

Monthly Status Report

Reporting Month:	April 2025
Report Number:	019
Submission Date:	05/7/2025
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Leadership:	[Program Director, CORE.NV Project]
	[Project Manager, CGI]
Author:	[Deputy Project Manager, PMO Lead]
Project Status:	The Executive Committee met on April 29 th and has decided to adjust the Go-Live date for HRM from end of June to October 2025, citing challenges related to the fiscal year-end, the required year-end blackout period, and the legislative budget upload process. The Department of Transportation's financial system Go-Live remains scheduled for January 2026. The CORE.NV Project Team began impact analysis and re-planning process for the new Go-Live date. The HRM end-user training team conducted the first in-person training sessions in Carson City. The FIN team has conducted the first UAT sessions for NDOT, and the testing team received positive feedback from the NDOT test participants.

^{*}Green - On Track | Yellow - At Risk | Red - Off Track

Summary

The FIN team remained dedicated to supporting the existing production solution. In addition to monitoring Vendor Payments and participating in Disbursement Request meetings, the team resolved 18 escalated tickets across Accounts Receivable, Accounts Payable, Fixed Assets, and Procurement. The team also maintains oversight of completion of the Event Tracker by the OPM team. Additional responsibilities included configuring NDOT for Phase 1C and assisting with the initial NDOT User Acceptance Testing. During this testing, users highlighted the new system's ease of use and commended the FIN team for their excellent support.

HRM maintained its focus on Parallel Payroll 2 and supported the HRM data conversion in preparation for Parallel Payroll 3. The team provided in-person support for the EUAT, which commenced in Las Vegas, as well as payroll testing in Carson City. Additionally, the team continued a series of meetings with related to bank file, ACH, Positive Pay, and paper checks. The HRM team provided technical and functional guidance on forming the options presented to Project leadership for the Go-Live considerations.

Human Resources Data Warehouse bridge work is 75% complete. The team continues to work with the agencies to identify requirements for new and existing interfaces. The team remains on track with the development of documented interfaces.

Operationally, The APM team collaborated closely with all teams to standardize Jira status workflows, promoting consistency and clarity in our tracking and reporting processes. OCM hosted the May CAN





Member Event, as well as multiple Staff Coffee Talk sessions with leading state departments. Meanwhile, the Training team submitted the Phase 1B HRM training course in preparation for training sessions scheduled for June.

Project Management Office (PMO)

The PMO focused on April deliverables to fulfill contractual requirements, schedule management activities, and PMO operations. The team worked on two Change Requests including initiating Local Support Services and a change in Learning Management Provider. Additionally, we were able to establish rules and guidelines related to the Jira hierarchy structure to allow for integration with MS Project.

PMO Operations

- CGI PMO onboarded and offboarded CGI project staff for the project:
 - Onboards (2)
 - Conversion Support (1)
 - Developer (1)
 - Offboards (0)
- PMO continues to collect fingerprinting documentation and background checks. Identification badges are in process for the newest onboards.

Project Risks and Project Issues

Project Risks and Project Issues are logged and maintained in Jira. Metrics and Heat Map figures were pulled on 04/30/2025.

Project Risk Heat Map and Register

High Exposure P0-Very High 2 Medium Exposure P1-High 3 Low Exposure P2-Medium P3-Low 1 -2 -5-Very 3 -In Review Candidates: 1 Remote Unlikely Probable Significant High Probability² 5 Open Risks: 1 Recently Closed Risks:

² Risk Probability: Likelihood or chance that a specific risk will occur.



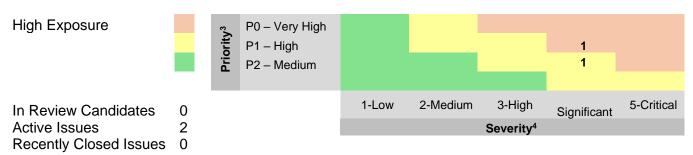
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¹ Risk Priority: A metric that conveys the severity of a Risk so that agents can react accordingly. It identifies the relative importance of a Risk with the Risk Impact Level.





Project Issue Heat Map and Register





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³ Issue Priority: A metric that conveys the severity of an Issue so that agents can react accordingly. It identifies the relative importance of an incident and is usually based on the impact and urgency.

⁴ Issue Severity: The degree of harm or potential harm caused by the incident/problem.



Issue #	Description	Status	Response Status	Priority	Severity

Project Decisions

Project Decisions are logged and maintained in Jira. Figures were pulled on 04/30/2025.

In Review Candidates 0
Active Decisions 4
Recently Closed Decision 1

Decision #	Description	Status	Priority

Schedule Management & Deliverables

- The following March project deliverables were submitted or approved by OPM:
 - Monthly Status Report #18 Submission 4/2/2025
 - Performance Test Plan Complete 4/4/2025
 - EUT Monthly Progress Report March Approved 4/9/2025
 - o P1B Readiness Assessment Checklist Submission 4/21/2025
 - P1B UAT Support Month 2 4/28/2025

Scope Management



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- Approved Change Requests:
 - CR021_Local Support Services: CGI and the State aligned the details of the ramp up plan for local support services. Resources will begin onboarding in April with the target to be fully staffed by July 1, 2025.
 - CR015_NeoGov LMS: Complete. The Executive Committee approved the Change Request. The contract amendment document was signed, and implementation will begin in May.

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- In Progress Change Requests:
 - CR022_Phase 2 Transformation-InProgress. Realignment of Phase 2 scope to the Strategic Roadmap Plan.

Financial

The focus for the Financial team has been to continue to support the CORE.NV Production system and continue Phase 1C configuration for NDOT.

Phase 1A Ongoing Support

The ongoing support of the CORE.NV environment includes CGI working on tickets in multiple areas, as well as weekly Disbursement Request meetings with key stakeholders to confirm we continue to be on track for Vendor Payments. In April, the team met with SCO on the Close process resulting in determining multiple interfaces and follow-up questions. In addition, the team worked directly with OPM and SCO on SEFA Reporting Strategy which is required in June.

Resolved 1A Support Tickets by Area:

Accounts Payable: 3

Fixed Assets: 6Procurement: 4

Accounts Receivable: 6

Phase 1C Configuration

Phase 1C configuration work focused on completing build for the NDOT Phase 1C go-live.

- Accounts Receivable (AR):
 - o UAT Support:
 - Provided support to AR script writing teams by addressing their inquiries.
 - Conducted research to identify a solution for a gap discovered during UAT regarding the collection of a deposit followed by billing against it.
 - Test & Review Invoice, Past Due Invoice, and Pre-Collection Forms
 - AR forms are tested and pre-reviewed by with some minor changes.
 Updated forms will be reviewed by NDOT.
 - AR end-to-end script.
 - Configuration tracker for Go-Live.
 - Completed reviewing and updating AR configuration tracker for all the configurations decision made in AR build session.
 - Completed updating General Accounting tracker for AR related SOPT configuration decision made in AR build session.
 - Supported Reports team for Roll and Lapse Reports





- Roll and Lapse reports were presented to satisfactory for the reports generated from 4x. No additional reports needed to be developed.
- Security & Workflow:
 - Continued HRM build sessions for security and workflow.
 - Completed all security roles and most workflows for HRM (remaining workflows require additional configuration from functional).
 - Uploaded HRM security and workflow to and passed over to NV users for testing.
 - Configured NDOT Agreements Business Role and Homepage.
 - Supported Budget for critical changes to BOVR.
 - Researched and configured the solution to control component level security.
- Agreements:
 - Led weekly build/configuration sessions for NDOT Agreement Services.
 - Demonstrated a full end-to-end solution for NDOT Agreement Services.
 - Completed all functional configuration and system propose SIT scripts for NDOT Agreement Services.
 - Provided a comprehensive document outlining alternative solution for NDOT Agreement Services to project leadership.
- Cost Accounting:
 - Led build sessions with NDOT to refine requirements, review, and document system configuration.
 - Supported cross functional meetings to review, discuss and solution Cost Accounting related requirements impacting FIN, TECH, and HRM.
- Budget Control and COA:
 - Continued discussions with OPM-FIN SME to document and configure environment.
 - Loaded FY2026 COA tables that differ for prior fiscal years in environment.

Blockers with Resolution Plan: None

Human Resource Management (HRM)

In April, the HRM team focused on supporting the EUAT effort and the Technical team's builds, while also facilitating the execution of Parallel Payroll Iteration 2 and navigating the delayed NDOT go-live payroll implications. The team continued a series of meetings with to coordinate bank file and check testing related to ACH, Positive Pay, and paper checks. We actively participated in the planning and execution of the first HRM Mock Cutover. Finally, we supported the efforts of the training team as the first in-person HRM training classes took place this month.

- Provided in person functional support to EUAT testers in Las Vegas from March 30 to April 4.
- Provided in person functional support to the training team during Payroll testing in Carson City from March 30 to April 4.
- Provided updated ACH and Positive Pay files to for verification/acceptance.
- Met with the Training team to understand their data needs and then seeded the HRM with application data, including running payroll on a subset of employees to prepare for training that starts on March 31.
- Participated in Mock 1.





- Completed iterative testing of pages as data was converted and loaded into environment.
- Completed shake down testing when Mock 1 conversion was completed.
- The converted data from this Mock is the starting place for our Parallel Payroll Iteration
 3.
- Executed the Parallel Payroll Iteration 2 testing.
 - Testing included 7 agencies that are fully on positive pay.
 - Conducted status updates with DHRM.
 - Included updates needed in the Labor Distribution process to account for a delayed NDOT go-live.
 - o interface) was tested.
 - o Continued documentation of final results, which will be shared in the first week of May.
- Built and tested configurable formulas to support.
 - Configured Interface to support employee information changes from NEATS to Advantage without SSN
 - NDOT Delay and Single Payroll Configured a default labor distribution for NDOT paychecks. This functionality was tested as part of Parallel Payroll II and will only be utilized in the event that HRM goes live ahead of the NDOT go-live.

Blockers with Resolution Plan:

- The NEOGOV Change Request has been signed but work has not been started. This was supposed to be a 9-month implementation with an October 1, 2025, go-live date. The teams are working on final revisions to get signatures so this work can get started and complete as scheduled.
- The NDOT go-live to January 2026 has created complications for payroll. The impact of the Go-Live date on HR Payroll is under assessment.

Technical

Data Warehouse updates indicate that the Human Resources Data Warehouse bridge work is 75% complete, with ongoing development for load jobs and a need to update DAWN from version 19.3 to 19.26. HRM Conversion has seen the completion of data conversion for PP3 and the HRM Mock-1 cutover, while 80% of dimension and fact table load scripts are finalized and testing is underway. Infrastructure efforts include plans to move reports and set up new accounting interfaces. Interface development is progressing with multiple interfaces nearing completion. Additionally, the BSR report complexity is increasing, and the Governor's office is assisting the teams for testing. Lastly, NDOT forms are under review, with comments being addressed and MICR printer set up for HRM checks.

- Data Warehouse:
 - HRDW bridge work in progress; 75% complete of dev for the load jobs.
 - Identified need to update DAWN from 19.3 to 19.26 and define plan for decommissioning DAWN12.
 - Delivered a new set of conversion files from the 4/4 post-pay cycle backup for Parallel Payroll-3.
 - Continued Conversion support for Parallel Payroll-3 & Mock 1.
 - Completed development and testing of the "hrdw_load_A" batch job
 - Pay details & deduction details table mapping and Dev complete.
- HRM Conversion:
 - Completed Data conversion for PP3.





- Completed HRM Mock 1 cutover.
- o Fixes for issues found in PP2 Conversion.
- 80% of the dimension and fact table load scripts have been finalized, and testing is in progress.
- Initiated work on the HRDW reports.
- NDOT Agreement and Projects conversion work continues.
- Infrastructure:
 - Aligned teams on plan to move Reports from to to and prep for Mock 1
 - Set up the GNCU accounting in CORE.NV SFTP for a new interface.
- Interfaces:
 - OPM dev completed for _____, in analysis of COBOL for ______
 CGI Dev complete for _____, Dev in progress for ______
 - Dev is almost complete on working on requirements for Troubleshooting ; hot fix projected to be ready for April 16.
- Reports:
 - BSR complexity continues to increase as better understanding of report is gained. Two
 working sessions were held with Levi, additional will be set as needed.
 - Governor's office's functional resources are assisting with BSR testing and expect to complete Adv4x training so they can do full validation.
- Forms:
 - o The NDOT forms were reviewed by the State. Review comments being addressed.
 - MICR Printer Set up for HRM Checks kicked off.PDF for testing purposes generated and in Progress.

Blockers with Resolution Plan:

- Full HRM Report List is not available.
- Continuing to identify canned reports in Adv4 versus what still needs development.

Environment and Legacy Operations

The Operations team continued to support NEATS and HR Data Warehouse tickets and issues and increased support for HRM data mapping. The team continued providing transition sessions for OPM on Environment, Nightly Cycle and Release and Container Management.

The team improved visibility of environment usage and activity with weekly updates to environment calendar and activity in each environment in CORE.NV SharePoint.

- Legacy Operations:
 - Continued support NEATS and HR Data Warehouse.
 - Increased support for HRM Conversion Team on HRM Mapping from ADV 2X to 4X.
 - Continued support for the OPM Data Warehouse team on HRM data mapping from ADV 2X to 4X.
- Environment:
 - o Completed deployments in all Project Environments.
 - o Completed preparation of the for Phase 1B Training.
 - Prepared and turned over to HRM team for timely start of Parallel Payroll 2.
 - Completed preparation of environment for HRM UAT BETA Testing.





- Transition to Steady State:
 - Conducted walkthrough CGI Solution Support Center Issue Submission Guidelines and Release Notes.
 - Conducted walkthrough of the FIN Nightly Cycle Event Tracker.
- HRM Performance Test Plan:
 - Submitted HRM Performance Test Plan for review and scheduled walk-through with OPM.
- Nightly Cycle:
 - Conducted follow up support session and transition of the Nightly Cycle Event Tracker.
- Prior Year Phase 1A Conversion support:
 - Provided and coordinated environment and cloud support for Prior Year Phase 1A Conversion

Testing

Major Accomplishments:

- NDOT UAT commenced on April 21, and now in week 2 of NDOT UAT.
- NDOT created many of their own test scripts with support from the OPM team.
- Received positive reactions from multiple NDOT Testing participants due to the ease of using the new system and the quality of the testing support from joint CGI and OPM teams.
- Completed the transition of UAT testing taking place in

Blockers with Resolution Plan:

- DEPENDENCY: HRM Security Roles and Workflows are needed for HRM EUAT by May 7. These are currently on schedule.
- NDOT script completion and script writing are in progress. Some scripts need updating before
 they can be used by testers. The execution schedule is flexing and adapting to focus on ready
 to run test scripts.

APM (Agile Project Management)

Over the past month, our team has made significant strides in supporting and enhancing our agile project management practices across the program. We continued to provide dedicated support for the onboarding of three new Scrum Masters, ensuring a smooth integration into our teams and fostering a collaborative environment. In addition, we worked closely with all teams to normalize Jira status workflows, promoting consistency and clarity in our tracking and reporting processes. To further strengthen our operational standards, we developed comprehensive process documentation, establishing clear guidelines and best practices that will benefit the program

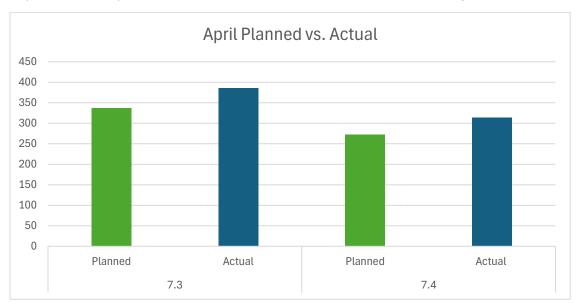
- Risk Management and Documentation:
 - o Documented post-planning risks for enhanced transparency and alignment.
 - Captured all work in Jira, adhering to the agreed-upon structure.
- Team Development:
 - Continued onboarding of three new Scrum Masters.
 - Enabled effective team-level reporting at the program level.
 - Facilitated early identification and addressing risks and issues.
- Enhanced Collaboration:
 - Established a weekly Scrum of Scrums.





- o Fostered improved cross-team communication and cooperation.
- Phase 2 Preparation:
 - Initiated alignment of scope and Jira structure.
 - Laid groundwork to support program reporting and team alignment.
- Jira Update
 - Conducted interviews with various teams to identify most used Jira statuses. This will enhance data accuracy and improve program-level reporting.
 - Continued working with the PMO to align project hierarchy and field usage within Jira, ensuring accurate and consistent data reporting across the program
 - Developed comprehensive Jira process documentation to standardize status definitions and support alignment across all teams

The following graph shows the planned vs. actual work the program teams completed over the last month. Teams were facing challenges to ensure all work was accounted for in Jira and since adding resources (scrum master) to support each team to ensure all work is accurately accounted.



Organizational Change Management (OCM) and Communications

This month, the Organizational Change Management (OCM) team continued to drive end-user adoption of the new system through strategic engagement, communication, and support of key project initiatives. Key highlights include hosting the April CAN Member Event and multiple Staff Coffee Talk events with top state departments, fostering open dialogue and increasing agency readiness through tailored presentations. To further support user adoption, three HRM Video-Demos were produced to improve system familiarity, while comprehensive training and communication data were collected to assess user readiness and optimize future efforts. Ongoing maintenance of the SharePoint site ensured stakeholders had access to current project resources, and cross-functional collaboration with HRM, FIN, and training teams helped align messaging and anticipate change impacts.

- Change Agent Network (CAN):
 - Held CAN Member Meeting on April 9.
 - Distributed five CAN Channel Blasts





- Held a CAN Member Meeting on April 9 that was complemented by the distribution of five CAN Channel Blasts that provided weekly updates on key activities and upcoming information.
 - Strategic planning sessions were conducted with the OPM team to identify the most effective approaches for engaging and motivating CAN members, fostering strong collaboration and goal alignment. To support these efforts, comprehensive presentation decks and supplementary materials were developed to clearly communicate strategy and key messages, ensuring all stakeholders remain wellinformed and aligned.
- Staff-level Coffee Talk Events:
 - Hosted a series of Staff Coffee Talk events designed to engage directly with the Top 15 Departments. We developed and delivered customized presentation decks featuring project updates, system insights, and department-specific content. These tailored materials help attendees understand the impact of the new system on their roles, foster transparency, address department-specific concerns, and promote a smoother, more informed transition.
 - Top 15 Nevada State Departments by Employee Headcount.
 - Business and Industry
 - Department of Employment, Training and Rehabilitation
 - Department of Health and Human Services
 - Nevada Department of Corrections
 - State Treasury Office
 - Department of Taxation
 - Department of Education
 - Department of Motor Vehicles
 - Department of Public Safety
 - Department of Conversation and Natural Resources
 - Nevada Department of Wildlife
 - Department of Agriculture
 - Nevada Department of Transportation
 - Public EMPLOYEES' Benefits Program
 - Department of Administration
 - Coffee Talk Events Held in April:
 - April 2: DMV Staff Coffee Talk
 - April 9: Payroll Staff Coffee Talk
 - April 10: DPS Staff Coffee Talk
 - April 10: All DHRM Town Hall
 - April 16, DOC Staff Coffee Talk
 - April 17: Central Records Town Hall
 - April 22: Health Exchange Staff Coffee Talk
 - April 23: COPE DHHS Staff Coffee Talk
 - April 24: DCNR Staff Coffee Talk
 - April 24: DETR Staff Coffee Talk
- HRM Video-Demos:
 - Produced three HRM Video-Demos to increase user confidence and streamline adoption of the new system. Included demonstration of the process of adding new employees to the HRM system, updating employee names, and modifying employee statuses.
- Data Collection & Metrics:
 - Compiled and presented March OCM communications sent, change impacts, active
 Phase 1A end users, and SharePoint Website numbers for March.





- Collected and analyzed end-user training data, including daily attendance and survey feedback, to assess user engagement, readiness for go-live, and opportunities to enhance training effectiveness.
- Tracked the date, activity, stakeholder audience, and objective of all Phase 1B communications.
- SharePoint Maintenance:
 - Maintained and updated the SharePoint site with new documents, timelines, demos, training materials, and other relevant content to ensure stakeholders had access to the latest information, supporting continuous learning and ongoing project progress.
- Internal Project Support:
 - Participated in training team meetings to strengthen collaboration between OCM and Training, ensure clear communication, and validate the accuracy of training data and materials.
 - Provided ongoing support to the HRM team by monitoring change impacts, coordinating communications, and ensuring alignment on messaging and readiness activities.
 - Engaged with the FIN team, including NDOT stakeholders, to share OCM insights, anticipate change impacts, and provide guidance on communication and engagement strategies.
 - Attended HRM EUAT stand-up meetings, stay informed on testing progress, and identify potential blockers that may impact end-user readiness or communication needs.

Blockers with Resolution Plan:

- ListServ System
 - The ListServ system has been experiencing delivery issues due to mail server restrictions, resulting in blocked communications. To address this, the team is transitioning to Microsoft SharePoint Lists. A solution, tested internally and expected to resolve the issues, is scheduled for external testing this Friday, May 2nd.

Training

The Training team submitted Phase 1B HRM training course, and the first course recording, for initial State review, the Payroll Administration for Central Payroll is with the State for initial review and a walkthrough for select DHRM staff is in the scheduling process. The training team has continued to identify and develop targeted HRM job/training aids and is actively monitoring end-user course registration, attendance, and data collection.

- Submitted Phase 1B HRM Instructor-Led Training materials for the 8-hour Payroll
 Administration for Central Payroll ILT course. The State is in the process of scheduling a
 walkthrough with select DHRM staff before submitting the final course materials.
- Submitted Position Control course recording for initial State review.
- Personnel Management course recording is in process.
- ILT End-User Data (as of 04/25/2025):
 - Opened HRM 36 2-hour Practice Lab sessions for Carson City and Las Vegas HRM end-users. Each session is 2 hours.
 - Practice Lab registration is currently at 105 seats filled.
 - Ongoing course registration communication to Agency/Department Leadership.
 - Completed delivery of 22 of 39 HRM ILT courses offered in Phase 1B with 200+ unique end-users from 42 agencies.





- End of April Registration data:
 - Two ILT courses were cancelled due to low enrollment. Registered participants (5 endusers between the two courses) were supported in registering for a new session.
 - Position Control: identified end-users: 39, enrolled identified end-users: 25, total enrolled: 35.
 - Personnel Management: identified end-users:192, enrolled identified end-users:149, total enrolled: 251.
 - Payroll Administration for Payroll Clerks: identified end-users: 372, enrolled identified end-users: 172, total enrolled: 253.
- Delivered the April Teams State Trainer Forum.
 - o Purpose: Supporting End-User Adoption.
 - Participants included: 13 State SMEs and OPM team members attended the Teams Forum; participants were from the following departments: DHRM, NDOT, SCO, DMV, and OPM.
- Continued coordinated OPM UAT, DHRM, and Training work for Phase 1B CORE.NV end-user job/training aids, including:
 - Completed 13 Job Aids (available to end-users on the State SharePoint site):
 - Phase 1B HRM Transactions
 - Phase 1B Transaction Actions
 - Phase 1B General Navigation
 - Phase 1B Phases & Statuses
 - Phase 1B Keyboard Shortcuts
 - Phase 1B File Attachments
 - Phase 1B HRM Transactions
 - Phase 1B PM Transaction Crosswalk
 - Phase 1B System Feedback Ribbon: Messages, Warnings & Errors
 - Phase 1B Tips and Tricks
 - Phase 1B MASS Change Request
 - Phase 1B Employee Accounting DEPTA
 - Phase 1B HRM Payroll Related Research
 - o 6 Job Aids & 2 videos are in Development:
 - Submitting a New Hire (classified, unclassified, non-classified)
 - Transfer from Temporary to Permanent Status
 - Secondary Appointments
 - How to Fix Errors from Prior Pay Period
 - Phase 1B Multiple Personnel Actions on an ESMT
 - HRM Workflow using an ESMT transaction (video)
 - CORE.NV Reports including the distinction between Advantage Insights and Advantage Reports (video)

Blockers with Resolution Plan: None

30, 60, and 90-Day Look Ahead (Deliverables)*

* The Look Ahead details are subject to Phase 1B schedule updates.

May 2025

- Monthly Status Report #19 Submission 5/2/2025
- P1B Readiness Assessment Checklist Approval 5/5/2025





- EUT Monthly Progress Report April Submission 5/8/2025
- P1B Performance Test Execution Month 1 − 5/9/2025
- P1B Performance Test Execution Month 2 5/19/2025
- P1B UAT Support Month 4 (Parallel Payroll) Submission 5/30/2025
- P1B Build Stage Complete 5/23/2025
- P1B Performance Test Results Submission 5/28/2025

June 2025

- Monthly Status Report #20 Submission 6/3/2025
- P1B Cutover Plan and Checklist Submission 6/4/2025
- P1B UAT Support Month 3 6/6/2025
- P1B Performance Test Execution Month 3 (Results) 6/11/2025
- EUT Monthly Progress Report May Submission 6/12/2025
- Readiness Assessment Submission 6/23/2025
- P1B Achieve Stage Complete 6/30/2025

July 2025

- Monthly Status Report #21 Submission 7/3/2025
- P1B Hypercare Support Month 1 7/29/2025





High Level Status:

