


Monthly Status Report

Reporting Month:	November 2024
Report Number:	014
Submission Date:	12/3/2024
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Leadership:	<p>██████████ [Program Director, CORE.NV Project]</p> <p>██████████ [Project Manager, CGI]</p>
Author:	██████████ [PMO Lead]
Project Status: 	The team continues wrapping up PI5. The PI6 planning event completed leveraging a new format, and Mock 2 cutover completed too. Nightly cycles are continuing to run, and the Readiness Assessment Checklist is now in use across workstreams being reviewed at regular intervals as we prepare for Go/No-go decisions in December.

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

Summary

In November, the teams made significant progress in preparation for upcoming Go-Live. The project team completed the PI5 Review and started strong with a new format for PI6 planning. The Financial team focused on Achieve activities supporting the technical teams with critical tasks such as Mock conversions and UAT collaboration. In parallel, FIN continued planning for the Phase 1B. The HRM team advanced through the Build phase, addressing challenges related to data conversion and scheduling while adjusting payroll timelines to ensure readiness for the first iteration of Parallel Payroll. The Technical team completed the Mock 2 Cutover, nightly cycle runs and focused on Fixed Asset Conversions. The Environments team conducted Mock cutovers and completed performance testing. They also supported data warehouse testing with environment refreshes and completed container deployments. The Testing team finalized all planned EUAT Beta testing and continued Alpha testing. Additionally, the OCM team developed a communications plan for the Go-Live event including initiating a "Get Ready for One Nevada" communications campaign featuring new branding and a video introduction. The Training team conducted numerous courses to enhance staff readiness. Workstreams collaboratively worked on identifying readiness activities and CGI lead the project team through weekly assessments. Collectively, these efforts reflect a strong commitment towards operational readiness for Go-Live. Detailed updates can be found below for each of the respective project workstreams.

Project Management Office (PMO) Activities

The PMO focused on November deliverables to fulfill contractual requirements, schedule management activities, and PMO operations. PMO continues to monitor Achieve Stage activities dependencies leading up to Go / No Go decision.

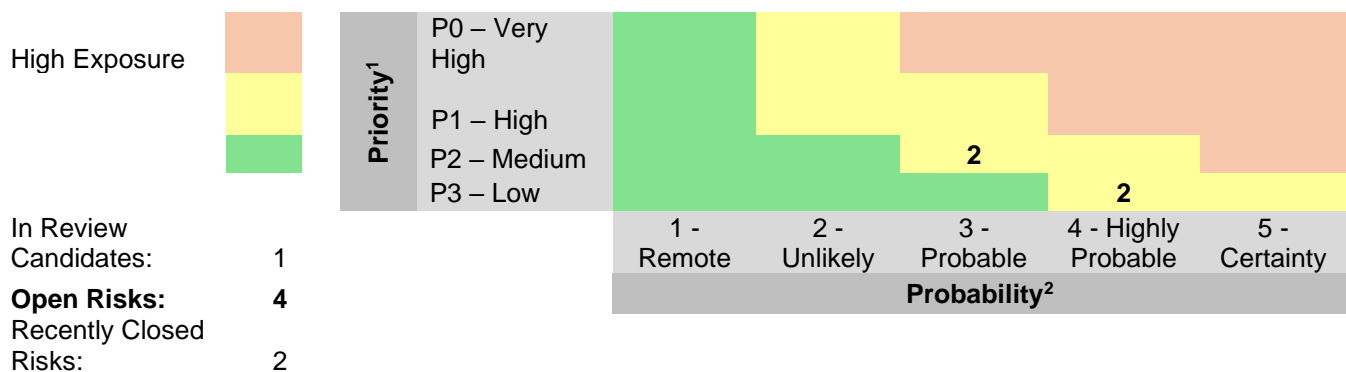
PMO Operations

- CGI PMO onboarded and offboarded CGI project staff for the project:
 - Onboards (1)
 - Training Technical Writer
 - Offboards (2)
 - Tech Conversion Team Resource. We augmented our conversion team in August to include a interim Tech conversion specialist who assumed the responsibilities of the Offboarding Tech Conversion Team Resource.
 - Intern
- We continue to collect fingerprinting documentation and background checks. Identification badges are in process for the newest onboarders.
- PM Governance is working on refining the Issues, Risks, and Decision processes within Jira. Leveraging user-story nomenclature to define our requirements.

Risks and Issues

Project Risks and Issues are logged and maintained in Jira. Metrics and Heat Map figures were pulled on 11/29/2024.

Risk Heat Map and Register

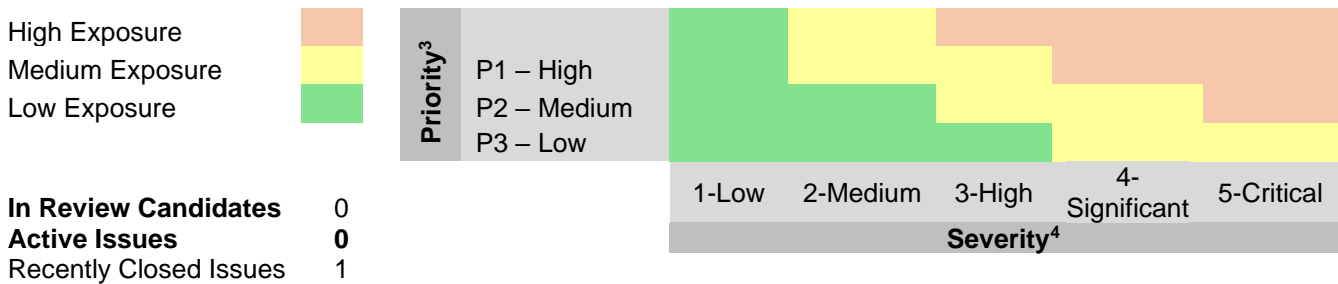


¹ Risk Priority: A metric that conveys the severity of a Risk so that agents can react accordingly. It identifies the relative importance of a Risk with the Risk Impact Level.

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

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Issue Heat Map and Register



Schedule Management & Deliverables

- The following November project deliverables were submitted or approved by OPM:
 - P1A Performance Test Execution Complete – Submission 11/7/2024
 - P1A UAT Support Month 1 – Submission 11/8/2024
 - P1A Readiness Assessment Checklist – Approved 11/14/2024
 - EUT Monthly Progress Report October – Approved 11/14/2024
 - September Monthly Status Report #13 – Approved 11/14/2024

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.

- PI4 Completion Report – Approved 11/25/2024
- P1A Build Stage Complete – Submission 11/26/2024
- P1A Performance Test Execution Results – Submission 11/27/2024

Scope Management

- The following Change Requests were submitted or are in progress:
 - CR015 – NeoGov LMS change order in progress.
 - CR019 – Debt Collection Module pricing submitted.

Financial

In November, our key achievements centered around Achieve activities in preparation for the Advantage Financial Go-Live scheduled for January 1. The critical path items toward Achieve for the Financial team were supporting the many activities of the CGI and Nevada Technical teams, including Mock 1 and 2 and conversion, Interfaces, Reports, and Data Conversion. In addition, the Financial Team worked closely with OPM on both Alpha and Beta UAT. Finally, the team continued planning for the Phase 1B July 1 Go-Live for Cost Accounting, Agreements, and Accounts Receivable.

Specific highlights are listed below.

- Achieve Activities
 - Nightly Cycle Activities
 - Coordinated support for testing of end-to-end Advantage Batch Cycle Jobs for Nightly Cycle. Remaining nightly cycle jobs will be tested in Mock 3.
 - Sequenced all OPM/CGI daily interfaces in the Nightly Cycle.
 - Started working with agencies for their testing efforts.
 - Finalized workflow configurations for Inbound interfaces.
 - Conversion & Mock Install Activities
 - Support Conversion Team for Mock 1 and Mock 2.
 - COA refreshed for Mock 2.
 - Continued support for review and finalizing Gold Data.
 - Finalized open items for Vendor Conversion.
 - Confirmation of Buyers on Day One Go-Live.
 - Worked with OPM and SCO to facilitate MICR printer connectivity for check printing. Through this effort the printer connectivity between the Advantage BIRT Server and State of Nevada has been established. Testing checks still needs to be completed and verified with the bank.
- Phase 1B Build Activities
 - Continued to meet with NDOT for Cost Accounting.
 - PI6 Plans for NDOT Cost Accounting, Budget Controls and COA.
 - Finalized PI6 sprint plan for NDOT agreements.

Human Resource Management (HRM)

In November, the HRM Configuration team continued to focus on the Build phase executing scripts, configuring data and validating conversion. Our biggest challenges this month were data conversion and capacity/schedule changes in 1A (extended EUAT and mock conversions) that impacted the 1B schedule. We have mitigated these challenges by adjusting the Parallel Payroll dates to start Iteration 1 on January 6, 2025, allowing us time to convert and test the payroll data in █████ in December ahead of our first Parallel Payroll.

The HRM team's major accomplishments for November included:

- Updating the plan for the Parallel Payroll runs.
- Standing up █████ as a dedicated Parallel Payroll environment.
- Completing a successful IUAT that included use of Online Check.
- Completing the review of the remaining Testing as a Service (TaaS) initial test scripts.

Technical

The Technical team focused on Mock 2 Cutover, Fixed Asset Conversions, and development and testing of Check Form for FIN during November. The team also focused on getting successful runs in the Financial nightly cycle.

The Technical team's major accomplishments for November included:

- FIN – Conversion:
 - FIN Mock 2 Cutover was completed.
 - Additional changes and modifications to the prior year actuals conversion and fixed assets depreciation were completed.
 - Defect fixing on conversion development in progress.
 - Preparation for Mock 3 is in Progress.
- HRM – Conversion:
 - Last phases of HRM Conversion development in Progress.
 - Preparation of full run of HRM Conversion run and producing data for the first Parallel Payroll in progress.
- FIN – Interfaces:
 - The focus has been on testing interfaces in the Nightly Cycle. All the interfaces that are part of the nightly cycle run have been tested successfully on the non-prod █████ region. The testing will now move to Prod environments.
- FIN – Forms:
 - Completed Check Form development and testing including printing on a check stub with MICR. Testing will continue until MICR issues are resolved and the checks can be verified by the bank.

Environment and Legacy Operations

The major Environment and Legacy Operations accomplishments for November included:

- Legacy Operations:
 - Continuing to clear and manage ADV 2X, NEATS and Data Warehouse tickets.
 - Providing support for Data Warehouse Team.
 - Continuing the testing the HR Data Warehouse post Oracle 19c upgrade.

- Nightly Cycle Automation Setup Support.
- New ██████████ (Production Server)– Setup complete.
- Environments:
 - Container Deployments: ██████████ NPD and Production environments completed.
 - Refreshed ██████ Environment with Mock 2 Converted data to support ongoing UAT testing effort. Development and other non-production environment updates with converted data in progress.
 - Challenge related to Refreshing the ██████ Environment with Mock 2 data - Snowflake database was not fully reloaded resulting in downtime for Reports Development. Process has been put in place to ensure that the Snowflake database is reloaded after ██████ environment is refreshed - the lead time for this process is 48 hrs.
- Nightly Cycle:
 - Test execution in progress in ██████ environment. All developed interfaces have been included in the Automated Nightly Cycle.
 - Cycle Automation setup in Production Environment in progress.
- Performance Testing:
 - Test execution completed.
 - Test Results deliverable in progress.
- Completed Mock2 cutover.
- Mock3 Preparation in progress.

Testing

The Testing team's major accomplishments for November included:

- Completed all planned FIN EUAT Beta testing.
- Completed Week 4 of FIN EUAT for the Alpha group.
- Completed data refresh activities for ██████ to include most recent converted data from Mock 2.
- Provided onsite support for EUAT testing participants in Carson City and Las Vegas.

APM (Agile Project Management)

In November, the Agile Project Management (APM) team supported agile teams across the ART in celebrating achievements from Program Increment 5 (PI5) and strategic preparations for Program Increment 6 (PI6). Key activities included hosting the PI5 Review, preparing teams for and facilitating a streamlined PI6 Planning Event, and initiating Sprint 6.1.

The APM team's major accomplishments for November included:

- PI5 Review
- Close out of PI5
- Supported Agile teams for upcoming PI6 Planning Event
 - Backlog Management Assistance
 - Capacity Planning & Team PI Business Objectives Preparation
- Facilitation of a Streamlined PI6 Planning Event
 - To improve efficiency and reduce disruptions to critical program development, the format PI6 Planning event was revised from a two-day session to a concentrated one-day format. This change enabled us to preserve the integrity of essential outcomes while optimizing resources. Key modifications included the adoption of a Big Room Planning

- approach, which facilitated focused discussions on high-level features to ensure alignment with our top program priorities. Additionally, we minimized the impact on team members by having team leads represent their teams, thereby preventing any overwhelming commitments for individual team members.
- An additional Sprint was added to PI6 to account for holiday break and P1A FIN Go-Live focus.
 - Kickoff of Sprint 6.1

Organizational Change Management (OCM) and Communications

The OCM team's major accomplishments for November included:

- Hosted November OCM and Training team scoping meeting and documented results.
- Facilitated session with the OCM and Training to determine OCM and Training content for the Phase 1A Readiness Checklist. Finalized input and updated status on a weekly basis.
- Continued to review and capture high-level change impacts on a weekly basis.
- Launched communications planning for Phase 1A Go-Live event.
- Finalized slides for the November 19 Change Agent Network session and provided meeting support.
- Developed a Manager's Guide to Change that was distributed to the CORE.NV Change Agent Network.
- Held scoping meeting and drafted first version of slides for December Quarterly Leadership Session.
- Finalized a Get Ready for One Nevada communications campaign, including new branding and new video introduction.
- Created a draft copy of the November CORE.NV Newsletter, including graphic design, layout, and article writing.
- Created Fiscal Manager Change Readiness survey and introductory email text. Began analysis of survey results.
- Created a survey to capture reporting use of [REDACTED]. Drafted memo requesting review and survey input.
- Drafted Sunset reminder memo.
- Implemented findings from the CORE.NV SharePoint 6-month review by editing and revising the CORE.NV SharePoint site.
- Reviewed and edited text to input into the Frequently Asked Questions (FAQ) portion of the CORE.NV SharePoint site.
- Continued regular maintenance and updating cadence for SharePoint site.
- Conducted monthly maintenance on stakeholder lists.
- Captured November's progress for 6 OCM metrics and 2 training metrics.
- Drafted multiple EUT emails to communicate to FIN end-users about course changes, additional courses available, and new video demo content and job aids coming soon.

Training

The Training team's major accomplishments for included:

- In November, the team conducted 27 1-day training courses, [REDACTED] In [REDACTED]

total, from October to November, the team trained 684 unique attendees with a total of 1,139 training seats (attendees attended multiple training sessions).

- Conducted special session to introduce system functionality to employees preparing to staff the CORE.NV Service Desk.
- Continued to adjust course calendar and approach when learning new information about stakeholder content learning needs.
- Collated training attendance and survey results by day.
- Finalized and delivered recordings for all Phase 1A courses, [REDACTED]
- Supported SCO training team upload of all delivered recordings into Articulate and formatting for posting on NVeLearn.
- Continued developing new video demo and job aid on Fixed Assets Management topics – [REDACTED]
- Developing interactive CORE.NV General Navigation recording.
- Facilitated curriculum and training approach scoping discussion on Phase 1B.

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

December 2024

- Monthly Status Report #14 – Submission 12/3/2024
- P1A UAT Support Month 2 – 12/9/2024
- EUT Monthly Progress Report – November – Submission 12/12/2024
- P1A Cutover Plan and Checklist – Submission 12/3/2024
- PI5 Completion Report – Submission 12/5/2024
- P1A Achieve Stage Complete – 12/31/2024

January 2025

- Monthly Status Report #15 – Submission 1/3/2025
- P1B Performance Test Plan – Submission 1/9/2025
- EUT Monthly Progress Report – December 1/9/2025
- P1A Hypercare Support Month 1 – 1/30/2025

February 2025

- Monthly Status Report #16 – Submission 2/4/2025
- PI6 Completion Report – Submission 2/4/2025
- P1A Hypercare Support Month 2 2/28/2025
- P1B Training Support Month 2 2/28/2025

High Level Status:

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

