Nevada Governor's Finance Office, Office of Project Management

CORE.NV Project Monthly Status Report

February/March 2024

(Orientation Period - Initial Report)

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1 Roadmap

This section provides an overview of the CORE.NV Project Roadmap—including strategic milestones, timeline updates, and changes to the roadmap over the past month.

1.1 Previous 30-day Project Milestone Overview

Figure 1-2 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 the month of March 2024, BerryDunn's Program Director worked with several State Office of Project Management (OPM) resources to streamline the deliverable review process. As a result, numerous deliverables have been reviewed and approved and the overall process is operating efficiently. As a result of these improvements, CGI deliverable milestone payments have been expedited. Effective April 1, 2024, the BerryDunn team members transitioned from CORE.NV Project orientation into leading the workstreams.

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

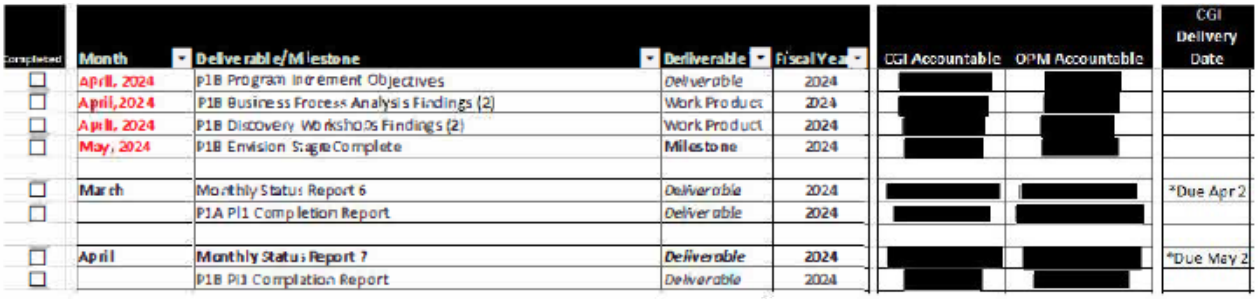
Completed	Month	Deliverable/Milestone	Deliverable	Fiscal Year	CGI Accountable	OPM Accountable	CGI Delivery Date
☑	February, 2024	*P1A Business Process Analysis Findings (1)*	Work Product	2024	[redacted]	[redacted]	02.08.24
☑	February, 2024	*P1A Discovery Workshops Findings (1)*	Work Product	2024	[redacted]	[redacted]	02.08.24
☐	February, 2024	*P1A Program Increment Objectives*	Deliverable	2024	[redacted]	[redacted]	
☐	March, 2024	P1A Business Process Analysis Findings (2)	Work Product	2024	[redacted]	[redacted]	
☐	March, 2024	P1A Discovery Workshops Findings (2)	Work Product	2024	[redacted]	[redacted]	
☐	March, 2024	P1A Envision Stage Complete	Milestone	2024	[redacted]	[redacted]	
☐	February	Monthly Status Report 5	Deliverable	2024	[redacted]	[redacted]	03.04.24
☑	February	OCM and Communication Plan	Deliverable	2024	[redacted]	[redacted]	02.15.24
☐	March, 2024	P1B Business Process Analysis Findings (1)	Work Product	2024	[redacted]	[redacted]	
☐	March, 2024	P1B Discovery Workshops Findings (1)	Work Product	2024	[redacted]	[redacted]	

1.2 Upcoming 30-day Project Activity/Schedule Overview

Figure 1-2 below provides an overview on 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.

BerryDunn anticipates that all of the initial deliverables scheduled for review and approval in April 2024 will be completed according to the schedule. BerryDunn resources will be fully assuming their respective roles on the CORE.NV Project and be holding a regular cadence of internal, as well as State, team meetings.

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



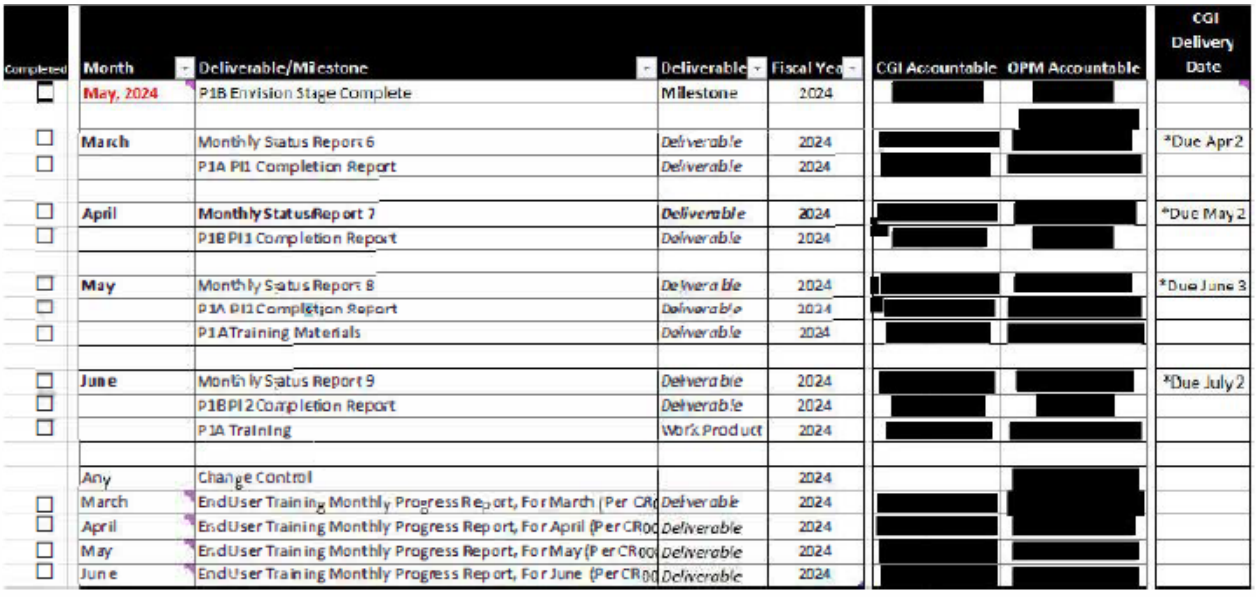
Completed	Month	Deliverable/Milestone	Deliverable	Fiscal Year	CGI Accountable	OPM Accountable	CGI Delivery Date
☐	April, 2024	P1B Program Increment Objectives	Deliverable	2024	[redacted]	[redacted]	
☐	April, 2024	P1B Business Process Analysis Findings (2)	Work Product	2024	[redacted]	[redacted]	
☐	April, 2024	P1B Discovery Workshops Findings (2)	Work Product	2024	[redacted]	[redacted]	
☐	May, 2024	P1B Envision Stage Complete	Milestone	2024	[redacted]	[redacted]	
☐	March	Monthly Status Report 6	Deliverable	2024	[redacted]	[redacted]	*Due Apr 2
☐		P1A PI1 Completion Report	Deliverable	2024	[redacted]	[redacted]	
☐	April	Monthly Status Report 7	Deliverable	2024	[redacted]	[redacted]	*Due May 2
☐		P1B PI1 Completion Report	Deliverable	2024	[redacted]	[redacted]	

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.

All BerryDunn resources have been made fully aware of the immediate horizon project schedule. This is especially true as it relates to the scheduled PI 2 Planning sessions scheduled for April 10 and 11, 2024. Four of the BerryDunn team members will be traveling to Carson City, Nevada to physically be present for these planning sessions. In addition to the deliverables scheduled to be reviewed, and the regular cadence of project meetings, the results of these PI 2 sessions will constitute the majority of the work being conducted on the project for the next few months.

Figure 1-3: 1.3 60- to 90-day Milestone Schedule Overview



Completed	Month	Deliverable/Milestone	Deliverable	Fiscal Year	CGI Accountable	OPM Accountable	CGI Delivery Date
☐	May, 2024	P1B Envision Stage Complete	Milestone	2024	[redacted]	[redacted]	
☐	March	Monthly Status Report 6	Deliverable	2024	[redacted]	[redacted]	*Due Apr 2
☐		P1A PI1 Completion Report	Deliverable	2024	[redacted]	[redacted]	
☐	April	Monthly Status Report 7	Deliverable	2024	[redacted]	[redacted]	*Due May 2
☐		P1B PI1 Completion Report	Deliverable	2024	[redacted]	[redacted]	
☐	May	Monthly Status Report 8	Deliverable	2024	[redacted]	[redacted]	*Due June 3
☐		P1A PI1 Completion Report	Deliverable	2024	[redacted]	[redacted]	
☐		P1A Training Materials	Deliverable	2024	[redacted]	[redacted]	
☐	June	Monthly Status Report 9	Deliverable	2024	[redacted]	[redacted]	*Due July 2
☐		P1B PI2 Completion Report	Deliverable	2024	[redacted]	[redacted]	
☐		P1A Training	Work Product	2024	[redacted]	[redacted]	
	Any	Change Control		2024	[redacted]	[redacted]	
☐	March	End User Training Monthly Progress Report, For March (Per CR	Deliverable	2024	[redacted]	[redacted]	
☐	April	End User Training Monthly Progress Report, For April (Per CR00	Deliverable	2024	[redacted]	[redacted]	
☐	May	End User Training Monthly Progress Report, For May (Per CR00	Deliverable	2024	[redacted]	[redacted]	
☐	June	End User Training Monthly Progress Report, For June (Per CR00	Deliverable	2024	[redacted]	[redacted]	

2 BerryDunn Resource Activity Summary

Table 2-1 below provides a high-level overview of the hours the BerryDunn team expended on the CORE.NV Project, categorized into four effort categories.

Please note: for February/March 2024, BerryDunn did not track hours according to the four effort categories, but started doing so on April 1, 2024. Therefore, all future Monthly Status Reports will present hours for each category.

Figure 2-1: Resource Activity Summary

Staff Member and Project Title	Hours Category and Time Spent			
	Project Meetings	Deliverable/Artifact Development	CGI Deliverable/Artifact Review	Other Planning and Support Efforts
[redacted] *Project Principal*	–	–	–	31.5
[redacted] *Engagement Manager*	–	–	–	52.0
[redacted] *Program Director*	–	–	–	107.5
[redacted] *Human Resources Management (HRM) Project Manager*	–	–	–	196.1
[redacted] *Financial (FIN) Project Manager*	–	–	–	172.0
[redacted] *Project Coordinator*	–	–	–	168.9
[redacted] *Business Process Change, Communication, and Training Support*	–	–	–	75.4
[redacted] *Business Process Change, Communication, and Training Support*	–	–	–	100.5
[redacted] *Business Process Change, Communication, and Training Support*	–	–	–	38
Pool of BerryDunn Resources (as needed) Technical/Security/Project Management SMEs	–	–	–	11.3

3 CORE.NV Project Workstream Status Review

BerryDunn will use the format shown in Table 3-1 below to provide a high-level overview of the status of the CORE.NV Project workstreams in all future Monthly Status Reports. This table is not populated for this Monthly Status Report, as the BerryDunn team members transitioned from CORE.NV Project orientation into leading the workstreams on April 1, 2024.

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

Workstream Status Review						
Project Health:			**Project Trend:**		**At Risk Items:**	
Project Topics	**Status**	**Start**	**Finish**	**Trend**	**Month: April**	
					Current Month	**Next Month**
Financial:						
AR						
AP						
COA						
HRM:						
WS 1						
WS 2						
OCM:						
WS 1						
WS 2						

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 and 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 Issues and Risks and the Corresponding Mitigation Strategies		
Number	**Risk/Issue Description**	**Mitigation Strategy**
Issues		
1)	None	N/A
Risks		
1)	STO is concerned that Advantage 4 cannot accommodate the centralized banking process currently used by NV	To be determined
2)	State resources available for Accounts Receivable data upload worksheets	To be determined
3)	State resources available for Cost Accounting data upload worksheets	To be determined

In Table 4-2 below are the decisions that require input from the executive leadership team for the CORE.NV Project.

Table 4-2: CORE.NV Project Decisions Requiring Input from the Executive Leadership Team

CORE.NV Project Decisions Requiring Input from the Executive Leadership Team		
Number	**Decision**	**Input**
1)	Use manual trackers for Action Items and Decision	
2)	Use Jira for tickets, Risks, Issues, Change Requests	This has been implemented and these items are being tracked in Jira effective 04/01/2024.

In Table 4-3 below are the actions requested of the executive leadership team to support for the CORE.NV Project.

Table 4-3: **CORE.NV Project Actions Needing the Executive Leadership Team's Support**

CORE.NV Project Actions Needing the Executive Leadership Team's Support		
Number	**Action**	**Support**
1)	[redacted] and [redacted] to speak offline about using the Contact field in Schedule.	[redacted] [redacted] Project schedule will list resources who are actually completing the work/tasks and the Contact field will be used to list who the responsible party is to ensure that the work/tasks are completed. This person will also be responsible for updating the weekly tracking spreadsheet distributed by CGI.
2)	"Review Legacy Data Warehouses to Align' task – ID# 350, 351[redacted]"	[redacted]