

## Monthly Status Report

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|--|--|
| Reporting Month:                                   | March 2025   |
| Report Number:                                     | 018  |
| Submission Date:                                   | 04/02/2025   |
| Project:   | State of Nevada Full Suite Advantage 4 System Integration  |
| Project Leadership:                                | <div>██████████ [Program Director, CORE.NV Project]</div> <div>██████████ [Project Manager, CGI]</div>   |
| Author:  | ██████████ [PMO Lead]  |
| Project Status: <span style="color: red;">●</span> | <p>The Project Team completed Post Go live Cutovers successfully. HRM UAT for beta testers began on multiple sites. The team continues efforts on automating conversion runs with focus on HRM Parallel Payroll 2. Department of Transportation Financial go-live will be in January 2026. Key stakeholder engagement is actively in progress.</p> |

\*Green – On Track | Yellow – At Risk | Red – Off Track

### Summary

For the month of March, the team began drafting the Event Tracker for CORE.NV Financial Production support under the leadership of the State's Release Manager, while continuing to support any issues with focus on knowledge transfer to the State's team.

The workstream teams began leveraging Jira to document project work with the new ticket hierarchy. The scrum masters in each respective teams are a major driving force behind the efforts to allow Team Leads to focus on Build work.

A notable accomplishment by the teams was the completion of Post Go-Live cutover of Open Balances, Prior Year Actuals, and Prior Year Manual Disbursement conversions. Transactions were submitted into CORE.NV Financial with a successful Snowflake Replication.

Other updates include new resources onboarded for the Training team, and Check form updates were approved and successfully implemented in CORE.NV Financial Production.

The team began actively preparing for Parallel Payroll 2, and the efforts to capture Payroll requirements from NDOT. HRM User Acceptance Testing kicked off with Beta testers on multiple sites; to date, no major issues have been encountered.

### Project Management Office (PMO) Activities

The PMO focused on March deliverables to fulfill contractual requirements, schedule management activities, and PMO operations. The team worked with Jira administration group to implement the decision-lite process. The PMO also initiated process improvement in risk identification and risk transition to issue criteria. The PMO continues to work on Phase 1B schedule updates as well as alignment between MS Project and Jira.

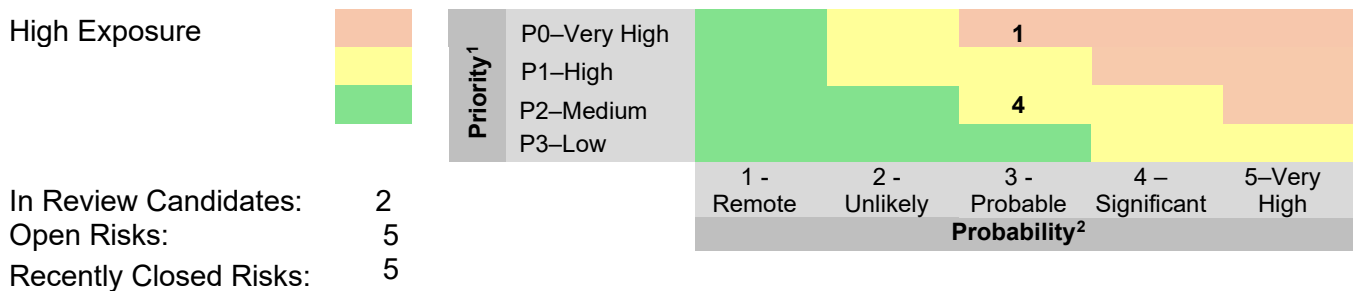
## PMO Operations

- CGI PMO onboarded and offboarded CGI project staff for the project:
  - Onboards (1)
    - Conversion Support
  - Offboards (6)
    - Training Technical Writer
    - Phase 2 Support Member (3)
    - Cost Accounting SME
    - Conversion Developer
- 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 03/31/2025.

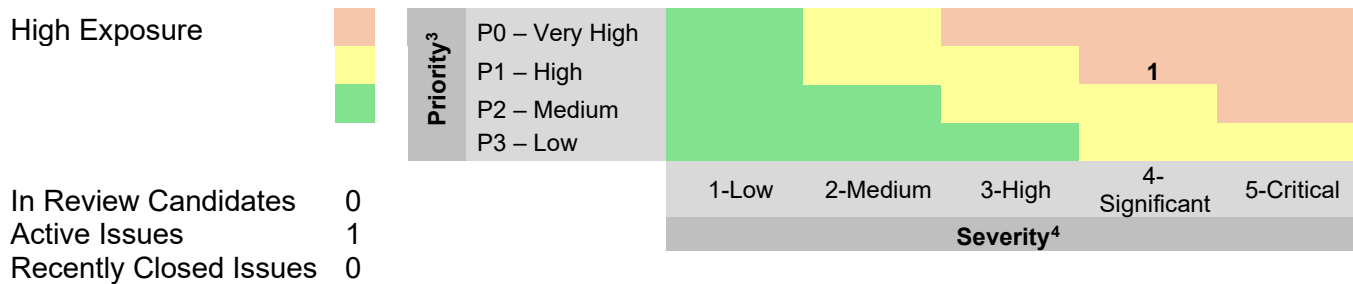
### Project Risk Heat Map and Register



<sup>1</sup> 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.

<sup>2</sup> Risk Probability: Likelihood or chance that a specific risk will occur.

### Project Issue Heat Map and Register



| Risk # | Description | Status | Response Status | Priority | Severity |
|--------|-------------|--------|-----------------|----------|----------|
|        |             |        |                 |          |          |
|        |             |        |                 |          |          |
|        |             |        |                 |          |          |

<sup>3</sup> 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.

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

## Project Decisions

Project Decisions are logged and maintained in Jira. Figures were pulled on 03/31/2025.

|                          |   |
|--------------------------|---|
| In Review Candidates     | 0 |
| Active Decisions         | 0 |
| Recently Closed Decision | 1 |

## Schedule Management & Deliverables

- The following March project deliverables were submitted or approved by OPM:
  - P1B Implementation Assessment Document – Approval 3/10/2025
  - EUT Monthly Progress Report February – Approval 3/11/2025
  - PI6 Completion Report – Approval 3/19/2025
  - Monthly Status Report #17 – Approval 3/23/2025
  - P1B UAT Support Month 1 – 3/24/2025
  - P1B Training Support Month 3 – 3/24/2025

## Scope Management

- Approved Change Requests:
  - CR020\_Snowflake and Power BI licenses*: Approved on March 12. Fulfillment of license has an estimated completion time of three weeks. OPM will be notified once licenses are ready for assignment to developers.
- In Progress Change Requests:
  - CR015\_NeoGov LMS*: In Progress. The Change Request was approved by the Change Control Committee. Brian will be presenting the CR to the Executive Committee on April 1<sup>st</sup>. NeoGov and The State agreed on flowdown terms that will be included in the contract amendment. The amendment will be submitted for approval upon approval of the change request.
  - CR021\_Local Support Services*: CGI and the State aligned the details of the ramp up plan. Change Request is in review for Change Control Committee approval.
- New Change Requests:
  - Phase 2 Realignment*: Realignment of Contracted Phase 2 scope to Roadmap Plan.

## Financial

The focus for the Financial team was to continue to support the CORE.NV Production system as well as continue the Phase 1C configuration for NDOT.

### Phase 1A Ongoing Support

The ongoing support of the CORE.NV [REDACTED] environment includes CGI working on tickets in multiple areas (see below), as well as weekly Disbursement Request meetings with key stakeholders to confirm we continue to be on track for Vendor Payments.

Resolved 1A Support Tickets by Area:

- Accounts Payable: 12
- General Accounting: 4
- Fixed Assets: 6

- Procurement: 4
- Security: 10

### **Phase 1C Configuration**

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

- Accounts Receivable (AR):
  - Led AR Build meetings for Phase 1B go-live.
  - Provided mockup Invoice, Past Due Invoice, and Collection Letter for review and potential changes to the forms.
- Security & Workflow:
  - Led build sessions for NDOT and HRM Security and Workflow.
  - Supported all weekly build/configuration sessions for NDOT to ensure security has all the information necessary to build roles and provide input where needed.
- 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 [REDACTED] environment.
  - Loaded FY2026 COA tables that differ for prior fiscal years in [REDACTED] environment.

### **Blockers with Resolution Plan:**

- Developed solution to resolve Budget Control Constraint issue related to Budget Override (BOVR)
  - Resolution Plan: Update Budget Constraint [REDACTED] formula in test environment then create budget and accounting transactions for positive/negative testing results. Once the testing provides expected results, time will be scheduled during [REDACTED] downtime to implement the solution.

### **Human Resource Management (HRM)**

In March, the HRM team focused on preparing for Parallel Payroll Iteration 2 and supporting EUAT testing. The team also revisited some configuration and build work associated with the 2x State Custom documents [REDACTED]. The team supported the Training team and Tech teams as they prioritized and began development of forms, reports, interfaces, and HRDW. Also began meetings with NDOT following the push of their go live to 1C to determine the impacts to the Advantage 4 payroll approach. Finally, the team began working with Wells Fargo to identify contacts that will work on validating ACH files, Positive Pay files and check forms.

## Major Accomplishments:

- Provided functional support both in-person and via Teams to the EUAT testers for 3 weeks of EUAT testing in Carson City.
- Supported the move of HRM EUAT from [REDACTED], this included working with the Environment team to plan the move and providing shakedown of the environment prior to the first week of Beta EUAT.
- Met with the Training team to understand their data needs and then seeded the [REDACTED] HRM with application data, including running payroll on a subset of employees to prepare for training that starts on March 31.
- Built and tested configurable formulas to support
  - Entering contractors into HRM 4.x with a leading 'C' in their assigned Employee ID.
  - Entering \* automatically in Appointment ID to prevent user frustration in having to have to backspace to be able to type into this field.

## Blockers with Resolution Plan:

- The NEOGOV Change Request has not yet been signed. 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.
- An issue was discovered in the ACH file produced from Advantage 4 payroll that is preventing verification of the format by [REDACTED], this is also impacting the verification of the Positive Payroll file. A critical baseline Advantage Issue has been raised and escalated.
- The bank information on the Paycheck Form that was sent to [REDACTED] for verification was from July 2024 payroll run and as such did not include January 1, 2025, bank changes, a new check form will be provided utilizing the January 24, 2025, payroll data.
- The push of NDOT go live to January 2026 has created complications with the single payroll number approach that was planned for 1B MVP. The HRM team will continue to meet with the FIN team, NDOT, Payroll SMEs and project management to define the scope and approach. Resolution plans include the following to take place in an aggressive manner to get us back to a place where we understand the work needed to accomplish go-live in June:
  - There will be a comprehensive list of questions coming from CGI for NDOT to answer. Those need to be turned around as soon as possible upon receipt.
  - CGI requires their team to have full access during the next payroll run to closely observe the entire process at both NDOT and DHRM Central Payroll.
  - A point person from NDOT who understands the payroll process in detail was identified as a resource to coordinate all the discovery work from here on out.

## Technical

The Technical team focused on completing the HRM conversion for Parallel Payroll-2 and Post Go live Cutovers of Open Balances and Prior Year Actuals and Manual Disbursements(MDs). The team also focused on requirements gathering and designing of HRM Interfaces required for Parallel Payroll.

## Major Accomplishments:

- FIN – Conversion:
  - Completed the post go-live Cutover of Open Balances, Prior Year Actuals and Prior year Manual Disbursement conversions. Over a million transactions were tested and loaded in production with a Successful Snowflake Replication.
  - Continued progress for the design and development for NDOT Conversions of Projects, Grants, and Agreements.

- HRM – Conversion:
  - HRM Conversion for Parallel Payroll – 2 with fixes for issues found in Parallel Payroll –1 nearing completion.
  - HRM Conversion runs were automated successfully.
- HRM and FIN – Interfaces:
  - Development nears completion for the identified interfaces required for Parallel Payroll 2.
- FIN and HRM – Forms:
  - Remittance Advice Enhancements completed and deployed to [REDACTED].
  - HRM Payroll Check development completed and ready for review to be tested by [REDACTED].

### Blockers with Resolution Plan:

- The Technical team continues to work with Report stakeholders to collect reports that need to be in scope for Phase 1B development and identify the remaining interfaces for CGI to build

## 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.

### Major Accomplishments:

- 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:
  - Completed [REDACTED] GA Container deployments in all Project Environments.
  - Completed preparation of the [REDACTED] Environment for Phase 1B Training.
  - Prepared [REDACTED] Environment and turned over to HRM team for timely start of Parallel Payroll 2.
  - Completed preparation of [REDACTED] 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:

- Continued work on HRM EUAT, including Position Control with GFO (first time in the system).
- Beta Testers met in Carson City, NV, in the last week of March.
- Received positive reactions from multiple HRM Testing participants from various agencies due to the ease of using the new system and type of support from joint CGI and OPM teams.
- Began transition from testing in [REDACTED]
- Started week 4 of 8 for HRM EUAT – Beta Testers in Carson City this week.

### Blockers with Resolution Plan:

- DEPENDENCY: HRM Security Roles and Workflows are needed for HRM EUAT by May 7.
- NDOT script completion and script writing are in progress.

## APM (Agile Project Management)

The Agile Project Management (APM) team played a crucial role in the successful launch of PI7 this March. The team provided vital support across various areas, demonstrating our commitment to program's success and Agile best practices.

### Major Accomplishments

- PI7 Kick-off Support:
  - Offered expert guidance on backlog creation.
  - Facilitated sprint planning activities.
  - Ensured accurate documentation within the established Jira hierarchy.
- Risk Management and Documentation:
  - Documented post-planning risks for enhanced transparency and alignment.
  - Meticulously 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.
  - 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.

These accomplishments underscore the APM team's dedication to supporting the program and our commitment to its success. By focusing on effective planning, documentation, and collaboration, we continue to drive Agile principles and practices throughout the organization.

## Organizational Change Management (OCM) and Communications

The Organizational Change Management (OCM) team conducted several key activities to support organizational readiness and engagement, including surveys, job aids, and communication events, to assess and enhance organizational readiness and engagement. The team developed and analyzed a Change Readiness Survey to assess preparedness across agencies and identify areas for improvement. Additionally, they created job aids and support materials, such as the CoA Crosswalk and



Transaction Filter Job Aid, to assist end-users in understanding system changes. The team also facilitated communication through the Quarterly Leadership Event and Change Agent Network activities, ensuring stakeholders were informed about project updates. These efforts helped maintain an informed and engaged community throughout the change process.

### Major Accomplishments:

- Developed and analyzed a Change Readiness Survey that was sent to all HRM end-users. This survey helps us gauge overall preparedness as well as the preparedness of individual agencies. It also helps us understand and address issues and change impacts.
- Gathered and analyzed change impacts to identify actions for mitigation of issues.
- Developed job aids for customizing the COA Column View for [REDACTED] to support end-users in customizing their view of the Budget Query Inquiry Page Chart of Account column headers to resemble DAWN Budget Status Report.
- Developed NDOT CoA Crosswalk to illustrate terminology changes between current and future state.
- Developed deck for the Quarterly Leadership Event informing State leadership of project updates, expected impacts, and other pertinent information.
- Developed Director Coffee Deck to support Project Director's meetings with State Leadership.
- Created Transaction Filter Job Aid to inform users of the process to view transactions by their department only.
- Provided ongoing SharePoint maintenance ensuring the site is updated with any new materials and project information.
- Created deck for the March Change Agent Network section communicating new approach for Phase 1B and assigning specific actions to the CAN members so they can effectively engage and communicate with their agencies.
- Created March Newsletter providing an overview of all project activities (at a high level) and key updates as part of ongoing communications activities to keep users informed and engaged with the project.
- Produced All State Employees and Statewide Leadership memos following the Quarterly Leadership Event.
- Started conducting staff level coffee talks as part of the Change Agent Network ongoing activities. This entailed coordinating with CAN members from various agencies, meeting onsite at the agencies, identifying areas of concern or interest in the project, and providing insights into process changes and expected impacts.
- Provided support and materials for the upcoming Tech Day in April to help promote the project and create engagement.

### Blockers with Resolution Plan:

- [REDACTED] System: The [REDACTED] system is experiencing issues where emails are not being delivered to intended recipients due to mail server restrictions, resulting in blocked communication. To resolve this, the team is transitioning to Microsoft SharePoint Lists. We are collaborating with the Office of the Chief Information Officer (OCIO) to review necessary materials and action items for implementing this new solution, which will ensure reliable delivery of communication and eliminate mail server-related issues.

### Training

The Training team finalized and submitted Phase 1B HRM training materials completing the 4-step review process, which included a guided SME walkthrough, for each of the three primary HRM courses.

Developed a collaborative process with OPM UAT, DHRM, and training to identify targeted HRM Job Aid development. The team continued monitoring of end-user course registration resulting in an OCM communication collaboration incorporating leadership support.

### Major Accomplishments:

- Finalized Phase 1B HRM Instructor-Led Training materials for Position Control, Personnel Management, and Payroll Administration for Payroll Clerks.
- ILT Course Registration:
  - Partnered with OCM on communication to Agency/Department Leadership.
  - End of March (3/22-26/25) Registration metrics:
    - Position Control: 46 identified end-users, 72 seats available, 33 enrolled.
    - Personnel Management: 196 identified end-users, 285 seats available, 212 enrolled.
    - Payroll Administration for Payroll Clerks: 427 identified end-users, 525 seats available, 182 enrolled.
- Conducted a guided walkthrough of the ILT Payroll Administration course for State SMEs. The guided walkthrough resulted in the creation of Payroll Administration for Payroll Clerks course and Payroll Administration for Super Users.
- Delivered the March In-Person State Trainer Forum.
  - Purpose: Alicia Mountjoy Reif led a system walkthrough for Creating a New Employee to demonstrate how State Trainers can maximize their UAT experiences to support end-user resource development.
  - Participants included: 15 State SMEs and OPM team members attended the in-person Forum; participants were from the following departments: DHRM, NDOT, SCO, NDOT, DMV, and OPM.
- Coordinated OPM UAT, DHRM, and Training work for Phase 1B CORE.NV end-user Job Aids.

### Blockers with Resolution Plan:

- Ongoing Registration Management: Implemented a targeted communication strategy to ensure end-users are aware of requirements and training dates. This includes:
  - Training Emails: Regular updates and reminders sent directly to end-users.
  - OCM Communication: Collaborate with OCM to inform Agency/Department leadership about training schedules and importance.
  - OCM CAN Support: Utilize coffee talks and town halls to engage end-users and address any concerns or questions.
  - OPM Leadership Support: Ensure OPM leadership is actively involved in promoting and supporting the training initiatives.

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

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

#### April 2025

- Monthly Status Report #18 – Submission 4/2/2025
- Performance Test Plan Complete – 4/2/2025
- EUT Monthly Progress Report March – Submission 4/10/2025
- P1B Readiness Assessment Checklist – Submission 4/17/2025
- P1B UAT Support Month 2 – 4/25/2025

**May 2025**

- Monthly Status Report #19 – Submission 5/2/2025
- 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 Month 4 – Submission 5/28/2025
- 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
- EUT Monthly Progress Report May – Submission 6/12/2025
- Readiness Assessment – Submission 6/23/2025
- P1B Achieve Stage Complete – 6/30/2025

## High Level Status:

- Overall Project Timeline
  - P1A Financial Management
  - P1B Financial Management NDOT
  - P1B Human Resource Management

