


Monthly Status Report

Reporting Month:	May 2025
Report Number:	020
Submission Date:	06/03/2025
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:	██████████ [Deputy Project Manager, PMO Lead]
Project Status: 	<p>The project leadership determined on the new go-live date of October 20, 2025, the readiness checklist and action items preceding/enabling go-live are being planned accordingly.</p> <p>The project team completed Program Increment 8 planning on site during the week of May 19th, the Big Room planning method continued to be a success and the collaboration between team members has been remarkably improved. The team agreed on the PI8 plan, in addition, Risks and Issues were raised and mitigation plans are in place.</p> <p>User Acceptance Testing continues for Phase 1B, HRM Users began to test Security and Workflow setup during the week of May 27, no major issues have been found as of the reporting date. The team continues to receive positive feedback from NDOT UAT participants.</p>

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

Summary

In May, the project team continued to advance critical milestones across multiple workstreams, ensuring readiness for upcoming implementation phases. The Financial team maintained operational stability while driving Phase 1C configuration efforts for NDOT, supporting vendor payments, SEFA reporting, and UAT testing. The HRM team participated in the mock effort, including analysis of the first mock and planning of the second mock, scheduled for early June. The team also helped to build the readiness assessment checklist and attended the scheduled readiness assessment calls. The third iteration of Parallel Payroll was executed, and final analysis is in progress. The team continued a series of meetings with ██████████ related to approving test ACH and Positive Pay files as well as paper checks. The HRM team provided technical and functional guidance on recommending an optimal go live date in the October timeframe.

The Technical team progressed in system development, refining conversions, reports, and interfaces, while testing efforts ramped up with NDOT and HRM UAT cycles, yielding positive feedback. During the week of May 19, the workstream teams met for PI8 planning sessions in Carson City, Nevada. The Training team finalized Phase 1B materials and adapted strategies to NDOT's revised go-live. Collectively, all teams remain aligned, mitigating risks, and preparing for upcoming deployment phases.

Project Management Office (PMO)

The PMO focused on May deliverables to fulfill contractual requirements, schedule management activities, and PMO operations. The team worked on four Change Requests including a Completion Report for PI7, Alignment of the FY25 Deliverables, and Phase Transformation for HRM and FIN. PMO established the core team for the NeoGov implementation, of which will kick-off in June. Additionally, we were able to establish rules and guidelines related to the Jira hierarchy structure to allow for integration with MS Project for future Project Schedule alignment. Targeting June 17, 2025, for demonstration.

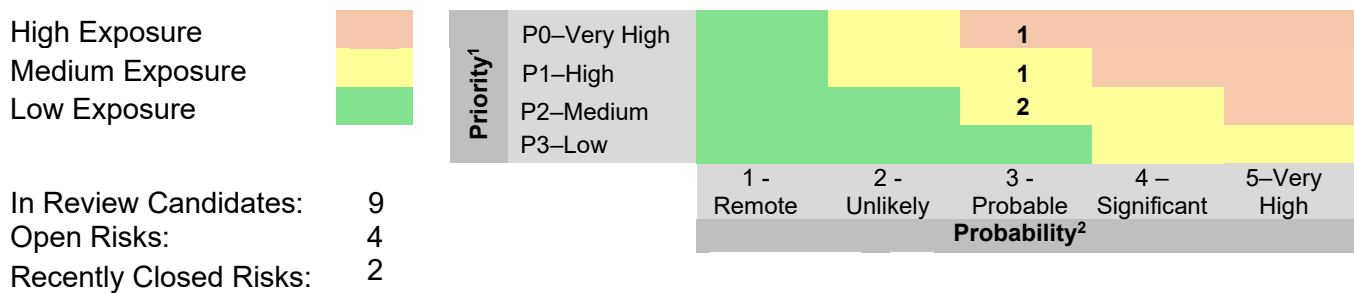
PMO Operations

CGI PMO has zero onboards and offboards of CGI project staff for the project during May.

Project Risks and Project Issues

Project Risks and Project Issues are logged and maintained in Jira. Metrics and Heat Map figures were pulled on 05/30/2025.

Project Risk Heat Map and Register



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.

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

		Severity ⁴					
		1-Low	2-Medium	3-High	4-Significant	5-Critical	
High Exposure	<div> <div></div> <div></div> <div></div> </div>	P0 – Very High					
		P1 – High					
		P2 – Medium				1	
		P3 – Low					
In Review Candidates	0						
Active Issues	1						
Recently Closed Issues	1						

Issue #	Description	Status	Response Status	Priority	Severity
████████	████████████████████	████████	████████	████████	████████████████
██████	████████████████████	████████████			██████
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In Review Candidates	0
Active Decisions	0
Recently Closed Decision	9

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

Schedule Management & Deliverables

- The following May project deliverables were submitted or approved by OPM:
 - P1B Readiness Assessment Checklist – Approval 5/6/2025
 - EUT Monthly Progress Report April – Approval 5/7/2025
 - P1B Performance Test Execution Month 1 – 5/9/2025
 - P1B Performance Test Execution Month 2 – 5/21/2025
 - Monthly Status Report #19 – Approval 5/28/2025
 - P1B Performance Test Results – Submission 5/28/2025
 - P1B UAT Support Month 4 (Parallel Payroll) – Submission 5/30/2025

Scope Management

- In Progress Change Requests:
 - *CR022 - CORE.NV Phase 2 HRM Transformation:* In Progress. Realignment of Phase 2 scope to the Strategic Roadmap Plan.
 - *CR023 - CORE.NV Phase 2 FIN Transformation:* In Progress. Realignment of Phase 2 scope to the Strategic Roadmap Plan.
 - *CR024 - CORE.NV Phase 1B Go-Live Project Schedule Extension:* In Progress. Change go-live date of P1B HRM to October 2025.
 - *CR025 - CORE.NV Additional Completion Report Deliverable - Phase 1B:* In Progress. Adjust FY25 Deliverables.

Financial

We have been focused on supporting the CORE.NV [REDACTED] environment while advancing the Phase 1C configuration work for NDOT. In May, the team maintained ongoing operational support for Phase 1A, including weekly Disbursement Request meetings and collaboration with OPM and SCO on SEFA Reporting due in June. No new support tickets were raised during the month, and ad hoc inquiries were addressed as needed. Concurrently, Phase 1C efforts concentrated on finalizing configuration and testing activities across multiple functional areas to ensure readiness for the upcoming go-live. In parallel, the team continues to advance the Phase 1C configuration efforts for NDOT.

Phase 1A Ongoing Support

The ongoing support of the CORE.NV [REDACTED] environment includes CGI continuing to run the weekly Disbursement Request meetings with key stakeholders to confirm we continue to be on track for Vendor Payments. In May, the team continued to work directly with OPM and SCO on SEFA Reporting Strategy which is required in June. There were no new Phase 1A support tickets for CGI to resolve in the month. The team continued being available for any Phase 1A questions that were presented via Teams chat and/or email.

Phase 1C Configuration

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

- Accounts Receivable (AR):
 - Presented Accounts Receivable recap deck to NDOT to satisfy work item [REDACTED].
 - UAT Support:
 - Provided support to AR script writing teams by addressing their inquiries.

- Provided On-line support for NDOT UAT for Sprints 7.5 & 7.6.
- Configured and wrote SIT script to satisfy work item [REDACTED]
- AR end-to-end script support continued.
 - Completed work item [REDACTED]
- Continued testing Invoice, Past Due Invoice, and Pre-Collection Forms.
 - AR forms were reviewed by [REDACTED] and required minor changes. Once [REDACTED] can update the forms, Financial Team will present them to NDOT.
 - [REDACTED]
- General Accounting:
 - Reviewed Annual Close to satisfy work item [REDACTED]
- Security & Workflow:
 - Continued HRM build sessions for security and workflow. Completed all security roles and most of the workflows that will be required for HRM (remaining workflows require additional configuration from functional).
 - Uploaded HRM security and workflow to [REDACTED] and passed over to NV users for testing.
 - Configured NDOT Agreements Business Role and Homepage.
 - Supported the state asking for support for critical changes to BOVR.
 - Researched and configured the solution to control component level security.
- Agreements:
 - Completed conversion logic for the agreement conversion effort.
 - Configured Termination Transaction (TM) to meet GAP found for the Agreement Solution.
 - Supported in UAT Test activities answering every question asked and helping with NDOTs knowledge of the system.
 - Supported interface development for legacy PV system to Advantage 4X.
 - Presented overview of Agreement Solution to NDOT & OMP teams on May 29th.
- 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: None

Human Resource Management (HRM)

The HRM team focused on supporting the Mock 1 effort, executing Parallel Payroll Iteration 3, and supporting the Technical team's builds. The team continued a series of meetings with [REDACTED] to coordinate bank files and check testing related to ACH, Positive Pay, and paper checks.

Major Accomplishments:

- ACH and Positive Pay:
 - Got approval for updated ACH and Positive Pay files to [REDACTED]

- Obtained tentative approval for Positive Pay file with a few minor changes requested, those changes were made and is back under review with [REDACTED]
- Mock:
 - Reviewed of Mock 1, HRM only.
 - Participated in planning Mock 2, HRM and FDOT, scheduled to start first week in June.
 - Completed scheduling of Mock 3 so it feeds into a 4th iteration of Parallel Payroll.
- Parallel Payroll:
 - Executed the Parallel Payroll Iteration 3 testing.
 - Included 7 agencies for testing that are fully on positive pay.
 - Conducted status updates with DHRM.
 - Assumed NDOT go-live with HRM
 - Included full FIN budgets for Labor Distribution testing.
 - Continued documentation of results, which will be shared in June.
- PI8 Planning Event:
 - Executed a successful PI8 Planning Event, the PI8 plan which was accepted by leadership.
 - Included a 4th iteration of Parallel Payroll in August to test NDOT July 1, 2025, changes.
 - Included Interface testing at SIT and UAT levels.
 - Included NEOGOV kickoff and discovery.

Blockers with Resolution Plan:

- Risk CORENV-11061. 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

The Technical team continued to focus on development of Conversion for HRM and NDOT, Development of Forms, Reports, and Interfaces. The team travelled to Carson City to participate in PI Planning activities and successfully produced a PI8 Plan.

Major Accomplishments:

- HRM Conversion:
 - Completed data conversion for Parallel Payroll 3.
 - Kicked off preparation for joint HRM and NDOT Mock 2 cutover.
 - Completed Conversion Refinements fixes on several HRM tables, like Deposit Schedule, Position Authorization, Pay Policy Event Type.
 - Developed and automated multiple conversion table groups to help in Mock and go-live Cutovers. Automated validation will be covered for more tables in upcoming sprints.
- NDOT Conversion:
 - Completed development of core logic for Agreements Conversion. Agreements Conversion is a large area broken down to Payable Agreements, Non-Monetary Agreements, Agreements, Receivable Agreements and Delivery orders.
 - Continue testing and working with the State on resolving Vendor Related errors on Agreements.
 - Continued progress on CACT Conversion for NDOT.
 - Completed primary development of Stage 1 and Stage 2 of NDOT Open Projects. Testing and Code refinement are in progress.
- Interfaces:

- Development of the core logic completed for 10 Interfaces. The next step is to move the interfaces to [REDACTED] and add them to Nightly cycles.
 - Completed development for the Financial Budget Interface that is required to be run in the month of July.
- Reports:
 - Supported the State on BSR Report.
 - Continued process for development of Advantage Insight reports.
- Forms:
 - Addressed feedback comments for the NDOT forms.
 - Completed Payee Validation Changes on FIN Check Form.
 - Completed preparation for HRM Checks to be sent [REDACTED] after incorporating corrections and revisions to the MICR Line.

Blockers with Resolution Plan:

- HRM Conversion may require rework with updated NDOT COA for FY2026. Setting up meetings and working with the State teams to understand the impact and to prepare ahead.

Environment and Legacy Operations

The Operations team continued to support NEATS and HR Data Warehouse tickets along with addressing issues and increased support for HRM data mapping. The team improved visibility of environment usage and activity with updates to environment calendar and activity in each environment in CORE.NV SharePoint including realignment to support updated go live. With project support, the CGI Managed Services Steady State team commenced monthly Production Support cadence with OPM.

Major Accomplishments:

- Legacy Operations:
 - Continued support for NEATS and HR Data Warehouse.
 - Increased support for HRM Conversion Team on HRM Mapping from Advantage 2X to 4X.
 - Continued support for the OPM Data Warehouse team on HRM data mapping from Advantage 2X to 4X.
- Environment:
 - Updated environment usage and release plan to support go-live.
 - Completed preparation of [REDACTED] environment with production payroll data for Parallel Payroll 3.
 - Completed preparation of [REDACTED] environment with converted HRM data.
 - Completed preparation of [REDACTED] environment with production and HRM data.
- Phase 1B Performance Test Plan:
 - Continued progress for environment preparation, data set up, test scripting, and performance test execution for commencement and completion of Phase 1B Performance Testing.
 - Submitted P1B Performance Test Executions Results Deliverable.
- Phase 1B Mock 1:
 - Prepared environment for commencement of HRM Mock 1.
 - Supported during and post conversion activity for successful HRM Mock 1.
- Phase 1B Mock 2:
 - Continued progress for environment preparation and planning for Joint Mock 2 including several working and planning sessions with OPM.

Testing

The Testing team supported completion of the initial NDOT UAT testing window and began preparations for the June testing cycle, including coordination on script development. HRM UAT resumed with a focus on Security and Workflow. Testing participants from both NDOT and HRM continued to provide positive feedback on the system and testing support.

Major Accomplishments:

- UAT
 - Completed NDOT UAT, which completes the initial 4 weeks of UAT testing held from April 21 through May 25, 2025. NDOT created many of their own test scripts with support from OPM.
 - Continued preparation for NDOT UAT participants to return for additional UAT testing in June 2025. NDOT is writing new scripts for additional coverage for the upcoming UAT testing period.
 - Resumed HRM UAT testing on May 27, 2025, and will continue through June 6, 2025. The testing focus is on HRM Security and Workflow.
- Testing Feedback
 - Continued to receive positive reactions from multiple NDOT and HRM Testing participants due to the ease of using the new system and the quality of the testing support from joint CGI and OPM teams.

Blockers with Resolution Plan:

- Dependency: NDOT script completion and script writing are in progress for the upcoming June NDOT UAT testing activities.

APM (Agile Project Management)

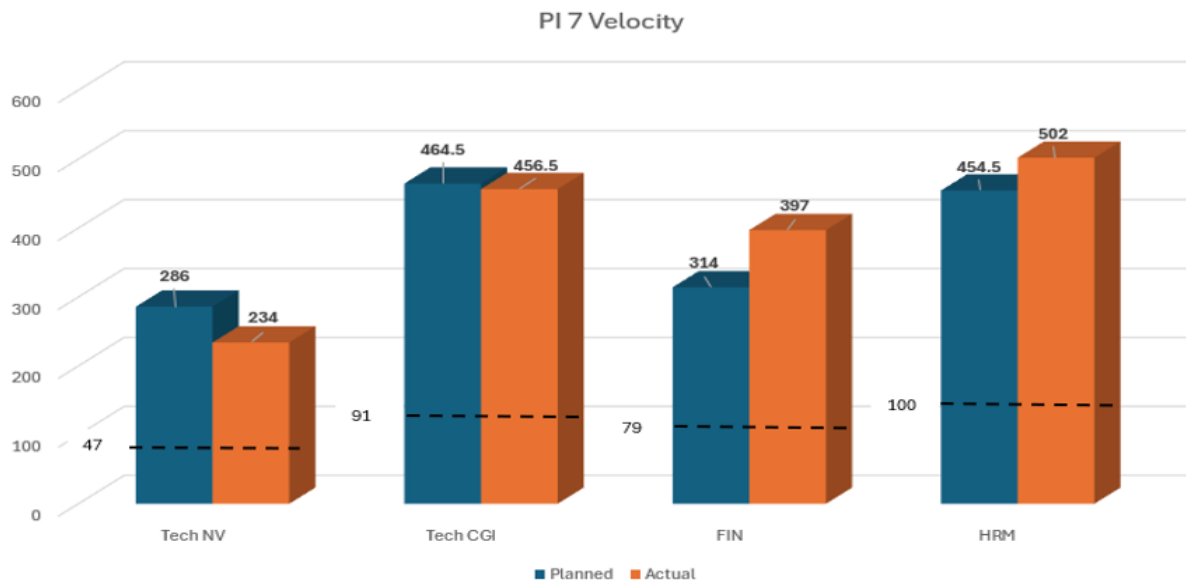
The APM team made notable progress in advancing and refining agile project management practices across the program. The team continues collaborating with cross-functional teams to standardize Jira statuses and workflows, fostering greater consistency throughout the program. Additionally, the team successfully organized and facilitated a Program Increment (PI) planning event to outline the program's work for the upcoming three months.

Major Accomplishments:

- Phase 2 Preparation:
 - Continued conversation to achieve scope alignment across teams.
 - Laid the groundwork for enhanced reporting.
- Scrum of Scrums:
 - Completed Scrum of Scrums to strengthen cross-functional team collaboration, communication, and coordination.
- Program Increment 8:
 - Executed PI8 Planning Event The recent PI event has had a significant impact on our future planning efforts and set a solid foundation for the next three months of work for the teams.
 - Defined and prioritized the most critical work for the upcoming quarter, ensuring everyone is focused on the same goals.
 - Positioned ourselves to allocate the right skills to the right tasks, reducing bottlenecks and improving delivery timelines.
 - Identified potential risks and made dependencies visible early, allowing for proactive mitigation.

- Created a comprehensive roadmap that aligns all teams on deliverables and milestones. As a result, the PI event has set a solid strong foundation for the next three months, ensuring that our teams are aligned, risks are identified early, and we are well-prepared to deliver on our commitments.

The following graph shows the planned vs. actual work of the program teams concluding PI7. Teams were facing challenges to ensure all work was accounted for in Jira and expanded 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 engage key stakeholders, deliver a steady stream of resources and communications to stakeholders, and support functional teams. Momentum with the Change Agent Network (CAN) continued through staff-level coffee talks, weekly CAN channel blasts, and a monthly CAN meeting. The development of communications, reference guides, demos, and job aids helped prepare and inform end-users while OCM and training metrics were collected and presented to other team members and project leadership. The team has also adopted a refined support strategy improving collaboration and communication with functional teams.

Major Accomplishments:

- Change Agent Network (CAN):
 - Continued with monthly CAN meetings with one held via Microsoft Teams on May 14, 2025, with 67 change agents in attendance. Planning sessions with the OPM team were held to tailor the presentation to engage and inform change agents about project updates, strategy, and action items.
 - Continued with weekly CAN Channel blasts supplement these meetings as an additional opportunity for communication of key information and action items.
- Staff-Level Coffee Talks:
 - Continued to hold Coffee Talks to connect the OCM team with departments on a smaller scale with a personalized deck detailing project activities, updates, and resources.
 - Coffee Talk Events in May:

- 05/22/2025 – DHRM Central Records Town Hall
- 05/27/2025 – DHRM Payroll Town Hall
- Budget Status Reporting (BSR):
 - Developed and distributed a communication informing stakeholders about changes to budget status reporting processes and expectations.
 - Collaborated with OPM to map legacy budget reporting processes to Advantage 4X.
 - Created a concise, user-friendly guide summarizing key steps, posting codes and information for budget status reporting.
- Budget Override (BOVR) Job Aid:
 - Updated existing BOVR job aid with new access instructions, specifically noting the additions of how to request access and find the video demo. Provides all necessary information for users to comfortably and effectively go forward with budget overrides.
- April OCM Metrics:
 - Gathered OCM metrics from the month of April summarizing SharePoint Website Traffic, Communications/Activities, and Active vs Disabled Advantage 4 users/ the last month they were active. The communications matrix highlights the type of media being distributed and who receives it supporting effective outreach across all key stakeholder groups.
- April Training Metrics:
 - Gathered training metrics including attendance, unique end-users, and quantitative/ qualitative survey results from the first month of Phase 1B Instructor-Led Training (ILT). Tracking attendance helps verify that classes are being attended and identify which departments are participating in training sessions.
- Internal Project Support:
 - Continued to work with designated liaisons from the OCM team are embedded with each functional team, attending meetings, maintaining consistent communication, and providing ongoing support. This approach strengthens collaboration and improves visibility into workflows, potential challenges, and communication needs.

Blockers with Resolution Plan:

- ListServ System:
 - Issue has been resolved!
 - The ListServ system was experiencing delivery issues due to mail server restrictions, resulting in blocked communications. To address this, the team transitioned to Microsoft SharePoint Lists, and internal testing on Friday, May 2nd confirmed the fix worked.

Training

The Training team submitted the final Phase 1B HRM training materials for “Personnel Management” and “Position Control,” including course recordings, which the State has accepted. Final instructor-led training course materials for “Payroll Administration for Payroll Clerks” and “Payroll Administration for Central Payroll” have also been submitted and accepted. The “Payroll Administration for Payroll Clerk” course recording is currently with the State for review; the payroll course designed for Central Payroll will not include a recording.

The team finalized two additional job aids and continued to develop others identified for Phase 1B HRM. End-user training is complete, apart from one remaining Position Control course. While practice lab enrollment remains low, post-course surveys indicate that end-users feel confident using the system

and do not require additional practice. To encourage greater participation, the training team is partnering with OCM and leadership to reinforce that system proficiency is critical for effectively implementing new business processes.

In response to the revised HRM/FIN NDOT go-live, the training team developed a tentative schedule that includes training and practice labs for Phase 1C NDOT FIN and for HRM, Go-Live Groundwork, which is a second round of just-in-time DHRM business-process-focused practice sessions.

Major Accomplishments:

- Training Materials:
 - Finalized and submitted to the State all Phase 1B HRM Instructor-Led Training materials.
 - Position Control and Personnel Management course recordings were reviewed and accepted by the State.
 - Payroll Administration for Pay Clerks course recording review is in process.
 - Continued coordinated DHRM and training work for Phase 1B CORE.NV end-user job/training aids, including:
 - Continued work on Phase 1B HRM training aids:
 - Update a Position from Temporary to Permanent Status (completed).
 - Phase 1B Multiple Personnel Actions on an ESMT (completed).
 - HRM Workflow using an ESMT transaction (in review).
- Training Participation:
 - Instructor Led Training (ILT) End-User Data (as of May 28, 2025):
 - Completed delivery of 35 of 36 HRM ILT courses offered in Phase 1B with 240+ unique end-users from 54 agencies.
 - Completed 14 practice lab sessions in Las Vegas. Offered 336 seats and 37 end-users participated.
 - Scheduled 22 practice lab sessions in Carson City. Offering 512 seats, and 98 end-users are currently enrolled.
 - A total of three ILT courses, one in May, were cancelled due to low enrollment. The two registered participants were supported in enrolling in a new course.
 - Position Control total attended: 19. One Position Control course scheduled for June.
 - Personnel Management, total attended: 211.
 - Payroll Administration for Payroll Clerks, total attended: 206.
 - Payroll Administration for Central Payroll, total attended: 16.
- Planning and Coordination:
 - The May Train the Trainer forum was cancelled due to the revised go-live announcement.
 - Continued work on Phase 1C training development and delivery schedule.
 - Began co-planning with DHRM on Phase 1B Go Live Groundwork end-user system practice sessions.

Blockers with Resolution Plan: None

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

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

June 2025

- Monthly Status Report #20 – Submission 6/3/2025
- 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
- P1B Build Stage Complete – 6/20/2025
- Readiness Assessment – Complete 6/23/2025
- P1B Cutover Plan and Checklist – Submission 6/24/2025

July 2025

- Monthly Status Report #21 – Submission 7/2/2025
- EUT Monthly Progress Report June – Submission 7/10/2025

August 2025

- Monthly Status Report #22 – Submission 8/4/2025
- EUT Monthly Progress Report July – Submission 8/14/2025

High Level Status:

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

