


## Monthly Status Report

Reporting Month:	August 2024
Report Number:	011
Submission Date:	09/04/2024
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Leadership:	<div style="background-color: black; width: 100px; height: 15px;"></div> [Program Director, CORE.NV Project] <div style="background-color: black; width: 100px; height: 15px;"></div> [Project Manager, CGI]
Author:	<div style="background-color: black; width: 100px; height: 15px;"></div> [PMO Lead]
Project Status:	 <div style="background-color: black; width: 480px; height: 15px;"></div> <div style="background-color: black; width: 530px; height: 15px;"></div> <div style="background-color: black; width: 410px; height: 15px;"></div> <div style="background-color: black; width: 320px; height: 15px;"></div>

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

### Summary

The Agile teams are focused on the execution of PI4 Sprints 1 and 2, enabling progress and aligning with program objectives. The FIN team completed configuring Fixed Assets batch jobs, homepages, business roles, and transaction types. The FIN Configuration team configured core areas of Advantage Financial including Procurement, Cost Accounting, and Accounts Receivable. FIN continued work on NDOT Agreements and the Customer Vendor File. The FIN team also supported script development, execution, iterative User Acceptance Testing (IUAT), End User Training, and provided support for the Technical team’s work effort. The HRM team focused on build phase activities, including writing and executing System Integration Testing (SIT) scripts, and executing and supporting a second round of IUAT. HRM team completed PI4 Sprints 1 and 2 configuration work as well as conducting a demo of Cornerstone for DHRM. They also developed and executed a mitigation strategy for conversion issues.

The Testing team supported ongoing IUAT3. The Test Automation team has created skeleton shells in Test Savvy. The Technical team focused on Conversions and development of Interfaces, Reports, and Forms for FIN. The Team also supported testing of SSO option for the State. The environments team completed container deployments and migrations. The team is ramping up on supporting data conversion, preparing for performance testing, and mock cutover activities. The environments operation support team continues to support legacy system operations.

The Agile Release Train (ART) team supported the execution of PI4 Sprints 1 and 2. The focus was on backlog refinement and agile metrics-driven reporting.

The Organizational Change Management (OCM) drafted/finalized a series of communications including surveys to solicit feedback from a change readiness and change impact standpoint. OCM communications included the CORE.NV Newsletter, Chart of Accounts Campaign, and the Statewide

Leadership memo among others listed in the details below. The Training team conducted the HRM State Trainer Workshop and hosted the Statewide Training forum for HRM and FIN. The team supported the opening of the registration process for End User training. The team also created course materials and submitted them for State review. Detailed updates can be found below for each of the respective project workstreams.

## Project Management Office (PMO) Activities

The PMO focused on August deliverables to fulfill fiscal year requirements, schedule management activities, and PMO operations.

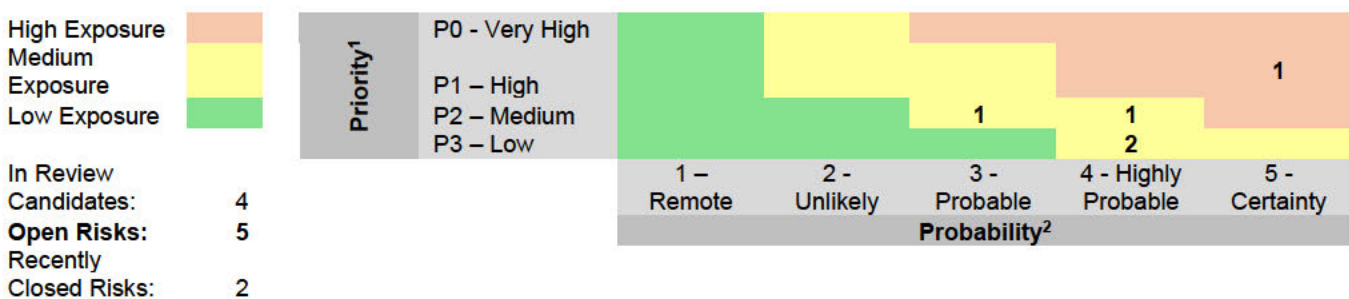
### PMO Operations

- CGI PMO onboarded and offboarded CGI project staff for the project:
  - Onboards (3)
    - Phase 2 Support (1)
    - FIN Cost Accounting SME (1)
    - OCM Training Developer (1)
  - Offboards (1)
    - Tech Developer (1)
- We continue to collect fingerprinting documentation and background checks. Identification badges are in process for the newest onboards.

### Risk and Issue

Project Risks and Issues are logged and maintained in Jira. Metrics and Heat Map figures were pulled on 8/30/2024.

#### Risk Heat Map and Register

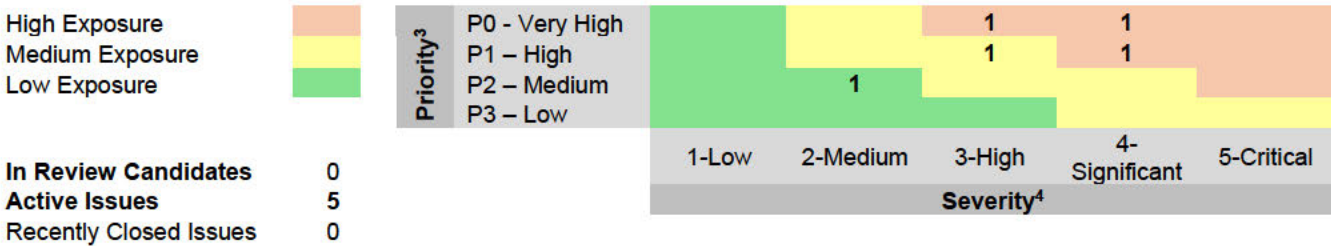


<sup>1</sup> Risk Priority: A metric that conveys the severity of a Risk so that agents can react accordingly. It identifies the relative importance of a Risk with the Risk Impact Level.

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

Risk #	Description	Status	Response Status	Priority	Probability	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]	[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]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[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.

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

### Schedule Management & Deliverables

- The following Project deliverables scheduled for August were submitted to or approved by OPM:
  - July Monthly Status Report #10 – Approved 8/12/2024
  - EUT Monthly Progress Report July – Approved 8/15/2024
  - PI3 Completion Report – Approved 8/26/2024
  - P1B PI2 Completion Report Addendum – Approved 8/26/2024
  - P1A Training Support – Months 1 and 2 Approved 8/27/2024
  - P1B Train-the-Trainer Training Materials – Submitted 8/28/2024
  - P1A FIN Performance Test Plan – Submitted 8/28/2024

### Scope Management

- Change Requests
  - Discussion and estimates are being tallied for a NeoGov Change Request.

### Financial

Our major accomplishments for August included:

#### General Project Accomplishments

- Supported the CORE.NV FIN team in their IUAT activities, including testing, user access, and data security.
- Supported the CGI Tech Interface [REDACTED].
- Completed the writing of the [REDACTED] end-to-end scripts.

#### Security & Workflow

- NDOT user IDs loaded into [REDACTED].
- Workflow Discussions kicked off for all functional areas.

#### Fixed Assets

- Completed the Fixed Asset configuration for the following:
  - Batch Jobs.
  - FA Homepages and Business Roles.
  - [REDACTED] configurations for all FA transaction types.

### Procurement

- Finalized the [REDACTED] Tables and loaded them into [REDACTED].
- Continued working with NDOT to finalize the Agreements for their Agreement Services group.
- Completed configuring the [REDACTED] table.

### Cost Accounting

- Worked with NDOT to create Cost Accounting Budget Build Out files for Transit Grants and Projects.
- Continued Cost Accounting configuration with NDOT to include a Project end-2-end demonstration.
- Developed a solution to resolve an issue surrounding how Revenue and Expense budgets are updated when a Cash Receipt is processed.

### Accounts Receivable

- Worked with NDOT to review the converted Customer file [REDACTED] [REDACTED] [REDACTED] and determined that while cleanup is needed, it can wait until Phase 2 of the project.
- Determined that customer accounts will be loaded with the [REDACTED] Billing Profile.

### Accounts Payable

- Determined that the ability to print a Manual Disbursement is required after all. It was previously discussed that the MW was not used in 2.x to create a payment to a vendor.
- Determined that NDOT will change to plain check stock and will use the same basic check form as SCO.

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

In August, the HRM Configuration team continued to focus on the Build phase. SIT scripting has begun for the Labor Distribution functionality and is continuing for Personnel Management and Payroll. We prepared for and supported the second round of IUAT for HRM. We wrapped up PI4 Sprint 1 and 2. We have worked collaboratively with the State and CGI tech team to mitigate the conversion challenges that we were facing last month. We were made aware of some concerns that the State Tech team has on HRM interfaces and are working with them to mitigate these concerns before they are scheduled to start working on Phase 1B interfaces.

Our major accomplishments for August included:

- Completed the Cornerstone Demo for DHRM team.
- Completed PI4 planning.
- Completed PI3.
- Worked out a plan to use Jira to track open conversion questions via SubTasks to organize the support needed to keep conversion moving forward.
- Handed off 20 SIT scripts for IUAT testing.
- Hosted a Parallel Payroll information session.
- Completed PI4.1.
- Unblocked multiple stories to make great progress in PI4.
- Started SIT scripting for Labor Distribution.

- Made conversion decisions on Location, Payroll Number, Sub-Title, SPAR, Title Group, Labor Distribution Profile, and Employee Assignment.

## Technical

The Technical team focused on Conversions and Development of Interfaces, Reports, and Forms for FIN during this month. The Team also supported testing of SSO option for the state of Nevada.

Our major accomplishments for August 2024 included:

- FIN – Conversion:
  - Latest Updates to COA Crosswalks are complete.
  - Significant progress in the development of Budgets and Open Items conversion.
  - Vendor Conversion updates prioritized. A new approach to maintain compatibility with legacy systems from different agencies has been approved. The Required changes will be addressed in 4.3.
- HRM – Conversion:
  - Progress made on [REDACTED] conversion.
- FIN – Interfaces:
  - Development of about 6 Interfaces completed.
- FIN – Reports:
  - A CGI Reports SME travelled to Carson City to provide training to the State Report Developers.
  - All outstanding issues with Power BI and [REDACTED] Set up were resolved, allowing State Developers to proceed with report development.
  - Development for 5 reports has been completed.
- FIN – Forms
  - The Development of Invoice forms as per the state’s requirements started and in progress.
- The State has decided to implement SSO with the MS Office 365 Portal. CGI supported the State in setting up the configuration and POC was successfully tested.

## Environments and Legacy Operations

Our major accomplishments for August included:

- Legacy Operations:
  - The team is clearing and managing NEATS and Data Warehouse Tickets.
  - Support for Data Warehouse Team.
  - NEATS upgrade testing in progress.
  - 12c to 19c Oracle Upgrade Testing is complete.
  - Ubuntu Server Testing is complete.
- Environments:
  - Container Deployments and Migrations:
    - Migration completed for [REDACTED].
      - Conversion from [REDACTED]
      - Configuration from [REDACTED].
  - [REDACTED] Deployed to all NPD environments.
- Delivered the Performance Test Plan draft and reviewed the document with OPM.

## Testing

Our major accomplishments for August included:

- Provided support for FIN and HRM IUAT3 activities:
  - Real-time Teams support for IUAT testers.
  - Hosted Office Hour mtgs for IUAT testers.
  - Triaged Issues.
- The Test Automation team has created skeleton shells for 186 scripts. These scripts are being reviewed by CGI functional SMEs in preparation for the next phase of step writing.
- Refined the EUAT Readiness Checklist.

## APM (Agile Project Management)

In August, Agile Project Management (APM) supported the execution of PI4 Sprints 1 and 2, enabling progress and alignment with program objectives. The focus being on backlog refinement, metrics-driven approach, and support of tracking Phase 1-A release ensured that the team remained aligned with program objectives and delivered value.

Phase 1-A PI4 JIRA:



## Organizational Change Management (OCM) and Communications

Our major accomplishments for August included:

- Finalized the CORE.NV change readiness survey (to be released in September).
- Developed the first draft of CORE.NV Agency Summary sheets, capturing key stakeholder information to inform future stakeholder analysis work.
- Finalized and sent the August edition of the CORE.NV Newsletter.
- Drafted and finalized a communications product to compose Chart of Accounts Campaigns, including memos, formatting of the CoA Introduction briefing, CoA video production, Cheat Sheet, and Quick Reference Guide. Additionally, developed the CoA page for the CORE.NV SharePoint site (to be released in September).
- Drafted and released a memo to Statewide Leadership on the sunseting of legacy Advantage systems.
- Drafted quarterly memos on project updates to Statewide Leadership and All-State Employees (to be released in September).
- Continued to collect data to measure progress against determined OCM metrics (to be released in early September).
- Completed one new demo on Personnel Management for the CORE.NV SharePoint Microlearning library.
- Drafted and released the End-User Training (EUT) communications package, including a memo announcing open registration, EUT registration instructions, and Frequently Asked Questions. Resigned the EUT Training Page to easily display all resources to end-users.

## Training

Our major accomplishments for August included:

- Hosted the HRM State Trainer Workshop on 8/14/2024.
- Planned for and hosted a State Trainer Forum on 8/28/2024 for both FIN and HRM trainers.
- Finalize course calendar and registration logistics in preparation for opening of End-User Training (EUT) registration on 8/12/2024.
- Hosted a series of EUT office hours for State Employees to ask questions and get assistance for the EUT registration process.
- Assisted in developing responses to stakeholders regarding EUT registration.
- Adjusted the course calendar and approach when learning new information about stakeholder content learning needs.
- Developed, and submitted for State review, the following course materials: General Accounting, Accounts Receivable, Accounts Payable, Cost Accounting, and Fixed Assets Management.
- Continued to research and develop content for the Budget Control and Procurement webinar.



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

### September 2024

- August Monthly Status Report #11 submission – 9/4/2024
- P1B Train-the-Trainer Training Materials – submission - 9/4/2024
- P1B Training Support – Month 1 – submission – 9/13/2024
- EUT Monthly Progress Report – August – submission - 9/12/2024

### October 2024

- September Monthly Status Report #12 submission – 10/2/2024
- PI4 Completion Report submission – 10/8/2024
- EUT Monthly Progress Report – September – submission - 10/10/2024
- P1A Implementation Assessment Document submission – 10/10/2024
- P1A FIN Readiness Assessment Checklist submission – 10/23/2024

### November 2024

- October Monthly Status Report #13 submission – 11/4/2024
- P1A FIN UAT Support Month 1 – 11/4/2024
- P1A FIN Cutover Plan and Checklist submission – 11/6/2024
- EUT Monthly Progress Report – October –submission - 11/14/2024

## High Level Status:

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

