



Nevada Governor's Finance Office, Office
of Project Management

CORE.NV Project Monthly Status Report
June 2024

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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 1-1 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 the month of June 2024, the process for identifying, documenting, and monitoring Risks and Issues to the CORE.NV Project, within Jira, continue to improve and bi-weekly discussions continue to review newly proposed candidates and determine the appropriate strategies for handling ongoing items. While it was decided that the project would not pursue the approach of using a tiger team to conduct Business Process Mapping, the OCM team will capture some of the information needed through their surveys and the individual agencies will attempt to document their own processes. Project data continues to be collected by the individual workstream teams in an effort to utilize agile metric analysis to determine, in a quantifiable way, if the current Phase 1A schedule is reasonable and achievable. All sprint work continues to progress as planned and some sprint teams have been able to exceed their sprint goals.

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

Completed	Month	Deliverable/Milestone	Deliverable	(AC) Actual			CGI Accountable	OPM Accountable	CGI Delivery Date
				Cost	Totals	Fiscal			
<input type="checkbox"/>	June	Monthly Status Report 9	Deliverable	\$150,000	June	2024			**Due July 2
<input type="checkbox"/>		P1B P12 Completion Report	Deliverable	\$1,100,000	June	2024			
<input type="checkbox"/>		P1A Training	Work Product	\$200,000	June	2024			
					\$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, it is anticipated that all data would have been collected for the use of agile metric reporting and by mid-month, the first glimpses into Phase 1A forecasting using those metrics will be presented to the Executive Committee and IV&V. The month of July will also see the completion of the four Project Increment (PI) 3 sprints. This will be closely followed, near the end of July 2024, by the PI 4 planning sessions to be conducted onsite in Carson City on July 31st and August 1st.

A new full-time, onsite, OCM team member is being onboarded and will be going through BerryDunn’s one-week orientation starting on July 15, 2024. In addition, a new technical team Project Manager will also begin her week of BerryDunn orientation on July 15, 2024. The technical team anticipates adding an additional 10 to 12 outside technical resources in order to

assist with all of the interface and database work necessary for the completion of Phases 1A and 1B.

Figure 1-2: Upcoming 30-day Project Activity/Schedule 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	Deliverable	\$ 150,000		2025			
<input type="checkbox"/>		P1A P13 Completion Report	Deliverable	\$ 1,100,000		2025			
<input type="checkbox"/>		P1A Training (TIT / Month)	Work Product	\$ 200,000		2025			
					\$ 1,450,000				

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 August and September 2024 will see several major workstreams running concurrently. Script writing will continue as well as testing, Final User Acceptance Testing (UAT) script writing, End-User training preparation of materials, system performance testing, initial FIN mock cutover, as well many other crucial Phase 1A work involving interface and database completion.

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

Completed	Month	Deliverable/Milestone	Deliverable	(AC) Actual		Fiscal	CGI Accountable	OPM Accountable	CGI Delivery Date
				Cost	Totals				
<input type="checkbox"/>	August	Monthly Status Report 11	Deliverable	\$ 150,000		2025			
<input type="checkbox"/>		P1B P13 Completion Report	Deliverable	\$ 1,100,000		2025			
<input type="checkbox"/>		P1A Training Support (Month)	Work Product	\$ 75,000		2025			
<input type="checkbox"/>		P1B P12 Completion Report Amendment (For Sprints 2-4 Per CR012, N	Deliverable	\$ -		2025			
					\$ 1,325,000				
<input type="checkbox"/>	September	Monthly Status Report 12	Deliverable	\$ 150,000		2025			
<input type="checkbox"/>		P1A UAT Support (Month)	Work Product	\$ 200,000		2025			
<input type="checkbox"/>		P1A Build Stage Complete	Milestone	\$ 750,000		2025			
<input type="checkbox"/>		P1A Implementation Assessment Document	Deliverable	\$ 350,000		2025			
<input type="checkbox"/>		P1A P14 Completion Report	Deliverable	\$ 1,100,000		2025			
<input type="checkbox"/>		P1A Training Support (Month)	Work Product	\$ 75,000		2025			
<input type="checkbox"/>		P1A Performance Test Plan	Deliverable	\$ 200,000		2025			
					\$ 2,825,000				

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.

Figure 2-1: Resource Activity Summary

Staff Member and Project Title	Hours Category and Time Spent				Total Hours
	Project Meetings	Deliverable/Artifact Development	CGI Deliverable/Artifact Review	Other Planning and Support Efforts	
██████████ <i>Project Principal</i>	17	0	0	0	17
██████████ <i>Engagement Manager</i>	17.5	0.5	0	4	22
██████████ <i>Program Director</i>	55	34	11	19	119
██████████ <i>Financial (FIN) Project Manager (PM)</i>	107.5	0	0	72.7	180.2
██████████ <i>Human Resources Management (HRM) PM</i>	144	0	0	0	144
██████████████████ <i>Project Coordinator</i>	54	0.5	0	72.7	127.2
██████████ <i>Business Process Change, Communication, and Training Support</i>	14.3	8.8	0	8	31.1
██████████ <i>Business Process Change, Communication, and Training Support</i>	44.5	0	0	0	44.5
██████████ <i>Business Process Change, Communication, and Training Support</i>	12.7	0	0	2	14.7
Pool of BerryDunn Resources (as needed) <i>Technical/Security/Project Management Subject Matter Experts (SMEs)</i>	0	0	0	7.10	7.1

3 CORE.NV Project Workstream Status Review

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

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

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
FIN	
<ul style="list-style-type: none"> Successfully completed PI2 and opened PI3. We held the first combined FIN Sprint Planning session with OPM and Configuration workstreams. IUAT Iteration 2 Advantage Academy training for testers completed. Testing was shortened by 1 week, but all FIN scripts we able to complete at least 1 round of testing. We are considering FIN IUAT complete for iteration 2. Completed all mapping and crosswalks for the “as-is” Chart of Accounts. 	<ul style="list-style-type: none"> Working towards completion of Cost Accounting, Accounts Receivable, General Accounting, and Accounts Payable including Purchasing before 8/6/2024. Progressing with Fixed Assets (to be completed in PI4), Security and Workflow, IUAT Iteration 3 prep and training, and PI4 Planning. Continuous support for HRM, Tech Team, and OCM needs. Beginning work on Functional Scenario Scripts.
HRM	
<ul style="list-style-type: none"> HRM team worked alongside the FIN and TECH teams to successfully complete PI 3 planning. A Sprint 3.2 Planning session was held and it was determined that [REDACTED] will not be accounted for in story points. She is 50% allocated to HRM, and much of her time is not spent on work that can be accounted for in our sprints. HRM began IUAT, with testing being performed on Thursday, 6/20 and Friday, 6/21. <ul style="list-style-type: none"> Testing was modified to reduce the time spent by testers, due to a reduced load in scripts 	<ul style="list-style-type: none"> Execute PI 4 Planning Sessions Review and Approve P1B PI2 Completion Report Deliverable Perform Sprint Retros and Demos for 3.3 and 3.4 Set up meeting with GFO to inform and establish a plan for future contract extension to ensure there is no interruption during the 4x transition.

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
<ul style="list-style-type: none"> ● Some business processes in HRM are waiting to be decided, leading to less scripts to be needed to test ● The HRM testing team reported that testing had gone well the first sessions ● While the previous week's IUAT testing went well and ran without flaws, this following week's testing had to be cancelled due to issues with the data loaded to the test environment. ● Met with HRM Config to sprint plan and refine the backlog for following sprints. ● Met to discuss AERIS contract and identify timeframes for implementation or (tentative schedules/phases aligned with 4x) which effect the applications identified below. <ul style="list-style-type: none"> ● DHRM – NEATS - Timekeeping, Training, Applications, Recruiting ● GFO - NEBS (Nevada Executive Budget System) – budget building ● Purchasing (maintains) - CETS (Contract Entry and Tracking System) contract workflow and archive ● Next Step is to set up meeting with GFO to inform and establish a plan for future contract extension to ensure there is no interruption during the 4x transition. ● Met with team to review the Monthly Status Report 9, and Completion Report: P1B PI2. Both have been approved with Completion Report: P1B PI2 having a minor suggestion to change details surrounding the cancelled IUAT sessions. ● Met with team to identify HRM wish list scripts and potential testers for IUAT in August. 	

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
Organizational Change Management (OCM)	
<ul style="list-style-type: none"> • Developed and Produced a General Accounting Expenditure (GAX) and (2) Master Agreements Movie Trailer to be used in the July CAN, Aug Quarterly Leadership Event, July Coffee Talks, and other Sponsor events. • Developed New General FAQ Page and posted onto the CORE.NV SharePoint site. • Developed New End-User Training SharePoint Pages and posted onto the CORE.NV SharePoint site. • Developed End User Training (EUT) Orientation Video: Director's cut full 40 minutes; two 20-minute segments, ready to be socialized in early July. • FIN State Trainer Workshop (TtT): Complete on 18 Jun - Very Successful! Training team is evaluating output given by the State trainers and will incorporate any new ideas into the FIN End-User training. • HRM End-User Audience Analysis: 600+ responses from survey, 39 departments represented (inc. top 15 spending agencies participated!), very good response rate from survey. Responses will be used to develop HRM EUT. • Developed and delivered FIN End-User Training Framework and Course Map, State approved both. 	<ul style="list-style-type: none"> - Change Readiness Strategy: Development in progress. Will begin implementation of new elements in July. - Memos: Will prepare two - (1) Interface Dev. Resources (OCIO, DETR, NDOT / 6.21.24 and (2) Sunset Notice (Statewide Leaders / 8.2024. - Change Impact Assessment: Will work on data collection and validation underway. - Chart of Accounts (CoA) Campaign: Will be planning underway. - CORE.NV Microlearning Library: Will capture demos in IUAT office hours week. Two topics: (1) General Accounting Expenditure (GAX) and (2) Master Agreements. - SharePoint Updates: New General FAQ Page will be completed. Review of CoA and budget structure FAQs in process. - CORE.NV Monthly Newsletter: Will continue the development of the scope and template. - Metrics: Project metric input and OCM metrics development in process. Will align OCM metrics to overall Program metrics. <p>Issues and Concerns: None</p> <p>Milestone Look-Ahead:</p> <ul style="list-style-type: none"> - 7.18.24: Change Agent Network (CAN) session.

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
	<p>- 7.22.24: Change Readiness Initiative Kickoff (tentative).</p> <p>TRAINING STATUS</p> <p>- New Training SharePoint Pages: Will be completed.</p> <p>- State Trainer Form: Bi-weekly forum for State Trainers to collaborate kicking off in July.</p> <p>- End User Training (EUT) Orientation Video: Director will cut full 40 minutes. Review is currently underway to determine best way to post, release, and target specific audiences.</p> <p>- EUT Save-the-Date Communications: In process and planned for week of 7.8.24.</p> <p>- EUT Course Materials: Will develop course guide convention document, template, job aid template, and EUT.</p> <p>Issues and Concerns:</p> <p>- Will discuss change impact onto budget owners who currently conduct their work manually and will need to learn ADV 4.0. Impacting scope for training.</p> <p>Upcoming Activities:</p> <p>- 7.28.24: EUT Audience analysis, training framework, Orientation video, and Curriculum Map due.</p> <ul style="list-style-type: none"> • Change Impact Approach: Will develop survey as new plan of action to obtain data form top 15 spending agencies/departments. • CoA Comms Campaign: Planning underway week of July 8th.

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
	<ul style="list-style-type: none"> • CORE.NV Microlearning Library(demos): General Accounting Expenditure (GAX), Master Agreements and one HRM video demo will be generated for Position Control. • CORE.NV Monthly Newsletter: Scope and template in development, template unveiling week of July 8th. Targeted first publish first week of August. • OCM Metrics: OCM metrics meeting to agree on what metrics to measure week of July 8th. Start implementing in mid-July (targeted). • 18 Jul: Change Agent Network (CAN) Session • 22 Jul (tent): Change Readiness Initiative Kickoff • Will review training deliverable baselines in project schedule, finalizing week of July 8th. • EUT Orientation Video: Director's cut full 40 min, two parts. Finalizing week of July 8th. • EUT Save-the-Date Comms: In process, see above. • EUT Course Materials: Course guide convention document, course guide template, job aid template, and EUT will be developed and reviewed in July.

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)	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 could be signed by the testers. An example document which was approved by the DAG was provided.
2)	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.
Risks		
1)	All offline data captured for CA to be uploaded to ADV 4.0 <ul style="list-style-type: none"> • 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 at this time.
2)	All offline data captured for AR to be uploaded to ADV 4.0	None identified at this time.

CORE.NV Project-Level Risks and Issues and their Corresponding Mitigation Strategies		
Number	Risk/Issue Description	Resolution/Mitigation Strategy
	<ul style="list-style-type: none"> 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. 	
3)	<p>Without a comprehensive of current, as-is operations by agency, the CORE.NV Project may miss important impacts with the CORE.NV implementation during the Transformation Phase. Recommend a workstream lead be identified to define current state and support processes through business process mapping. This work is essential to accurately capturing and communicate change impacts. This work must be done in advance in order to allow specific agencies to have time to respond and react. Without this effort, there is a high risk of items getting missed due to the lack of a central source of truth. Successful system adoption is dependent on readiness preparedness at the agency level and a complete understanding of change impacts.</p>	None identified at this time.
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.</p> <ul style="list-style-type: none"> I am going to send [REDACTED] and [REDACTED] the conversion plan and schedule a conversation. 	None identified at this time.
5)	The number of Interfaces necessary for the January 2025 go-live date may exceed the TECH team's capacity and therefore, not all that are needed may be completed.	None identified at this time.
6)	The number of Reports necessary for the January 2025 go-live date will likely exceed the TECH team's capacity and therefore, not all that are needed may be completed.	None identified at this time.
7)	<p>There are a number of 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> <ul style="list-style-type: none"> There are three data warehouses currently get there data from the Legacy Advantage 2.X Applications - DAWN, FDOTDW, and HRDW 	None identified at this time.

CORE.NV Project-Level Risks and Issues and their Corresponding Mitigation Strategies		
Number	Risk/Issue Description	Resolution/Mitigation Strategy
	<ul style="list-style-type: none"> 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. 	

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)	A final decision needs to be made as whether the State will request CGI to implement linking Revenues to Expenditures for budget mapping purposes.	Decision not made during this reporting period.

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)	Review schedule impact of moving Environments performance testing to after IUAT	No support needed – CGI owned task.
2)	Send CR013 draft to [REDACTED] and [REDACTED]	No support needed – CGI owned task.
3)	Share SH3 confidential data update and mitigation plan to [REDACTED] and [REDACTED]	This has been closed. [REDACTED] confirmed that information between [REDACTED] and [REDACTED] was shared on mitigation plan.
4)	Add in closed comment: CORENV-2930	Awaiting [REDACTED] to update this with his comment.