024 and a look ahead to the upcoming activities for August 2024.

Table 3-1: CORE.NV Project Workstream Status Review for July 2024

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
FIN	
<ul style="list-style-type: none"> • FIN started initial conversations with HRM team on PCN renumbering. • Followed up with NDOT Issue/Risk/Action Item table: a) FHWA - reached out to Federal Highway Administration and requested an update which was received. b) Addressed TtT request to have a wider list of trainers. • Test Scenarios for end-to-end scripts have been initiated. • Balance sheet accounts review has been completed. • Completed a knowledge transfer for revenue source & balance sheet accounts. • Determined agencies that will not have to manually enter grants data into Adv4, working on getting an exportable list to upload into Adv4. • Master agreement process reviewed with NDOT. • Decision made that Linking will not be included in Phases 1 and 2. Allows the FIN team to keep moving forward on Budget and Grants work. 	<ul style="list-style-type: none"> • Continue IUAT and EUAT Planning – Agreements to be reached on dates, number of expected test scripts, tester requirements, and testing of security roles and access. • Complete PI4 planning sessions wrap-up, making sure that all FIN deliverables are well defined and achievable. • Welcome one additional returning resource and the hopeful return or replacement of another resource which had been pulled back into the business full-time. FIN will have the capacity to complete the team's commitments and get all work to the conversion team by the end of PI4. • Continued review of the Testing Strategy Document - edits and recommendations will be made to resolve vagueness and clarify roles and expectations. • Continue completing all sprint work within prior sprint (PI3) velocity parameters.

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
<ul style="list-style-type: none"> • Completed a clean-up of the project backlog and assigned Story Points to all Stories. • Created a Phase 2 Project Plan. FIN will continue to work on Phase 2 items throughout the Achieve phase of Phase 1a and the Envision phase of Phase 2. The primary focus will be Budget, Grants, and the new CoA. • Determined that approx. 1200 scripts will be needed for EUAT Testing. • Held meetings with DWSS and determined that there would be no change to their check printing process and the current interface from SCO to ADV2 will now go to ADV4. JV entry will continue to be a manual process. • Discovered that there were tables not slated to be mapped. This has created additional work for the FIN and Conversions teams • Continued to work with the UAT testing team to begin solidifying the EUAT schedule and expectations regarding Exit Criteria, Schedule, Tester Requirements, and Test Analysis. • Continued work on CA, AR, FA, and Procurement builds. We also had a follow-up meeting with SCO regarding Phase 1 deliverables and reports. • Participated in the PI3 Review and Retrospective and Configuration provided demonstrations of Master Agreement solution for NDOT, Refined Budget Controls, Procurement, Accounts Payable, Accounts Receivable, Financial Administration, (General Accounting) Business Roles. 	

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
<ul style="list-style-type: none"> Continued preparations for PI4 Planning. 	
HRM	
<ul style="list-style-type: none"> Held Cornerstone demonstration for DHRM Administration. 2-hour allotted time slot was not enough to cover all features, and the demo went another 30 minutes to showcase LMS features. Project leadership has requested that CGI provide an estimate for cost and schedule change to add LMS functionality. No other decisions were made as to whether Cornerstone (as contracted) or NEOGOV, will be the State's choice for recruiting and LMS services. Planning sessions were held with the HRM Config and Support teams to further review the work accomplished over PI 3, and a presentation was created to demonstrate that work to the Core.NV project team, as a whole. All sides of the HRM team were included in the preparation and presentation of the subject material. Held sprint planning and backlog refinement with HRM config team to determine work to be done for Sprint 3.4. Roadblocks with conversion team have slowed down the progress of work. A candidate issue has been logged to identify this roadblock. Held strategy session with CGI demo team to prepare for the Cornerstone demo to the DHRM Administrator. Project leadership was involved to provide further guidance into the direction and goal of the demonstration. A successful PI3 Review & Retrospective was held due to the team, as a whole, coming together to plan and discuss the execution of objectives, and division of presentation duties. Held meeting to discuss the blockers with conversion. This included the HRM config team lead and CGI conversion team. It was identified that backend scripts were handling the manipulation 	<ul style="list-style-type: none"> Begin executing PI 4 build Perform Sprint Retros and Demos for 4.1 and 4.2 Presenting findings for Cornerstone/NEOGOVS to Executive Committee Identify dependencies for sprint stories in Jira and make visual connections Work through data cleanup effort for HRM tables Work with new Tech resource brought on to help with HRM conversion efforts

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
<p>of PPRT records, and that solutions are being sought to allow the conversion of roughly 79,000 records that are bringing forward large amounts of "dirty" data that is unvalidated. A small portion are passing conversion, with steps being taken to allow for the further progression through the conversion steps. This unexpected increase in workload to clean data has decreased the team's ability to further progress in other sprint stories.</p> <ul style="list-style-type: none"> • All key members of the HRM team were onsite and utilized the time to meet and collaborate on: <ul style="list-style-type: none"> ○ PI4 pre-planning to include review of backlog items ○ PI3 review and retrospective preparation to include identifying actual business value that was realized, and demo slides • A request was sent from DHRM Administrator to receive a demo of Cornerstone from CGI. There have been a few weeks since the request and this has been escalated to project leadership. The HRM team, including State, CGI and BerryDunn members met to discuss the best approach to provide this demo. Due to lack of availability on multiple calendars, we are looking to provide this demo the beginning of the week starting 7/29/2024. • Held HRM Config sprint planning and backlog refinement. • Held HRM Support Sprint 3.3 planning session. • Held information session for ██████ on COA and Budget Structure breakdown. • Held Sprint 3.3 Retro/Demo with HRM Config; team was happy with results. • Meeting between HRM and FIN to make sure teams are more aligned with conversions. 	

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
<ul style="list-style-type: none"> HRM Team reviewed and discussed the P1B PI2 Completion Report Deliverable. <p>A high-level report of all HRM tasks and work produced by the team was generated for project leadership.</p>	
Organizational Change Management (OCM)	
<p>Our major accomplishments for July included:</p> <ul style="list-style-type: none"> Completed 5 total demos for the CORE.NV SharePoint Microlearning library. Demos were completed for General Accounting Expense, Master Agreement, Delivery Order, Budget Control, and Position Control. Hosted the third Change Agent Network (CAN) event on 07/18/2024. Drafted the change readiness strategy, set for release in August. As part of this initiative, the team crafted; 1) change impact survey and 2) change readiness survey. Developed and completed 5 total demos for the CORE.NV SharePoint Microlearning library, CAN and Coffee Talks, etc. Demos were completed for General Accounting Expense, Master Agreement, Delivery Order, Budget Control, and Position Control. Created a template and content for CORE.NV's first monthly newsletter, The Newsletter is set for release in mid-August. Defined the MVP for Phase 1A (FIN) for the OPM team. <p>Training</p> <p>Our major accomplishments for July included:</p> <ul style="list-style-type: none"> Started the review process End-User Training (EUT) curriculum; AR course reviewed first. Created and revised the EUT Course Calendar, including course iterations and number of seats from Oct 1-Dec 20th 	<p>Upcoming Activities for OCM for Aug/Sept</p> <ul style="list-style-type: none"> Mid-late Aug Activities: <ul style="list-style-type: none"> Pushing Adv 2.1 Sunset Comm out Pushing Change Readiness Survey out Pushing Change Impact Survey out CoA Campaign start September Activities: <ul style="list-style-type: none"> Quarterly Leadership Event – Sept 4 Quarterly Project update Comms -Sept 5 Change Agent Network meeting – Sept 18 <p>Upcoming Activities for Training for Aug / Sept</p> <ul style="list-style-type: none"> Review and finalize all EUT Courses for FIN EUT Registration for EUT starts Aug 12 HRM State Trainer Workshop: Aug 14

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
<ul style="list-style-type: none"> Created and provided weekly EUT status updates to the OPM Executive Team Planned for and launched the bi-weekly State Trainer Forum (virtual office hours) on 7/31/2024. 	

4 CORE.NV Project-Level Risks, Issues, and Decisions

In Table 4-1 below are the issues that are currently impacting the CORE.NV Project with their resolution strategy as well as the risks anticipated to impact the CORE.NV Project-Level Risks and their corresponding mitigation strategies.

Table 4-1: CORE.NV Project-Level Issues and Risks and the Corresponding Mitigation Strategies

CORE.NV Project-Level Risks and Issues and their Corresponding Mitigation Strategies		
Number	Risk/Issue Description	Resolution/Mitigation Strategy
Issues		
1)	With Advantage 2.0 failing, and critical Core.NV Project resources being pulled off of the project to troubleshoot and fix defects, an alternate plan must be created to address these issues as it may impact the ability of the Teach team to complete project work.	Unknown at this time, more research is needed.
2)	Testers may have access to data/information that is PII and this would violate State Personnel Policies. Current testing is not yet role based so this is highly likely to occur.	Discussions during the recent Executive Committee meeting explored options involving background/security checks and the use of an Admonishment document that would be signed by the testers. An example document which was approved by the DAG was provided.
3)	Schedule of Expenditures of Federal Grant Awards (SEFA) Reporting solution must be developed for the Core.NV Project.	Discussions between CGI FIN and Tech teams must lead to the creation of a viable solution.
4)	During the months of October through December 2024, the GFO (Governor's Finance Office) will be going through their Budget Build process and will require assistance from several key Core.NV resources. As a result, resources such as [REDACTED], amongst others, will be called away from the Core.NV Project.	Other resources will be called upon/delegated to act in their stead while away.
5)	OPM needs the support and assistance from one or more highly knowledgeable CGI report developers	CGI to identify and secure the requested resources.

CORE.NV Project-Level Risks and Issues and their Corresponding Mitigation Strategies		
Number	Risk/Issue Description	Resolution/Mitigation Strategy
	(ideally, one well-versed in the FIN side, as well as one for HRM reports).	
6)	The HRM team is facing issues finding stories in their backlog that are not blocked by conversion. This includes SIT scripts we are writing and SIT scripts for execution. This is making it difficult to plan our efforts for PI3.4 and if will impact planning of PI4.	To mitigate we are working with conversion team to resolve data inconsistency errors and HRM leads to identify areas that we can move forward that are less dependent on converted data.
Risks		
1)	All offline data captured for CA to be uploaded to ADV 4.0 -All agencies to provide CA data through worksheet buildout for transfer to ADV 4x -All grants and CIP projects transferred to data worksheet buildout for transfer to ADV 4x -All cost allocations, and special use category data worksheet buildout for transfer to ADV 4x Critical for CA go-live at the agency level statewide, 1/1/2025.	None identified yet.
2)	All offline data captured for AR to be uploaded to ADV 4.0 -All agencies to provide AR data through worksheet buildout for transfer to ADV 4x Critical for AR go-live at the agency level statewide, 1/1/2025.	None identified yet.
3)	NDOT is looking for an overview of procurement and how it will be implemented for NDOT. The request came from [REDACTED] who is an OPM resource on loan from GFO. We need to decide as a team how we want to	None identified yet.

CORE.NV Project-Level Risks and Issues and their Corresponding Mitigation Strategies		
Number	Risk/Issue Description	Resolution/Mitigation Strategy
	<p>approach this ask. Would it make sense to allocate the capacity with the FIN-Configuration team in 2.1, or should we have [REDACTED] and the Procurement team on the state side speak with her? [REDACTED] has been involved in all stages of this project and is very aware of how we are configuring Procurement in Phase 1, including the NDOT requirements.</p>	
4)	<p>On a build call on May 9th NDOT raised concerns regarding the plan to convert only a certain number of years of transactions. A call scheduled with [REDACTED] and [REDACTED] to discuss it.</p>	None identified yet.
5)	<p>There are a few items that rely on the Legacy Data Warehouses. These are: 1. Reports; 2. Outgoing Interfaces from DWs; 3. External Systems that rely (pull data from) the Data Warehouses.</p> <p>There are three data warehouses currently get their data from the Legacy Advantage 2.X Applications - DAWN, FDOTDW, and HRDW</p> <p>The Project does not have sufficient resources maintain the Legacy Data Warehouses (Per the Contract and in alignment to MVP) with the data from new Advantage 4 applications post Phase-1 go live. This is essential to continue day to day state operations.</p>	None identified yet.

In Table 4-2 below are decisions that may require input from the Executive Leadership Team for the CORE.NV Project.

Table 4-2: CORE.NV Project Decisions that may require input from the Executive Leadership Team

CORE.NV Project Decisions that may require input from the Executive Leadership Team		
Number	Decision	Input
1)	None identified at this time.	

In Table 4-3 below are the actions that may need the support of the Executive Leadership Team for the CORE.NV Project.

Table 4-3: CORE.NV Project Actions that may Need the Executive Leadership Team's Support

CORE.NV Project Actions that may need the Executive Leadership Team's support		
Number	Action	Support
1)	Add in closed comment: CORENV-2930	Need support in getting █████ to add a Closed comment. I've notified him for a while now.
2)	Confirm linkage of Risks with Decision related to BPA updates.	No support needed.
3)	Confirm/Share/Upload shared tracker that captures activity changes from one Phase to the next.	No support needed.
4)	Review Schedule Task Item # 805 (CGI Collections Performance Test Results) and confirm if need to break into smaller tasks.	No support needed.
5)	Work with █████ to add in Decision Approver column in Jira.	No support needed. In progress.
6)	Create OPM/PM Links Quick Guide (include Deliverables location).	No support needed. In progress.
7)	Create task-driven roadmap useful for functional workstream Leads.	No support needed.
8)	Review CR14 if changes are needed for NeoGov Schedule updates.	No support needed.
9)	Leave resource update comment for CORENV-4518.	No support needed.
10)	Leave update comment for Risk 3502.	No support needed.
11)	Leave Mitigation/Resolved comment for Risk 2928.	No support needed.
12)	Meet with █████ to review OPM Tech Jira Backlog to ensure progress will be tracked.	No support needed.
13)	Review options for showing resource predictability/velocity metrics given latest string of onboards. Set up meeting with █████ to talk through.	No support needed.