


## Monthly Status Report

Reporting Month:	October 2024
Report Number:	013
Submission Date:	11/04/2024
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 focused on the last finishing touches and entering the Achieve phase with great momentum. End-to-end User Acceptance Testing is progressing well, nightly cycle, interfaces, mock cutover, and performance testing are happening concurrently. The team drafted the Readiness Assessment Checklist and is ready to socialize and capture feedback on it.

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

### Summary

Phase 1A is currently transitioning from the Build Stage to the Achieve Stage, marking a significant milestone in our project timeline. In October, we successfully initiated both End-to-End User Acceptance Testing (EUAT) and End User Training (EUT), with the Alpha EUAT completing its first two weeks and achieving all planned objectives, while EUT saw the completion of 30 training courses and ongoing preparations for additional sessions. The Organizational Change Management (OCM) team continues to draft and disseminate communications to prepare stakeholders for the upcoming Go-Live in January. The FIN team has made substantial progress by completing the configuration for Program Increment 4 during the Build Stage and has officially commenced the Achieve Stage, providing functional support for remaining technical activities as well as addressing future needs related to the NDOT implementation in light of its rescheduled Go-Live date. Meanwhile, HRM continues to advance through Build Stage activities in Program Increment 5, focusing on data conversion, Iterative User Acceptance Testing (IUAT), and supporting ACH needs for Phase 1A. The Technical team is continuing Build Stage activities for Phase 1A and facilitating HRM conversion processes while also supporting Mock Environment builds, performance testing, and nightly cycle interface support. Overall, we are making significant strides toward our goals as we prepare for the upcoming Go-Live in January, emphasizing the importance of continued collaboration across teams. Detailed updates can be found below for each of the respective project workstreams.

## Project Management Office (PMO) Activities

The PMO focused on October 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.

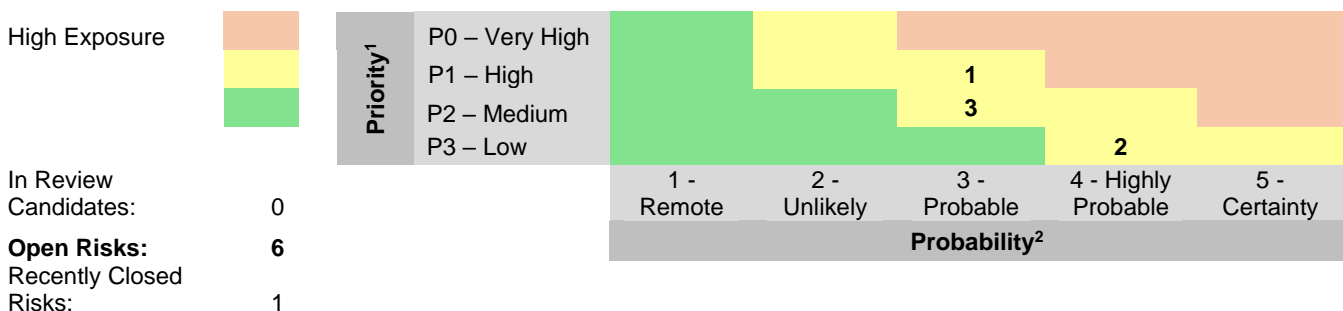
### PMO Operations

- CGI PMO onboarded and offboarded zero CGI project staff for the project:
- 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 10/31/2024.

#### Risk Heat Map and Register

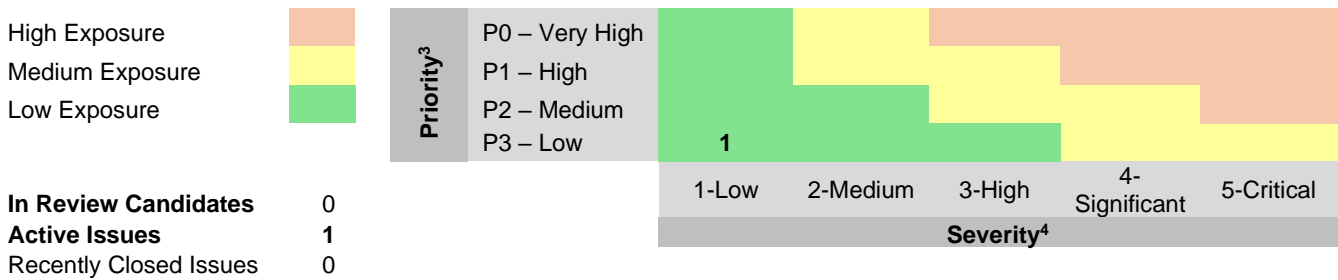


<sup>1</sup> Risk Priority: A metric that conveys the severity of a Risk so that agents can react accordingly. It identifies the relative importance of a Risk with the Risk Impact Level.

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

Issue #	Description	Status	Response Status	Priority	Severity
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

### Issue Heat Map and Register



Issue #	Description	Status	Response Status	Priority	Severity
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

<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.

## Schedule Management & Deliverables

- The following October project deliverables were submitted or approved by OPM:
  - PI4 Completion Report – Submitted 10/8/2024
  - EUT Monthly Progress Report September – Approved 10/14/2024
  - September Monthly Status Report #12 – Approved 10/17/2024
  - P1A Readiness Assessment Checklist – Submitted 10/24/2024
  - P1A Implementation Assessment Document – Approved 10/28/2024

## Scope Management

- The following Change Requests were submitted or are in progress:
  - CR015 – Cornerstone LMS change order in progress.
  - CR016 – SSO Solution Change Request resubmitted 10/31/24.
  - CR019 – Debt Collection Module pricing in progress.

## Financial

In October, our key achievements centered around finalizing the Build activities and strategically shifting our focus towards the Achieve activities in preparation for the Advantage Financial Go-Live scheduled for January 1.

- Achieve Activities
  - Supported three productive and successful weeks of UAT in Carson City
  - Supported Instructor Led Training with Training team in Carson City
  - Nightly Cycle Planning: Configuration is ongoing to fine tune the cycle. A daily testing plan has been developed and team is beginning next steps to include CGI and OPM interfaces.
  - First iteration of security roles loaded into UAT for testing
  - Business Roles finalized and loaded into production
  - Supported CGI Tech Mock 1 Cutover activities by researching and documenting errors and issues for refinement
  - Configured and tested [REDACTED] environment prior to Mock 1 Cutover activities
- Final Build Activities
  - Drafts of [REDACTED]: Files are currently being reviewed and tested by [REDACTED] which is very close to having an acceptable format.
  - Supported CGI Conversion and Interface team
  - Supported OPM Interface team for configuration of Internal transactions and JV
  - Worked with CGI Tech on the Budget and Actuals Conversion scripts for Mock 1 Cutover
  - Worked with CGI Tech to refine the design of the Budget Vs. Actuals Power BI report
- July 1B Activities
  - Held recurring meetings with NDOT Project and Transit personnel to build out Cost Accounting, resolve issues, and prototype and demonstrate complex Project and Grant set-up
  - Provided expert advice to CGI Leadership and client in support of Executive Committee Budget and Cost Accounting questions

## Human Resource Management (HRM)

In October, the HRM Configuration team continued to focus on the Build phase executing scripts, configuring data and validating conversion. Our biggest challenge continues to be data conversion; this effort must complete prior to [REDACTED] scheduled for PI6. We have a plan in place to run an unofficial mock conversion of the June payroll data in November ahead of [REDACTED] [REDACTED] [REDACTED]

Our major accomplishments for October included:

- Running batch payroll.
- Completing a successful IUAT.
- Confirming the process for providing ACH files needed for payroll from Phase 1A Go-Live until Phase 1B Go-Live.
- Reviewing 60% of the Testing as a Service initial test scripts.

## Technical

The Technical team focused on Mock 1 Cutover, Fixed Asset Conversions, and development of the remaining Interfaces, Reports, and Check Form for FIN during this month. Set up FTP automations between the State and CGI Cloud.

Our major accomplishments for October included:

- FIN – Conversion:
  - Fin Mock 1 Cutover was completed.
  - The feedback from the State on vendor and customer data was incorporated and modified data was loaded successfully during Mock 1 Cutover.
  - The changes in approach to budget loads for FY25 were completed.
  - Conversion of [REDACTED] was completed. Data refinement of fixed asset data will continue into the first week of November.
  - Refinement of conversion maps for prior year actuals and current year journal vouchers completed.
  - Preparation for Mock 2 is in Progress.
- HRM – Conversion:
  - Progress made on [REDACTED] [REDACTED] These areas are very close to completion with data refinement.
- FIN – Interfaces:
  - Development of the [REDACTED] interface required for January 1 Go-Live was started. The development of remaining interfaces assigned to CGI for Jan 1 Go-Live has been completed.
  - Setting up file transfer automations between CGI cloud and State SFTP Server.
  - Weekly meetings set up between CGI Tech, OPM Tech, and CGI Cloud teams to set up and test interface infrastructure.
  - Added interfaces to Nightly Cycle.
- FIN – Reports:
  - Developed 11 reports.
- FIN – Forms:
  - Developed Check Form, which is being reviewed by the State to be sent to [REDACTED]

## Environment and Legacy Operations

The major accomplishments for October 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.
  - New ██████████ Server in progress.
- Environments:
  - Container Deployments: ██████████ Deployment to all NPD and Production environments in progress.
  - UAT environment was updated with converted data (Advantage 2X data as of 9/12/24) to support UAT testing effort. DEV and Production environments have also been updated with converted data.
  - Training environment is set up as public facing for easy access to training classes.
- Nightly Cycle:
  - Test execution in progress.
- Performance Testing:
  - Test execution in progress.
- Completed Mock 1 Cutover.

## Testing

The Testing team's major accomplishments for October included:

- Completed the environment preparation activities for EUAT in ██████████, including a refresh of ██████████ to include the most recent converted data.
- Completed EUAT Readiness Assessment Checklist activities.
- Completed Week 1 and Week 2 of FIN EUAT for the Alpha group.
- Completed HRM IUAT for PI4.
- Triaged all issues arising from EUAT and IUAT.

## APM (Agile Project Management)

In October, the Agile Project Management (APM) team concentrated on facilitating the execution of the Program Increment (PI5) plan established during the PI Planning event at the end of September. A key focus of our efforts was to support teams in finalizing the Phase 1A build work, while also transitioning resources and capacity to the Phase 1A Achieve stage and preparing for the upcoming Phase 1B build work. Through backlog management, review of team metrics, and implementation of team PI plans, we met the immediate project goals but also laid a strong foundation for future phases.

Project Deliverables:

- **PI4 Completion Report:** Reviewing and addressing feedback from initial submission to provide a more comprehensive and informative report that accurately reflects the Program Increments (PI) progress.

## Organizational Change Management (OCM) and Communications

The OCM team's major accomplishments for October included:

- Hosted/Began weekly October OCM scoping meetings with the Training team and documented results.
- Created and finalized the October CORE.NV Newsletter, including graphic design, layout, and article writing.
- Provided review of the Change Impact Survey. Conducted qualitative and quantitative analysis of the Change Impact Survey looking at change impacts, themes, and agency-specific needs.
- Crafted a Get Ready for One Nevada communications campaign, including new branding and new video introduction.
- Drafted and finalized a Sunset reminder memo and set of Frequently Asked Questions (FAQs) on the topic.
- Began process of conducting a 6-month review for the CORE.NV SharePoint site, including holding multiple stakeholder interviews to gather feedback insights.
- Continued regular maintenance and updating cadence for SharePoint site.
- Conducted monthly maintenance on stakeholder lists.
- Captured October's progress for 6 OCM metrics and 2 training metrics.
- Continued to review and capture high-level change impacts on a weekly basis.
- Began planning the approach and presentation for the November 19 Change Agent Network Session. Drafted email invitation to this event.
- Provided support to quick turn request for training registration analysis. Set up tiger team with multiple OCM and training team members to determine how many end-users had signed up for End-user Training from September 30 version of SCO list of Advantage 2.1 users. Drafted EUT registration reminders to identified FIN end-users without training, along with a registration reminder for Statewide Leadership.
- 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 October included:

- Conducted 30 1-day training courses, including content in [REDACTED]. Trained over 500 FIN end-users in these courses.
- Continued to adjust course calendar and approach when learning new information about stakeholder content learning needs.
- Collated training attendance and survey results by day.
- Continued to develop recorded versions of the following courses: [REDACTED]
- [REDACTED] video demos and job aids.
- Began developing new video demo and job aid on [REDACTED]
- Continued developing recordings for all Phase 1A courses, including [REDACTED]
- Facilitated curriculum and training approach scoping discussion on Phase 1B.

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

### November 2024

- Monthly Status Report #13 – Submission – 11/4/2024
- P1A UAT Support Month 1 – 11/7/2024
- P1A Performance Test Execution – 11/7/2024
- P1A Build Stage Complete – 11/15/2024
- P1A Performance Test Execution Results – 11/25/2024
- EUT Monthly Progress Report – October – Submission – 11/14/2024
- P1A Cutover Plan and Checklist – Submission – 11/19/2024
- 

### December 2024

- Monthly Status Report #14 - Submission – 12/3/2024
- PI5 Completion Report – Submission – 12/5/2024
- P1A UAT Support Month 2 – 12/6/2024
- EUT Monthly Progress Report – November - Submission – 12/12/2024
- 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
- PI6 Completion Report – Submission – 1/28/2025
- P1A Hypercare Support Month 1 – 1/30/2025



## High Level Status:

- Overall Project Timeline
  - Financial Management: Phase 1
  - Human Resource Management: Phase 1

