Monthly Status Report

Reporting Month:	September 2024
Report Number:	012
Submission Date:	10/02/2024
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Leadership:	▮▮▮▮▮ [Program Director, CORE.NV Project] ▮▮▮▮▮ [Project Manager, CGI]
Author:	▮▮▮▮▮ [PMO Lead]
Project Status: 🟡	The team has been pivoting rapidly to address changes. We are responding to scope changes and continue to manage resources to ensure timely completion of the Build phase; as well as planning for the Achieve phase activities.

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

Summary

The Agile teams are focused on the execution of PI4 Sprints and PI5 planning, enabling progress aligned with program objectives. During the PI5 planning event, the decision was made to change NDOT's implementation date to July 2025. This will allow the teams to focus on the upcoming End User Training and End-to-End User Acceptance Testing and the completion of the remaining activities for Phase 1A. The FIN team successfully developed a budget solution addressing the funding gap and received client approval, while also supporting security roles configuration requirements for FIN and NDOT and obtaining sign-off on the agreement approach from NDOT. They made significant progress in refining security roles for foreign organizations, configuring workflows, and testing Single Sign-On (SSO) using State Employee IDs, alongside finalizing business roles and exporting XML files for application integration. Additionally, the team executed end-to-end scripts for both Accounts Receivable and Accounts Payable, identifying configuration gaps and refining processes, while also supporting deposit reconciliation and generating ACH transaction files for review ▮▮▮▮▮. The HRM team focused on the Build phase, completing SIT scripting for all areas except ▮▮▮▮▮ ▮▮▮▮▮, and executing initial tests ▮▮▮▮▮. They began testing payroll processes while managing data conversion. Major accomplishments in September included completing PI4 sprints and PI5 planning event, conducting a comparison of SPAR versions, making key conversion decisions, identifying HRM batch processes, and formalizing the Shakedown process for container testing.

The Testing team completed FIN IUAT including bug / issue resolution. The Test Automation team has created skeleton shells in Test Savvy. The team also supported environment preparation activities for EUAT. The Technical team focused on Conversions and development of Interfaces, Reports, and Forms for FIN. The team set up SFTP structure ▮▮▮▮▮ and completed the connections to CGI cloud. The environments team completed container deployments and migrations.

CGI

The team stood up new environments to support EUT and dedicated environments for HRM. The team is ramping up on supporting data conversion, preparing for performance testing, nightly cycles, 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 3 and 4. APM hosted the PI 4 Review session to assess key achievements, delivered business value. Additionally, the team hosted the PI5 Planning event.

Organizational Change Management (OCM) drafted a series of communications and solicited feedback using Surveys. OCM communications included the CORE.NV Newsletter, Chart of Accounts Campaign and others listed in the OCM section. They conducted change readiness assessments. The OCM team hosted the September Change Agent Network meeting September 19th. The Training team focused on preparing the newly deployed ■ environment for end-user training. They continued to facilitate the opening of the registration process for End User training. The team finalized course materials. Hosted the State Trainer session to review EUT schedule and support/expectations. Detailed updates can be found below for each of the respective project workstreams.

Project Management Office (PMO) Activities

The PMO focused on September deliverables to fulfill contractual requirements, schedule management activities, and PMO operations. PMO initiated Achieve Stage activities including deep dive into the upcoming deliverables and assessing capacity impacts to Achieve Stage activities.
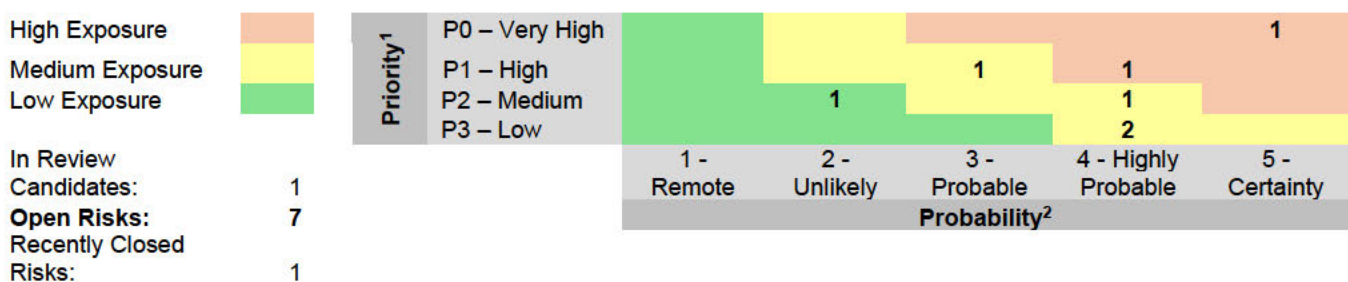
PMO Operations

- CGI PMO onboarded and offboarded CGI project staff for the project:
  - Onboards (3)
    - Performance Test Support (2)
    - Executive Advisor (1)
- We continue to collect fingerprinting documentation and background checks. Identification badges are in process for the newest onboards.

Risks and Issues

Project Risks and Issues are logged and maintained in Jira. Metrics and Heat Map figures were pulled on 9/30/2024.

Risks Heat Map

		1 - Remote	2 - Unlikely	3 - Probable	4 - Highly Probable	5 - Certainty
P0 – Very High						1
P1 – High				1	1	
P2 – Medium			1		1	
P3 – Low					2	
		Probability[2]				

Priority[1]

High Exposure
Medium Exposure
Low Exposure

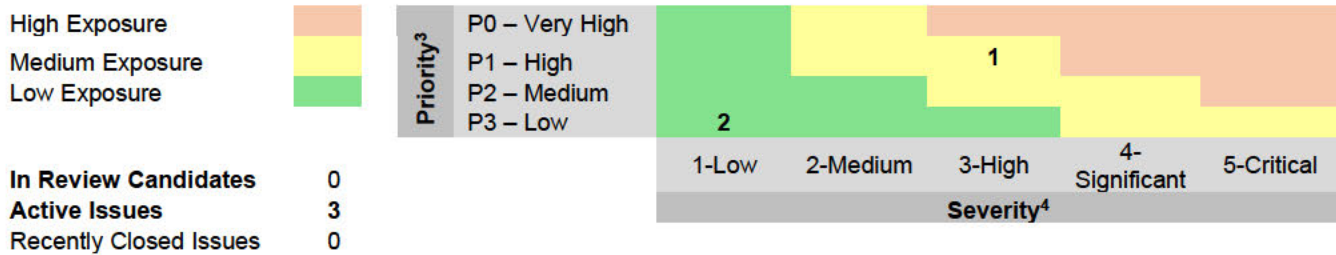|	
In Review Candidates:	1
Open Risks:	**7**
Recently Closed Risks:	1

[1] Risk Priority: Conveys severity of a Risk so agents can react accordingly and identifies relative importance with the Risk Impact Level.
[2] Risk Probability: Likelihood or chance that specific Risk will occur.

Risks Register

Risk #	Description	Status	Response Status	Priority	Probability	Severity
██████ ██	██████████████ ██████████████ ██████	████████ ████████	██████	██████ ██	██████████	████████
██████ ██	██████████ ██████████ ████████████ ██████████ ██████	████████ ████████	██████	██████	██████ ██████	██ ████████████
██████ ██	██████████ ██████████ ████████████ ██████████	████████ ████████	██████	██████████	██████████	████████
██████ █	██████████ ██████████████ ██████████ ████████	████████ ████████	██████	██ ██████	██████ ██████	████████
██████ ██	██████████████ ██████████ ██████████ ██████████ ██████████ ██████	████████ ████████	██████	██ ██████	████████	██████
██████ ██	██████████████ ██████████ ████████	████████ ████████	██████	██████████	████████ ██████	██████
██████ ██	██████████ ██████████████ ████████	████████ ████████	██████	██████████	██████████ ██████	██████

Issues Heat Map

High Exposure	(peach)
Medium Exposure	(yellow)
Low Exposure	(green)

Priority[3]					
P0 – Very High					
P1 – High			1		
P2 – Medium					
P3 – Low	2				
	1-Low	2-Medium	3-High	4-Significant	5-Critical
			Severity[4]		

In Review Candidates	0
Active Issues	3
Recently Closed Issues	0

Issues Register

Issue #	Description	Status	Response Status	Priority	Severity
██████	███████████████	██████	██████	██████	██████
████	█████	██████			
██████	█████████████████	███████████	██████	██████	██████
████	████████████	████████			
	█████████				
██████	██████████████████	████████████████	██████	██████	██████
████	█████████████	████████████			
	███████████				
	██████████				

Schedule Management & Deliverables

- The following Project deliverables scheduled for September were submitted to or approved by OPM:
  - August Monthly Status Report #11 – Approved 9/11/2024
  - EUT Monthly Progress Report August – Approved 9/17/2024
  - P1B Training Materials – Approved 9/11/2024
  - P1A FIN Performance Test Plan – Approved 9/23/2024
  - P1B Training (2 Sessions) – Approved 9/18/2024
  - P1B Training Support – Month 1 – Approved 9/13/2024

Scope Management

- Change Requests
  - Discussion and estimates are being tallied for the LMS solution Change Request.
  - CR016 - SSO Solution is in progress and with expected delivery on 10/2/2024.
  - CR017 - P1B Training Deliverables_Schedule Change – Approved.
  - CR018 - Performance Testing Scope – Approved.

---

[3] Issue Priority: Conveys the severity of an Issue so agents can react accordingly, and 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.

Financial

Our major accomplishments for September included:

General Project Accomplishments

- Developed budget solution ▮▮▮▮▮▮▮▮▮▮ and demonstrated the solution to client for approval.
- Completed security roles for FIN and NDOT.
- Received Sign-off on Agreement Approach from NDOT.
- Completed first review of Nightly Batch Cycle jobs to determine configuration updates needed to ensure jobs run successfully.

Security & Workflow

- Began refinement on Foreign Orgs for multiple agency security roles
- Began refinement and configuration of Workflow with a successful demo of a ▮▮ approval process
- Successfully tested SSO using State Employee IDs
- Finalized Phase 1a Business Roles and successfully exported XML files for loading in all other applications

Cost Accounting

- Continued to meet with NDOT to build out Cost Accounting Projects and Transit Grants.

Accounts Receivable

- Executed Accounts Receivable End-to-End script and identified issues and gaps for configuration refinement.
- Configured Deposit Reconciliation.
- Support State Tech Interface for GA.

Account Payable

- Executed the Accounts Payable End-to-End script deferred steps and identified issues and gaps for configuration refinement.
- Configured ▮▮ ACH transaction job to generate first draft of ACH ▮▮▮▮▮.
- Provided sample ACH ▮▮▮▮▮▮▮▮ file to ▮▮▮▮▮ for review.

Human Resource Management (HRM)

In September, the HRM Configuration team continued to focus on the Build phase. SIT scripting is complete for all areas except ▮▮▮▮▮▮▮▮▮▮▮. We executed the first pass of ▮▮ ▮▮▮▮▮▮▮▮▮▮▮ SIT scripts; these will be repeated once we have fully converted data. We have started testing payroll via online checks and batch payroll processing with Parallel Payroll Processing in full swing. Our biggest challenge continues to be data conversion; this effort must be complete prior to ▮▮▮▮▮▮▮▮ PI6.

Our major accomplishments for September included:

- Completed PI4

CGI

- Completed PI5 planning
- Completed █████ 2.x to 4.x comparison
- Made conversion decisions ██ ████████████████████████████████
- Identified the 2B HRM batch processes
- Formalized the Shakedown process for container testing

Technical

The Technical team focused on Conversions and development of Interfaces, Reports, and Forms for FIN during this month. We supported testing of FTP automations between the State and CGI Cloud.

Our major accomplishments for September included:

- FIN – Conversion:
  - o New updates to COA were received and loaded successfully.
  - o The feedback from the state on vendor and customer data was incorporated and modified data was loaded successfully. The team completed the changes to maintain compatibility with legacy systems from different agencies.
  - o Development for Conversion of FY-25 Budgets completed.
  - o Development of Conversion Maps ████████████████████████████████████ ██ █████████████ are completed.
  - o Preparation for Mock Cutover and UAT data preparation in Progress.
- HRM – Conversion:
  - o Progress made on ████████████████████ table conversion.
- FIN – Interfaces:
  - o Development of about 18 Interfaces completed.
- FIN – Reports:
  - o Development for 8 reports has been completed.
- FIN – Forms
  - o Development of Invoice forms as per the state's requirements completed.
  - o Development of Purchase and Delivery order forms are completed.
- Supported the State to set up SFTP structure ████████████████████████████. Set up file transfer automations between CGI cloud and State SFTP Server.

Environments and Legacy Operations

Our major accomplishments for September included:

- Legacy Operations:
  - o Continuing to clear and manage ADV 2X, NEATS and Data Warehouse Tickets.
  - o Providing support for Data Warehouse Team
  - o NEATS upgrade testing completed
  - o Continuing the testing the HR Data Warehouse post Oracle 19c upgrade
  - o Stood up the new Ubuntu Prod Server
- Environments:
  - o Container Deployments: ████████████ Deployed to all NPD and Production environments.

- o Environment planned for Phase 1b was stood up to provide dedicated environment for End User Training
  - o UAT Data and environment preparation in progress
- Mock Cutover:
  - o Data conversion and configuration load In Progress
- Nightly Cycle:
  - o Test execution in progress

Testing

Our major accomplishments for September included:

- Completed the triage of remaining FIN IUAT issues
- Bugs identified during FIN IUAT have been resolved, tested by CGI and sent for OPM validation
- Supported the environment preparation activities for EUAT ███████
- Monitored and discussed status of EUAT Readiness activities
- The Test Automation team has created skeleton shells for 186 scripts. 86 of these scripts have been reviewed by CGI functional SMEs in preparation for the next phase of step writing.

APM (Agile Project Management)

In September, the Agile Project Management (APM) team is focused on the Phase 1A activities ahead of the January 1st Go-Live date, with a close lens on blockers and support needed to deliver the expected scope.

- **PI Review**: The team conducted a thorough review of the PI4, assessing key achievements, delivered business value, and the continued focus of program Phase 1A scope delivery.

- **PI Planning Event 5:** The ART had to pivot from plan that included NDOT in the Phase 1A Go Live to a modified Phase 1A Go Live plan which does not include NDOT (re-work/changes) and NDOT go-live newly being set for July 1, 2025 (Cost Accounting for state-wide implementation).

Organizational Change Management (OCM) and Communications

Our major accomplishments for September included:

- Hosted September OCM scoping meeting and documented results.
- Crafted, coordinated, and finalized Chart of Accounts (COA) campaign communications products, including a 2-Pager Overview, Quick Reference Guide, and PowerPoint Presentation and Video Demo.
- Created and finalized the September CORE.NV Newsletter, including graphic design, layout, and article writing.
- Drafted and finalized the presentation for the September Change Agent Network Session. Provided meeting coordination and support at the September 19 event, including hosting dry runs and a tech check.
- Developed and finalized Change Readiness strategy document.
- Finalized Change Readiness survey and drafted communications to accompany survey release.
- Conducted qualitative and quantitative analysis of the Change Readiness Survey looking at change impacts, themes, and agency-specific needs.
- Continued to populate Top 15 Agency Summary Sheets based on the results from the Change Readiness survey.

CGI

- Provided quick-turn support to action item from Executive Committee – identify all Adv2.1 end-users who had registered for training and identify all Adv2.1 users still in need of registration. Provided editing and communications support for Director message template and instructions to Executive Committee members.
- Continued to review and capture high-level change impacts on a weekly basis.
- Created, designed, and wrote content a 2-Pager Overview for the Get Ready Nevada campaign.
- Brainstormed Get Ready Nevada campaign communications ideas.
- Recorded, edited and published the Personnel Management Demo.
- Created and updated project status update deck for use at Department Director Coffee Talks.
- Helped create the first draft of the CORE.NV readiness checklist.
- Created the FIN SharePoint Page and posted CA Campaign products.
- Continued regular maintenance and updating cadence for SharePoint site.
- Conducted monthly maintenance on stakeholder lists.
- Developed September progress for five (5) OCM metrics and one (1) training registration metric.

Training

Our major accomplishments for September included:

- Provided and configured new training environment, SH4, in preparation for EUT kick-off.
- Provided support to training site coordination and technology checks.
- Continued to adjust course calendar and approach when learning new information about stakeholder content learning needs.
- Hosted weekly 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.
- Created SurveyMonkey tool to capture training needs; tracked training and registration data
- Drafted and inputted two training registration reminders.
- Hosted meet and greet between CGI Trainers and State Trainers.
- Hosted State Trainer session to review EUT schedule and support/expectations.
- Finalized course curriculum products, including Agenda, Course Guide, and accompanying PowerPoint slides for all courses, ████████████████████████████ ██ ███████
- Began developing recorded content for all courses listed above.

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

October 2024

- 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 Readiness Assessment Checklist submission – 10/23/2024
- P1A Build Stage Complete –11/4/2024

November 2024

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

December 2024

- P1A Performance Test Results submission – 12/2/2024
- Monthly Status Report 14 submission – 12/3/2024
- PI5 Completion Report submission – 12/5/2024
- EUT Monthly Progress Report – November submission – 12/12/2024
- P1A UAT Support Month 2 – 12/17/2024

High Level Status:

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

ID	Task Name		
		2024	2025	2026
		Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov		
1	State of Nevada Advantage Cloud Upgrade		
2	Advantage Cloud Upgrade Milestones		
78	Advantage Cloud Upgrade Governance / Project Management	9/27 ━━━━━━ Advantage Cloud Upgrade Governance / Project Management ━━━━━━ 10/2	
191	Advantage Cloud Upgrade Organizational Change Management		
216	Advantage Cloud Upgrade Training / Agile Coaching		
360	Phase 1a - FIN Initial Platform Deployment	11/13 ━━ Phase 1a - FIN Initial Platform Deployment ━━ 12/31 / 2/28 — FIN GO LIVE	
361	Phase 1a - FIN Deployment Envision Phase	11/13 ━ Phase 1a - FIN Deployment Envision Phase ━ 3/29	
510	Phase 1a - FIN Deployment Build Phase	12/4 ━ Phase 1a - FIN Deployment Build Phase ━ 10/22	
725	Phase 1a - FIN Deployment Achieve Phase	6/25 ━ Phase 1a - FIN Deployment Achieve Phase ━ 12/31 — FIN GO LIVE	
791	Phase 1a - FIN Deployment Hypercare	1/2 ━ Phase 1a - FIN Deployment Hypercare ━ 2/28	
794	Phase 1b - HRM Initial Platform Deployment	12/4 ━━ Phase 1b - HRM Initial Platform Deployment ━━ 6/27 / 8/25 — HRM GO LIVE	
795	Phase 1b - HRM Deployment Envision Phase	12/4 ━ Phase 1b - HRM Deployment Envision Phase ━ 4/30	
910	Phase 1b - HRM Deployment Build Phase Phase	3/20 ━ Phase 1b - HRM Deployment Build Phase Phase ━ 2/19	
1171	Phase 1b - HRM Deployment Achieve Phase	11/26 ━ Phase 1b - HRM Deployment Achieve Phase ━ 6/27 — HRM GO LIVE	
1273	Phase 1b - HRM Deployment Hypercare	6/30 ━ Phase 1b - HRM Deployment Hypercare ━ 8/25	

CGI