



# CORE.NV Project

## December Status Report

January 9, 2023

**CGI**

# Agenda



- Introduction [REDACTED]
- Executive Summary [REDACTED]
- December Project Deliverable Summary [REDACTED]
- Critical Path Items on Watch [REDACTED]



# Executive Summary



CORE.NV			
<b>Status Date</b>	1/9/2024	<b>Reporting Period</b>	12/1/2023 – 12/31/2023
<b>Overall Status</b>	Green	Go-live date 12/31/24 is on schedule.	
Schedule	Green	Schedule Management Plan and MS Project .mpp draft submitted Break out meetings with Financial, Human Resource Management and Technical CORE.NV and CGI Leads planned for week of 1/8/24.	
Resources	Yellow	State resource and support planning underway for Chart of Account internal mapping and End User Training Strategy Plan and Execution.	
Scope	Green	No change to contracted scope.	
Risks	Green	PMP – Risk Strategy Plan under review.	
Issues	Green	PMP – Issue Strategy Plan under review.	
Budget	Green	No change to planned budget.	



# December Project Deliverable Status

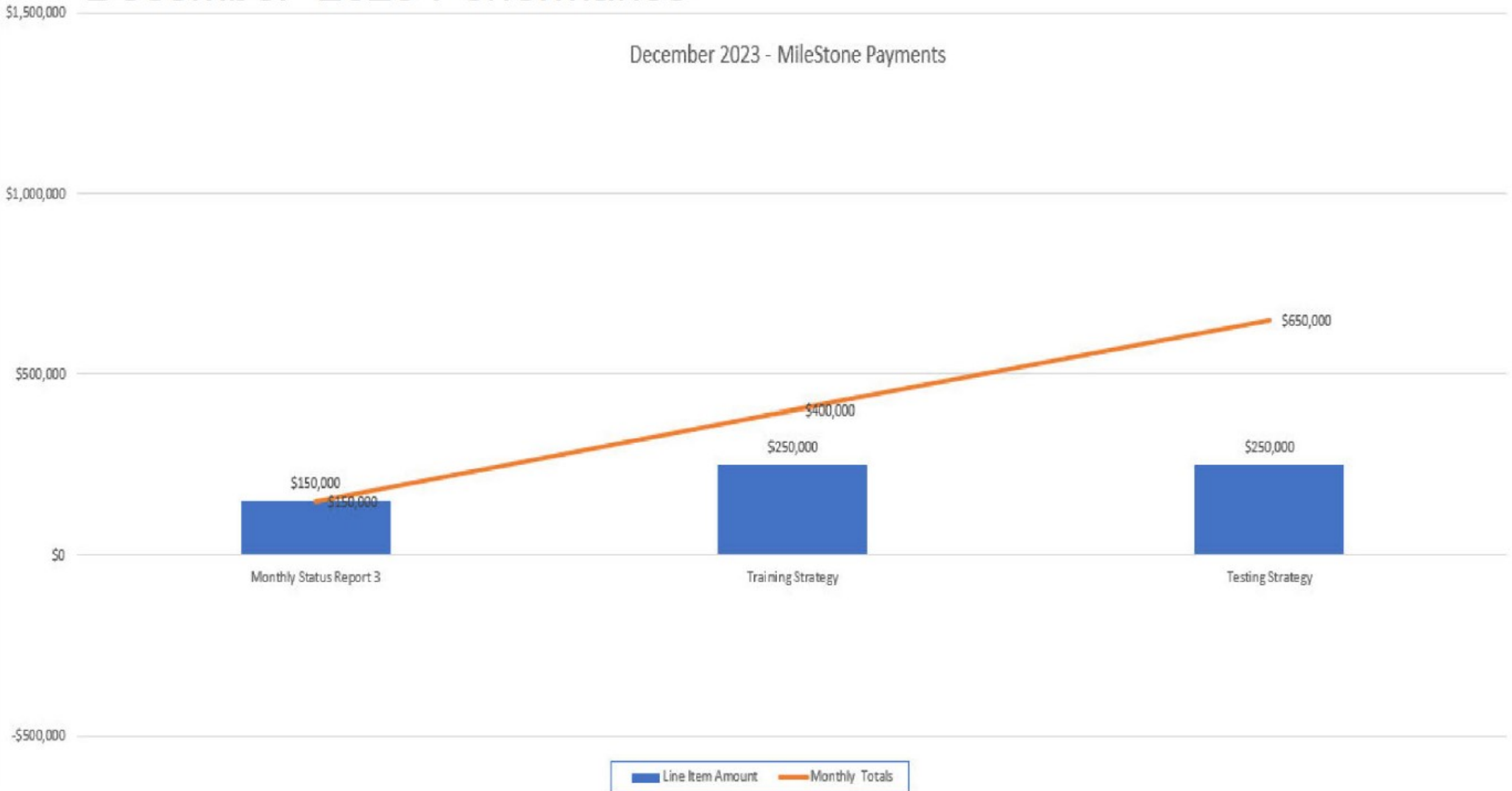


Deliverable / Work Product	Status	Percent Complete	Invoice Period	Current Status
Monthly Status Report 3	Delivered	100%	1/2024	✓ Delivered
Training Strategy	Delivered	75%	1/2024	✓ OPM feedback received and modified. Second round of review underway.
Test Strategy	Delivered	75%	1/2024	✓ OPM feedback received.



# December 2023 Performance

December 2023 - MileStone Payments



## Critical Path Items on Watch

- OPM HRM Resources and Discovery Sessions [REDACTED]
- Schedule (.mpp) baseline alignment and State resource assignments [REDACTED]
- Jira tool implementation and training for project team members [REDACTED]
- Train the Trainer and End User Training [REDACTED]
- Chart of Accounts Centralization Support Request [REDACTED]

# Chart of Account Centralization Support Request



State Agency support is needed to data map all existing elements of our current chart of account structure to a revised centralized chart of account structure consistent throughout the State of Nevada using standards, rules, and common definitions with ADV 4.0.

State expects the process of centralization to be time consuming because the current condition of the accounting elements [REDACTED]. Below is an example of some of the primary activities State of Nevada needs to do. This is not an exhaustive list.

- Compile financial data from [REDACTED] ADV 4.0 CoA structure
- Find discrepancies [REDACTED]
- Establish controls that transition the accounting process from decentralized to centralized
- [REDACTED] transactions will be user defined but must be standardized



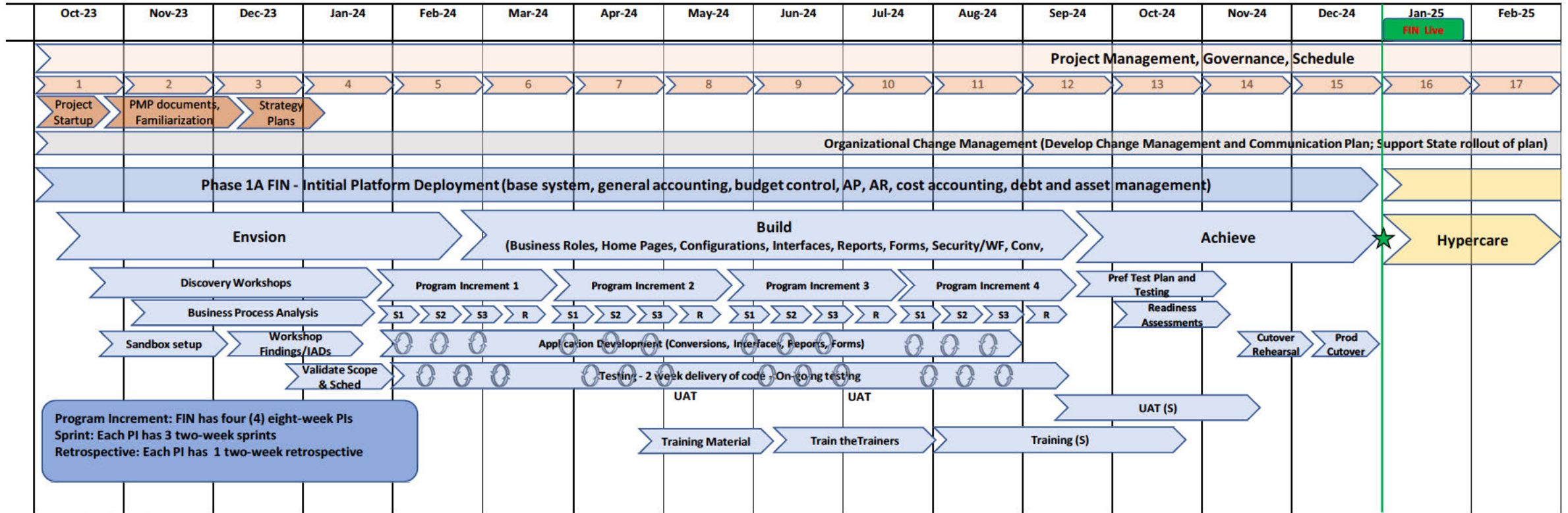
# Questions?



# Appendix – Supporting Artifacts

Timeline  
December Workstream Summary  
90 Day Look Ahead

# Phase I Project Timeline



Program Increment: FIN has four (4) eight-week PIs  
 Sprint: Each PI has 3 two-week sprints  
 Retrospective: Each PI has 1 two-week retrospective



# CGI Project Management Office Status Summary



## PMO Operations:

- PMO supported the delivery of the first Executive Committee Project Status Report for the Executive Committee meeting December 12th.
- PMO and OPM conducted the first Change Control Committee meeting on Dec 20th, in which 4 change requests were reviewed and approved.
- Additional discussions related to Jira set up took place on Dec 21st. More discussion is necessary to establish project level details that will be captured and the hosting of Jira solution.
- CGI PMO onboarded four (4) and offboarded two (2) CGI project staff for the project. We continue to collect fingerprinting documentation and background checks. Identification badges are in process. Badges completed will be provided to staff in January.
- Initial meetings were held to establish PMO meeting cadence.
- Change Request Submitted and Approved
  - CR 001 Familiarization Session Attendee extension – Approved 12/20/2023
  - CR 002 Monthly Status Report Delivery Date – Approved 12/20/2023
  - CR 003 Interface / Integration Strategy Document Deliverable Date Change – Approved 12/20/2023
  - CR 004 Forms Conversion Reports Strategy Document Deliverable Date Change – Approved 12/2023/23

## Schedule Management:

- The MS Project Schedule (.mpp) initial draft was submitted for review 12/4/2023.
- The following Project deliverables scheduled for December were submitted to OPM:
  - Monthly Status Report #2 (November 2023) – Submitted 12/4/2023
  - Microsoft Project file (.mpp) representing the Project Schedule – Submitted 12/4/2023
  - Training Strategy Deliverable – Submitted 12/15/202
  - CORE.NV Schedule Management Plan Deliverable – Resubmission 12/19/2023
  - CORE.NV Scope Management Plan Deliverable – Resubmission 12/19/2023
  - CORE.NV Risk Management Plan Deliverable – Resubmission 12/19/2023
  - CORE.NV Issue Management Plan Deliverable – Resubmission 12/19/2023
  - Testing Strategy Deliverable – Submitted 12/22/2023



# Organizational Change Management and Communication



**In December, OCM continued to establish foundational elements for stakeholder engagement and strategic communications. In**

**December, the OCM team:**

- Created and refined a CORE.NV Walking Deck, including project key messages and guiding principles
- Drafted quarterly stakeholder communication memo language for all State employees and State leadership; to be released in January 2024.
- Captured all upcoming executive communication opportunities in 2024 in a calendar format.
- Enhanced and finalized a communications matrix tool to track stakeholder engagement and communications. This tool supplements the interim Communications plan.
- Continued to host a daily OCM Stand-up meeting with OPM leadership to discuss work in progress; tracked status with Kanban board.
- Analyzed Advantage 2 Financial end-users and created summary of number of end-users by organizational entity. Identification of Stakeholders across project functions continues.
- Engaged in FIN Discovery Workshops to capture OCM-related business changes; completed Change Impact Assessment tool with observations.
- Drafted survey for Discovery Workshop participants, released on daily basis during first week. Participated in retrospective conversations about survey results.

- [REDACTED]



# Technical Advantage 4



**CGI's technical workstream has focused on the following pre-work activities during the Envision Phase. The CGI technical team worked with the Cloud Engineering team to complete the prerequisite activities to access the cloud environments.**

- The first set of CGI Advantage 4.X Cloud environments were set up and are available for CGI Account team validation on 12/15/2023. The CGI VPN required to access the cloud environments, databases and servers were set up for CGI Team and tested successfully.
- The process of setting a [REDACTED] VPN between CGI and the state networks commenced with a meeting in the first week of December. The details were explained and shared to the State of Nevada's Technical and Network teams. There has been forward movement on the set up with a follow-up meeting and exchange of technical information.
- Setting up of an [REDACTED] server for sharing of large files between the State and CGI was initiated and set up by the state.
- The introductory meeting on the CGI conversion approach was held between the CGI and State's technical teams. The baseline scripts to extract data from the 2.X system were shared with the State and executed successfully. The 2.X extracted data is now with CGI for further processing.
- CGI Advantage 2.X Support resources have been shadowing their counterparts and becoming familiar with the various processes utilized to support servicing system tickets – primarily logged for NEATS system. CGI 2.X resources anticipate getting access to the system by first week of January and will start work on any tickets logged for Advantage 2.X.
- Strategy document for Interfaces and Forms in Progress.
- The CGI Technical team has also been participating in discovery sessions to understand the possible impacts on conversions and interfaces.



## Financial Advantage 4

**During the month of December, the CGI Advantage Financial team has been busy completing discovery for the areas of Budget, Chart of Accounts, General Accounting, Accounts Receivable, and Purchasing. Highlights of work completed in December include:**

- Completed 12 Discovery sessions, for a total of thirty-six hours of discovery sessions with the CORE.NV team.
- The CGI Advantage Financial team lead two breakout sessions to dive deeper into discovery topics. These sessions were on the 1099 Reporting Process and Deposit Reconciliation.
- The CGI Advantage Financial team participated in two deep dive and one dry run session exploring the Chart of Account changes needed by the state for the Phase 1 implementation.
- Finally, the team has been busy planning to present an additional 12 Discovery sessions in January on the topics of Accounts Payable, Cost Accounting, Assets, Security, Workflow, and Business Roles.

# Human Resource Management (HRM) Advantage 4



**During the month of December, the CGI HRM team completed the planning for the discovery sessions that are scheduled to start on January 3<sup>rd</sup>. The January sessions will include discovery for the areas of Personnel Management, Payroll [REDACTED], Position Control [REDACTED]. Highlights of work completed in December include:**

- Worked with the CORE.NV HRM OPM team to outline the schedule for discovery sessions through March.
- Provided the outline for the 18 discovery sessions that will occur in January to the CORE.NV HRM OPM team so that this information could be communicated to the CORE.NV SMEs.
- Completed materials for the 1<sup>st</sup> week of discovery sessions.



# 90-Day Look Ahead

Deliverables/Work Products/Milestones



## January 2024

- December Monthly Status Report #3 submission – 1/3/24
- Risk Management Plan final submission – 1/3/24
- Issue Management Plan final submission – 1/3/24
- Scop Management Plan final submission – 1/3/24
- Training Strategy resubmission – 1/4/2024
- Interface/Integration Strategy Plan submission – 1/26/24
- HRM Discovery Session Series Kick-Off
- Continued FIN Discovery Sessions

## February 2024

- P1A Initial Discovery Workshops Findings – 2/1/24
- P1A Initial Business Process Analysis Findings – 2/2/24
- January Monthly Status Report #4 submission – 2/2/24
- OCM and Communication Plan submission – 2/14/24
- Forms, Reports, Conversion Strategy Plan submission – 2/29/24
- Continued HRM Discovery Sessions

## March 2024

- February Monthly Status Report #5 submission – 3/4/24
- P1A Part 2 Discovery Workshops Findings – 3/11/24
- P1A Part 2 Business Process Analysis Findings – 3/11/24
- PI 1 Sprint 1 Results – 3/4/24
- PI 1 Sprint 2 Results – 3/18/24
- Continued HRM Discovery Sessions

