



CORE.NV Project

May Status Report

May 14, 2024

CGI

Agenda



- Executive Summary
- April Project Deliverable Summary
- Critical Path Items on Watch



Executive Summary



| CORE.NV | | | |
|----------------|---|---|----------------------|
| Status Date | 5/14/2024 | Reporting Period | 4/1/2024 – 4/30/2024 |
| Overall Status | | Go-live date 12/31/24 is on schedule | |
| Schedule | | Scheduled activities remain on track. Program Increment (PI) 2 is progressing. Planning for PI3 is scheduled to occur first week in June. | |
| Resources | | CGI PM ██████████ transition to the CORE.NV project will complete at the end of May. | |
| Scope | | No changes to scope this reporting period. | |
| Risks | | Candidate Risks being reviewed by Management of both teams. | |
| Issues | | None. | |
| Budget | | No change to planned budget. | |



April Project Deliverable Status



| Deliverable / Work Product | Status | Percent Complete | Invoice Period | Current Status |
|--|-----------|------------------|----------------|----------------------------|
| Interface Strategy | Delivered | 100% | 4/2024 | ✓ Approved |
| Monthly Status Report 6 | Delivered | 100% | 4/2024 | ✓ Approved |
| P1A Envision Stage Complete | Delivered | 100% | 4/2024 | ✓ Approved |
| P1B Business Process Analysis Findings 1 | Delivered | 100% | 4/2024 | ✓ Approved |
| P1B Discovery Workshops Findings 1 | Delivered | 100% | 4/2024 | ✓ Approved |
| P1B Business Process Analysis Findings 2 | Delivered | 100% | 5/2024 | ✓ Approved |
| P1B Discovery Workshops Findings 2 | Delivered | 100% | 5/2024 | ✓ Approved |
| P1B Program Increment Objectives | Delivered | 100% | 5/2024 | ✓ Approved |
| P1B Envision Stage Complete | Delivered | 100% | 5/2024 | ✓ Approved |
| P1A PI1 Completion Report | Delivered | 100% | 5/2024 | ✓ Pending further approval |



Critical Path Items on Watch

- UAT planning and execution
 - Incremental UAT (iUAT) completed for Program Increment 1
 - Established “office hours” for CGI SME’s to be available to review identified items and provide more information about the application
 - Program Increment 2 iUAT will start in the middle of June and will include both FIN and HRM
- State Treasurer’s Office escalated items
 - Follow-up meetings held with CGI SMEs to discuss escalated items
 - Weekly meetings scheduled [REDACTED] to discuss implementation of banking interface



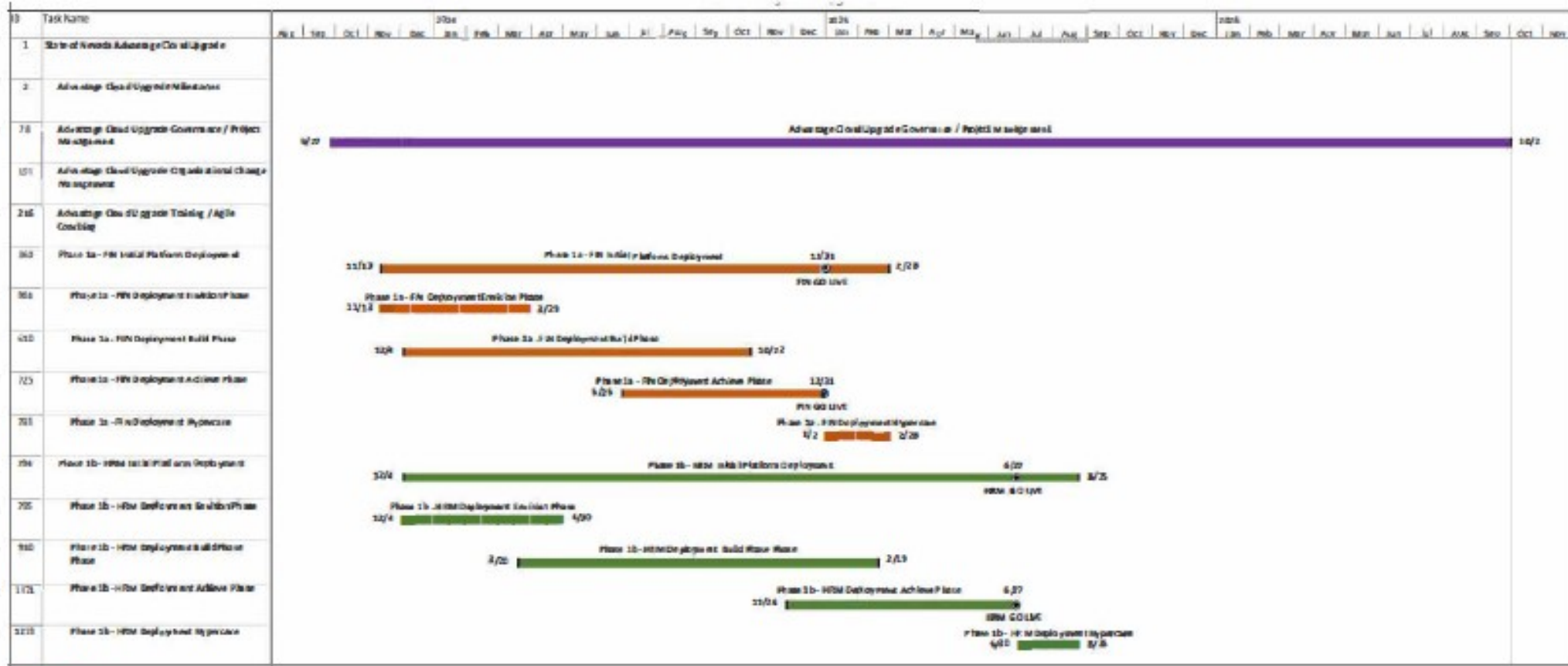
Questions?

CGI

Appendix – Supporting Artifacts

Timeline
April Workstream Summary
90 Day Look Ahead

High Level Status



CGI Project Management Office



PMO Operations:

- CGI PMO onboarded four (4) and offboarded five (5) CGI project staff for the project. We continue to collect fingerprinting documentation and background checks. Identification badges are in process for the newest onboards.
- Updates to the JIRA Project level Risk and Issues Dashboard and working forms are in progress. Key items include:
 - Filtered Dashboards for improved user experience.
 - Status field updates to control dashboard filters.
 - Candidate assignment workflow to expedite handling new candidates.

Scope Management:

Change Request - CR010: Increase the Number of State Trainers was approved by OPM for Change Control Committee on 4/9/2024.

Schedule Management:

- The Project Schedule .mpp file was approved on 3/08/2024. The Project Schedule management process officially kicked-off on the week of 3/11/2024 with the approval of the baseline schedule. This process will primarily leverage the CGI and OPM Staff Tasks List Report and 30-day look ahead Report for schedule updates.
- Roadmap view by Phase was incorporated into the Project Status Report.

March Project Deliverables Submitted:

- P1B HRM Discovery Workshop Findings Submission 1 – Approved 4/4/2024.
- P1B HRM Business Process Analysis Findings Submission 1 – Approved 4/8/2024.
- Interfaces Strategy – Approved 4/5/2024.
- March Monthly Status Report #6 – Approved 4/10/2024.
- P1A Envision Stage Complete Milestone – Approved 4/16/2024.
- P1B Program Increment Objectives – Submitted 4/24/2024.
- P1A PI1 Completion Report – Submitted 4/29/2024.
- P1B HRM Discovery Workshop Findings Submission 2 – Approved 4/30/2024.
- P1B HRM Business Process Analysis Findings Submission 2 – Approved 4/30/2024.
- P1B Envision Stage Complete Milestone – Approved 4/30/2024.



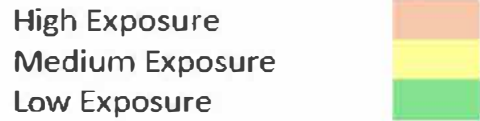
CGI Project Management Office



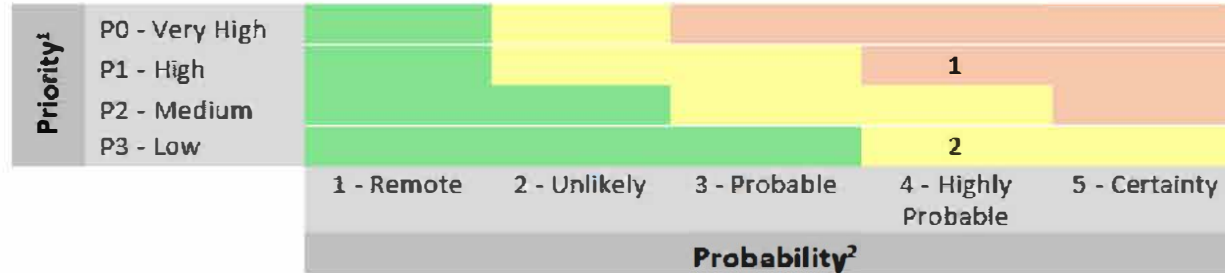
Project Risks and Issues are logged and maintained in [Jira](#).

Risk Priority, Risk Probability, Issue Priority and Issue Severity are defined in slide notes.

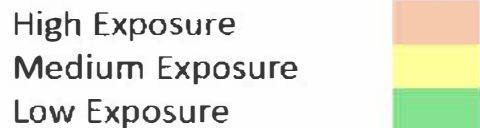
Risk Metrics and Heat Map



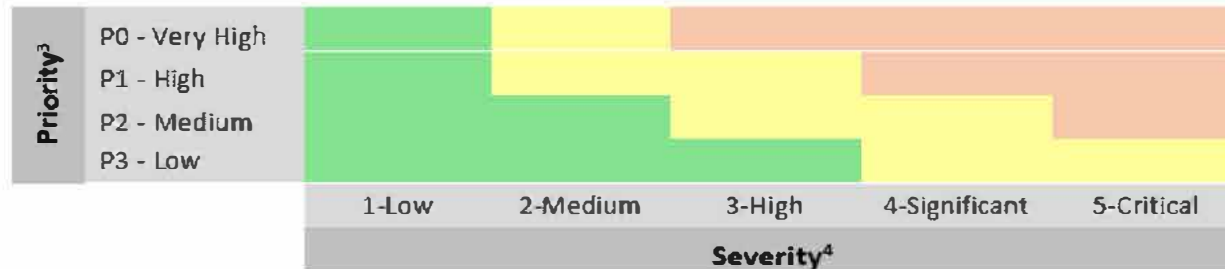
In Review Candidates **0**
Open Risks **3**
Recently Closed Risks **2**



Issue Metrics and Heat Map



Active Issues **0**
Recently Closed Issues **5**



Organizational Change Management & Communication



In April, OCM welcomed new team member, [REDACTED], who will be supporting the team with strategic communications. The OCM team continued implementing change management and communications activities. Specifically, the OCM team:

- Participated in and facilitated Change Agent Network (CAN) planning meetings and supported the April 11th CAN Kick-off Session.
- Assisted the State in revising both the content and UI of the internal SharePoint site, geared towards communicating project updates and progress to all State employees.
- Crafted three Memos, addressed to:
 - All State Employees, announcing SharePoint site launch.
 - Statewide Leadership, announcing Chart of Accounts changes.
 - Statewide Leadership, to validate FIN functional end-users.
- Created an approach for the OPM Project Team to measure project health using the Prosci Change Triangle (PCT) assessment tool.
- Developed an internal survey with project-related content and collated/analyzed responses. Briefed results to OPM Project Team on 04/17/2024 during the Bi-Weekly Team Leads meeting.
- Developed a first draft of OCM metrics, primarily measuring stakeholder participation and evaluation of OPM-hosted events and activities.
- Developed a calendar for key OCM and training activities through the end of the calendar year (2024).



Organizational Change Management & Communication



- Developed the first draft of a deck for the OPM Project Director to present at the 05/07/2024 Business & Industry (B&I) Leadership Summit.
- Analyzed and finalized an initial list of FIN functional end-users.
- Facilitated a high-level change impact assessment meeting with the OPM FIN team.
- Drafted an approach to provide business process analysis and mapping support to the project. Worked with the State and BerryDunn counterparts to further refine and scope this work, determining that leadership for this work lies outside of the OCM domain.
- Participated in meetings with the HRM and FIN teams to discuss OCM support.
- Continued to host a daily OCM Stand-up meeting with OPM leadership to discuss work in progress; tracked status with Kanban board; input OCM Kanban Excel board into JIRA.



Training



In April, the Training team performed the following actions:

- Hosted twice-weekly training team meetings with all team members.
- Finalized the learning approach and materials requirements for State trainers.
- The training team invited the Controller's office to one of the training huddles to discuss and clarify Train the Trainer.
- Continued work on developing approach for Phase 1 end-users.
- Continued researching and drafting an audience analysis for FIN and HRM end-user training.
- Finalized survey and scheduled comms for FIN end-user Phase 1 (information gathering for end-user analysis).
- Integrated training into FIN and iUAT processes.



Technical Advantage 4



CGI's technical workstream has focused on the following activities during the month of April – FIN and HRM Conversion, the PI-2 planning event, and Demos.

- Sprint 1.4:
 - The team completed 52 Story points.
- The Team prepared and participated in PI Planning events and presented a plan for PI-2.
- The Team kickstarted Preparation activities for building 3 interfaces – 2 Financial and 1 HRM Interface.
- The team is executing the build phase in sprints as part of the PI. Daily Stand-up meetings, Backlog refinement, and Sprint Demos are being conducted as part of the agile activities.
- Sprint 2.1:
 - The team completed 55 story points.
- A plan and strategy for involving the State Tech team members in building interfaces were discussed and finalized.
- [REDACTED] options for [REDACTED] Interfaces in general was discussed and proposed that the State [REDACTED] server act as an intermediary.



Technical Advantage 4



Conversion

The Team completed Sprints 1.4 and 2.1 in the month of April. The details are as below.

- FIN - Conversion
 - The COA Tables were converted.
 - A total of 5 user stories were completed.
 - A Total of 14 Story Points were converted.
- HRM - Conversion
 - Base Ref, Benefits Admin Ref, Deductions Ref, Employee Profile Ref, and Deductions Tables were converted.
 - A total of 13 user stories were completed.
 - A Total of 36 Story Points were converted.
- Interfaces
 - A template to document the interfaces was produced and accepted.
 - The initial work of about 5 story points on one Financial and one HRM Interface was completed.



Environments



OPM Technical Team was provided access to the DEV Environment and databases. Access and connectivity were successfully tested. Access was also provided and successfully tested for [REDACTED] Interface and Reports development.

- Access to Environments:
 - OPM: Access provided to DEV Environment
- Container Deployment:
 - [REDACTED] to SH1, SH2, SH3 and MA1 – deployed 3/12/2024.
 - [REDACTED] to SH1, SH2, SH3 and MA1 – deployed 4/4/2024.



Testing



UAT commenced on 4/16/2024, starting with iUAT for PI-1. In support of iUAT, the following actions were taken:

- Created UAT login credentials and distributed them to UAT participants.
- Defined UAT Support Model.
- Held first UAT “Office Hours,” allowing UAT participants to ask and receive answers to their questions from a functional SME via Teams conference call.
- Utilized Teams chat to provide real-time feedback to UAT questions.
- Established UAT Status meeting cadence.



APM (Agile Project Management)



In April, Agile Project Management (APM) facilitated a smooth transition from PI1 to PI2. APM coordinated PI1 closure activities and prepared teams for the PI2 Planning Event held 4/10/2024 – 4/11/2024. We facilitated the event, delivered the P1A PI1 Completion Report and P1B Program Increment Objectives, and guided teams through the initial stages of PI2.

Activities Accomplished:

- **PI1 Closure:** Concluded PI1 by conducting a PI1 Review and Demo, coordinating the closure of Sprint 1.4 for all teams, and delivered the PI1 Completion Report.
- **PI2 Planning:** Assisted teams in preparing their backlogs and assessing available capacity for the PI2 planning event. We welcomed four new workstreams into the CORE.NV Agile Release Train (ART), preparing them for participation in their first PI Planning Event. Facilitated the PI2 Planning Event, held on April 10-11th, 2024. Submitted the PI2 Objective Report, which clearly defined the key goals and priorities of the upcoming Program Increment (PI).
- **PI2 Launch:** The APM team guided teams through the initial stages of PI2 execution, with a particular focus on supporting the HRM team; providing guidance on Agile practices, tools, and processes.
- **Staffing Transitions:** Transitioned out one Scrum Master resource and onboarded a new Scrum Master resource to ensure continued support.



Financial (FIN) Advantage 4



The FIN Configuration team continues to focus on the Build Stage of the project, specifically sprints 1.4 and 2.1. We completed PI planning for PI2, this time with the participation of the OCM Workstream. Our PI2 Objectives include continuing to configure the Accounts Receivable, Accounts Payable, and General Accounting areas that began in PI 1. In addition, the team plans on starting the configuration of Accounts Payable, Cost Accounting, and Budget in Advantage 4.

The Financial team achieved two major milestones: aligned the expense and revenue budget structures to be used by the CORE.NV project and completed the mapping of the full Chart of Accounts and loaded the data into the system. These milestones provide the foundation for much of what we will be able to achieve in PI2. Within the two sprints completed in April, the team also achieved:

- Sprint 1.4
 - Completed 47.5 Story Points of work.
 - This included configuring tables and transactions in the areas of Accounts Receivable, Procurement, and General Accounting, as well as establishing the Basic Business Roles across the Advantage Financial application.
 - Continued to work with the OPM Technical Team on establishing security for the CORE.NV application.
- Sprint 2.1
 - Completed 62.5 Story Points of work.
 - This included configuring tables and transactions for the additional areas of Accounts Payable and Vendor.



Human Resource Management (HRM) Advantage 4



This month the HRM Configuration team provided the Discovery Workshop Findings and Business Process Analysis Part 2 deliverables to the State for approval. Our focus turned to the Build Stage of the project, specifically PI2 planning and Sprint 2.1. Our PI2 Objectives included supporting conversion, interface, and reporting efforts as well as configuring Business Roles and scripting for SIT testing.

Within the initial sprint completed in April the team achieved:

- Sprint 2.1
 - Completed 87 Story Points of work.
 - This included manually converting select reference pages and writing SIT scripts for testing the converted data.



90-Day Look Ahead

Deliverables/Work Products/Milestones



May 2024

- April Monthly Status Report #7 submission – 5/2/2024
- Phase 1A Train the Trainer Course Guide – 5/9/2024
- End-User Training Progress Report – 5/9/2024

June 2024

- Monthly Status Report #8 submission – 6/4/2024
- P1A PI2 Completion Report – 6/18/2024 (Pending Completion Report FY Decision)
- P1B PI2 Completion Report – 6/18/2024 (Pending Completion Report FY Decision)
- June Monthly Status Report #9 submission – 6/28/2024
- End-User Training Progress Report – 6/28/2024
- P1A Training – 6/28/2024

July 2024

- FIN Performance Test Plan – 7/15/2024

