



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

CORE.NV Project Monthly Status Report
May 2024

BerryDunn
2211 Congress St. Portland, ME 04102
207.541.2200

██████████, Project Principal
██████████

██████████, Engagement Manager
██████████

██████████ Program Director
██████████

Submitted On:
June 7, 2024



Table of Contents

Section	Page
1 Roadmap	1
1.1 Previous 30-day Project Milestone Overview	1
1.2 Upcoming 30-day Project Activity/Schedule Overview	1
1.3 60- to 90-day Milestone Schedule Overview	2
2 BerryDunn Resource Activity Summary	3
3 CORE.NV Project Workstream Status Review	4
4 CORE.NV Project-Level Risks, Issues, and Decisions	7

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 May 2024, Product Increment (PI) 2 work continued according to schedule. The improvements made to the deliverable review process increased the efficiency at which documents could be thoroughly reviewed by interested parties, feedback provided, and updates made to approve final versions. All deliverables in the backlog have now been reviewed and approved. The process for identifying, documenting, and monitoring Risks and Issues to the CORE.NV Project, within Jira, have now improved and bi-weekly discussions are conducted to review newly proposed candidates and determine the appropriate strategies for handling ongoing items. A Business Process Analysis/Mapping (BPM) team of specialists has been approved and formed to conduct a pilot analysis of the Nevada Department of Transportation’s (NDOT’s) processes and assist the Department of Health and Human Services (DHHS) to begin their own analysis.

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"/>	May	Monthly Status Report 8	Deliverable	\$150,000	June	2024			*Due June 3
<input type="checkbox"/>		PIA PI2 Completion Report	Deliverable	\$1,100,000	May	2024			
<input type="checkbox"/>		PIA Training Materials	Deliverable	\$300,000	May	2024			
					\$1,550,000				

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.

At the start of the next reporting period, numerous resources representing both CGI as well as BerryDunn will be onsite in Carson City to conduct the PI 3 planning sessions. Also on site will be representatives from the Plate Moran/IV&V team who will be conducting a CORE.NV Project leadership team workshop as well as attending all planning sessions. The newly formed team of BPM specialists will also be beginning their pilot program with representatives from NDOT. Risks and Issues to the CORE.NV Project will continue to be identified as early as is possible to determine the most appropriate mitigation or resolution strategy.

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

1.3 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 upcoming schedule of sprints identified in the PI 3 Planning sessions. These sprints will continue throughout June, July, and August 2024. In addition to the deliverables scheduled to be reviewed, the regular cadence of project meetings, and the pilot BPM program with NDOT and DHHS, the work conducted in these PI 3 session sprints will constitute a majority of the activities conducted on the CORE.NV Project for the Summer of 2024.

Figure 1-3: 1.3 60- to 90-day Milestone Schedule 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				
	May	Change Control		\$5,000,000		2024			
<input checked="" type="checkbox"/>	March	End User Training Monthly Progress Report, For March (Per CR000)	Deliverable	\$80,645		2024			04.16.24
<input type="checkbox"/>	April	End User Training Monthly Progress Report, For April (Per CR000)	Deliverable	\$80,645		2024			
<input type="checkbox"/>	May	End User Training Monthly Progress Report, For May (Per CR000)	Deliverable	\$80,645		2024			
<input type="checkbox"/>	June	End User Training Monthly Progress Report, For June (Per CR000)	Deliverable	\$80,645		2024			
					\$5,000,000				
					FY24 Total	\$22,085,000			

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>	20	0	0	0	20
██████████ <i>Engagement Manager</i>	22	1.5	0	2.5	26
██████████ <i>Program Director</i>	58	26.5	10.5	34.5	129.5
██████████ <i>Financial (FIN) Project Manager (PM)</i>	85.5	0	0	69.4	154.9
██████████ <i>Human Resources Management (HRM) PM</i>	47	0	0	0	47
██████████ <i>Project Coordinator</i>	40.4	11.7	0	42.7	94.8
██████████ <i>Business Process Change, Communication, and Training Support</i>	34.5	11.1	5.4	16.9	67.9
██████████ <i>Business Process Change, Communication, and Training Support</i>	38.5	0	0	0	38.5
██████████ <i>Business Process Change, Communication, and Training Support</i>	5.5	0	0	12.3	17.8
Pool of BerryDunn Resources (as needed) <i>Technical/Security/Project Management Subject Matter Experts (SMEs)</i>	5	2	0	0	7

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 May 2024 and a look ahead to the upcoming activities for June 2024.

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

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
FIN	
<ul style="list-style-type: none"> Decision made to use the current Chart of Accounts (CoA) for January 1, 2025 go-live and the advanced CoA for July 1, 2027 go-live. We saw the departure of the FIN Project Manager from the CORE.NV Project. The current HRM Project Manager will be assuming the FIN PM role moving forward and an existing HRM resource will be stepping up to assume the HRM PM role. We began further collaboration with the Tech Team to clarify and 11 Phase 1 reports and ensuring interfaces and out-of-the-box FIN reports from ADV4.x will be able to support current reporting needs of the various business processes. We began collaboration with the HRM Team for Payroll Processing. Payroll Processing involves FIN processes including Fund and Budget Controls. 	<ul style="list-style-type: none"> We will support interface user acceptance testing (IUAT) beginning June 17, 2024. This includes supplying available test scripts, testers, and tester assistance. FIN PI3 planning beginning on June 5, 2024 and the start of Sprint 3.1 on June 11, 2024. We will continue cross-team support of HRM and the Tech Team in areas such as payroll, security/workflow, reports, and interfaces. We will begin work on providing Gold Data for go-live. This process will continue into July and August. We will begin working on Grant development for all agencies with in-house accounts receivable (AR). We need to begin data collection for July 1, 2025 go-live.
HRM	
<ul style="list-style-type: none"> Completed defining business roles for ADV4. Finalized the list which identified HRM IUAT testers. Compiled a list of subject matter experts (SMEs) to be in the group that will revise the NRS/NACs to determine if any need to be changed. 	<ul style="list-style-type: none"> HRM PI3 planning beginning on June 5, 2024 and the start of Sprint 3.1 on June 11, 2024. Position Control and possibly Employee are the topics that are going to be tested during first IUAT Increment. Create a meeting with PEBP to determine a document management system and an employee discount platform where

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
<ul style="list-style-type: none"> Actively working to increase collaboration with FIN. Worked with CGI to upload sprint goals into Jira. Began PI3 Planning, and sprint retrospective preparations. Compiled list of state employees to review NAC/NRS to see if any need to be changed. Held discussions with stakeholders at DHRM to address CoA and how it affects HRM. 	<p>employees can get discounts on certain things like pet insurance, etc.</p>
Organizational Change Management (OCM)	
<ul style="list-style-type: none"> Developed and Produced a Budget Control Movie Trailer to be used in the May Quarterly Leadership Event, Coffee Talks, and other Sponsor events. Held CORE.NV's second Quarterly Leadership Event – survey results were positive for content and facilitation/presenters, just the right amount. Finance Functional End User Training Survey sent and analyzed. Good feedback and takeaways for course content and course logistic preferences HRM Functional End User Validation & Analysis complete – over 30% state agencies responded! HRM Training Survey send June 6th. OCM Support - Integrating with FIN/HRM/Tech teams now on a bi-weekly basis. May Change Agent Network event produced and held on May 17th – Survey results were positive with concerns around wanting to see more of build and more info on end-user training logistics. Communications: Quarterly Project Update Comms released to statewide leadership and statewide employees 	<ul style="list-style-type: none"> 4 Jun – 12 Jul: BPM 6-week mini project with NDOT (and poss. DHHS) 7 Jun: Change Readiness Initiative Kickoff 18 Jul: Change Agent Network (CAN) Session TBD: Virtual Director Coffee Talk 18 Jun: FIN Train the Trainer Workshop June 6: FIN End-User Survey results 28 Jun: End-User Training Audience Analysis 28 Jun: End-User Orientation Video

Workstream Status Review	
Current Month Status	Next Month Upcoming Activities
<ul style="list-style-type: none">• Finance Train the Trainer (TtT) Course Guide Completion and TtT training set for June 18th.	

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)	None identified at this time.	Not applicable.
Risks		
1)	CORENV-2930: The number and complexity of the security roles and permissions for all of the departments going live in Phase 1A is enormous and as of yet, undetermined. A massive discovery process is needed and must be started ASAP.	None identified at this time.
2)	CORENV-2929: 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.
3)	CORENV-2928: 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.
4)	CORENV-2844: Currently there are only 3 user accounts for JSM. The CGI FIN and HRM Teams need more licenses for their team members as they need to allocate UAT Issue triaging across multiple team members. Previous discussions on this topic included adding more JSM licenses, which might not happen until the new fiscal year (July), or having UAT create their Issues directly in Jira, instead of JSM.	None identified at this time.
5)	CORENV-2715: On a build call on May 9th NDOT raised concerns regarding the plan to convert only a certain number of years of transactions.	None identified at this time.
6)	CORENV-2713: NDOT needs to be able to link agreements to projects in Advantage 4.	None identified at this time.
7)	CORENV-2290: 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	None identified at this time.

CORE.NV Project-Level Risks and Issues and their Corresponding Mitigation Strategies		
Number	Risk/Issue Description	Resolution/Mitigation Strategy
	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.	
8)	CORENV-1717: NDOT (██████████) is looking for an overview of procurement and how it will be implemented for NDOT. We need to decide as a team how we want to approach this ask. Would it make sense to allocate the capacity with the FIN-Configuration team in 2.1, or should we have ██████████ and the Procurement team on the state side speak with her? ██████████ 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.	None identified at this time.
9)	CORENV-1247: All offline data captured for AR to be uploaded to ADV 4.0. <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. 	None identified at this time.
10)	CORENV-1242: 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 ADV4x Critical for CA go-live at the agency level statewide, 1/1/2025. 	None identified at this time.

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)	Use CGI Test Savvy for automation.	No input needed at this time.
2)	Use Jira for tickets, Risks, Issues, Change Requests.	No input needed at this time.
3)	Use manual trackers for Action Items and Decision.	No input needed at this time.
4)	CGI to stop reporting on Planned Business Value versus Actual, will continue to use internally for PI prioritization of work.	No input needed 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)	Provide Decision process document for logging Decisions in Jira.	Completed and no support is needed at this time.