



CORE.NV Project

January Status Report

February 13, 2024

CGI

Agenda



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



Executive Summary



CORE.NV			
Status Date	2/6/2024	Reporting Period	1/1/2024 – 1/31/2024
Overall Status	Green	Go-live date 12/31/24 is on schedule.	
Schedule	Green	Schedule Management Plan and MS Project .mpp draft submitted and under review	
Resources	Yellow	State resource and support planning underway for End User Training Strategy Plan and Execution, User Acceptance Testing, Technical validation of Interface, Integration, Reports and Forms	
Scope	Green	No change to contracted scope.	
Risks	Green	An increased meeting cadence has been established for joint team submission and review.	
Issues	Green	None.	
Budget	Green	No change to planned budget.	



January Project Deliverable Status



Deliverable / Work Product	Status	Percent Complete	Invoice Period	Current Status
Monthly Status Report #3	Delivered	100%	2/2024	✓ Approved
Training Strategy	Delivered	100%	1/2024	✓ Approved
Test Strategy	Delivered	100%	1/2024	✓ Approved



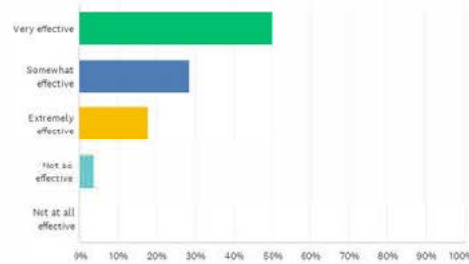
Critical Path Items on Watch

- 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 Project Update – [REDACTED]

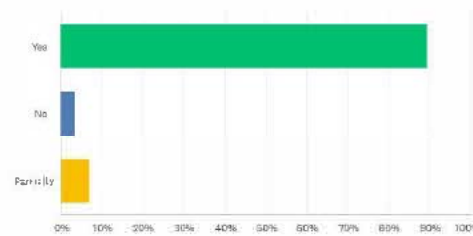
OPM HRM Resources and Discovery Sessions

- [REDACTED] has joined the project as a key stakeholder and product owner for the State of Nevada.
- The in-person attendance in the HRM Discovery Sessions have increased.
- Month 1 of the Human Resource Management Discovery Sessions has concluded

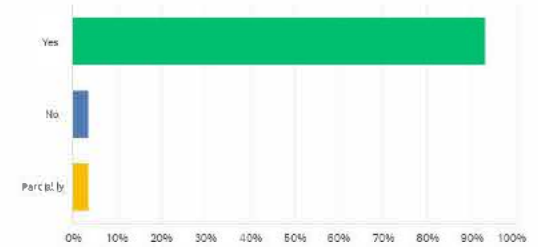
Q1 Overall, how would you rate your experience at today's HRM Discovery Session?



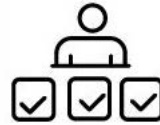
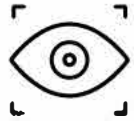
Q3 Did you have everything you needed to be an active participant in the session?



Q2 Did you have a clear understanding of the intent of the session?



End User Training Update



Audience Analysis

- Identifies training needs by end user role
- Maps end users to specific courses tailored for their role

End User Training Materials

- Customized Advantage 4 training material and content tailored to Nevada
- Includes content for Phase 1 and Phase 2

Instructor Led Training

- A professional training instructor will guide learners through the training material
- Sessions will be offered in person (Carson City & Las Vegas), and virtual (as determined by needs analysis)

Post-launch Support

- Provides as-needed remediation support during the HyperCare phase for those who attended Instructor Led training

Orientation Video

- Develop an up to 30-minute Orientation video (or recorded webinar) to introduce all users to Advantage 4
- Local viewing parties will be coordinated through Change Agent Network
- Video will be updated for Phase 2 functionality (if applicable)





Chart of Account Centralization Update

- The State Agency support provided to the CORE.NV project has been very successful.
- The project is more than 50% complete with data mapping existing elements of our current chart of account structure to the approved centralized structure.
- State of Nevada is on target for using standards, rules, and common definitions with ADV 4.0.

Delivered by State				In Progress On Track
Fund Accounting Elements*	Budgeting Elements*	Organization Elements	Programmatic Elements*	Cost Accounting Elements
Fund	Appropriation	Government Branch	Location	Major Program
Object		Cabinet	Activity	Program
Revenue Source		Department	Function	Phase
Balance Sheet Account		Division	Reporting	Program Period Code
		Group	Department Object	Funding Profile
		Section	Department Revenue	Funding Priority
		District	Task	Funding Line
		Bureau		
		Unit		
		Sub Unit		
		Flexible Reporting 1-5		
*Include sub elements (class, category, type, etc.)				





Questions?

CGI

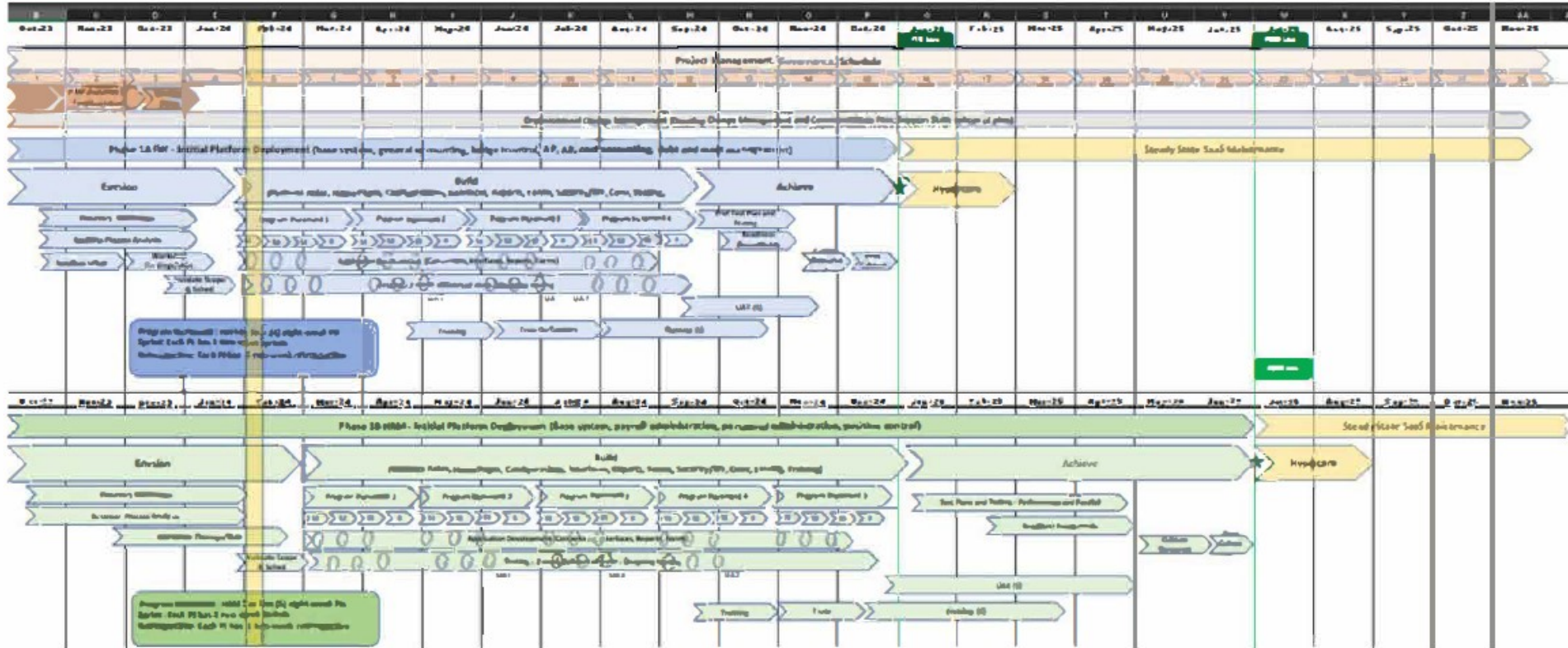
Appendix – Supporting Artifacts

Timeline

January Workstream Summary

90 Day Look Ahead

Phase I Project Timeline



CGI Project Management Office



PMO Operations:

PMO activities focused on January deliverables, governance, schedule management activities, and PMO operations.

January Project Deliverables Submitted:

- Monthly Status Report #2 (Nov 2023) - Approved 1/3/2024.
- Monthly Status Report #3 (December 2023) – Approved 1/17/2024.
- Risk Management Plan – Approved 1/17/2024.
- Issue Management Plan – Approved 1/17/2024.
- Scope Management Plan– Approved 1/17/2024.
- Training Strategy - Approved– Approved 1/19/2024.
- Test Strategy – Resubmission 1/31/2024.
- Project Schedule .mpp file – Resubmission 1/26/2024.

Scope Management:

Three Change Requests were submitted to OPM for Change Control Committee review (2/5/24).

- CR005-FIN_ Envision Stage_Delivery Date Change
- CR006-HRM_ Envision Stage_Delivery Date Change
- CR007-Interface and Integration Strategy Deliverable

Schedule Management:

- The Meeting Cadence document was updated to reflect meetings defined in the Project Management Plan documents. The PMP meetings will start in February
- The PMO delivered an updated mpp file on 1/26 which captured update from the joint team schedule management reviews for FIN, HRM, Technical team, OCM and Agile execution team.



Organizational Change Management & Communication



In January, OCM began planning for upcoming stakeholder engagement activities and strategic communications. Specifically, the OCM team:

- Launched the planning process to execute the first quarterly stakeholder meeting, scheduled for Feb 21, 2024. This planning included facilitating a discussion with OPM leads on audience needs, drafting a potential agenda, collating the first draft of the slide deck, and beginning slide revision and refinement.
- Revised, formatted, and finalized quarterly update memos to Statewide Leadership and All State Employees.
- Using raw data reports of current users using State FIN and HRM systems, created first draft of stakeholder inventory, including FIN and HRM end-user groups. Analyzed data to explore types of end-users, beginning to create and categorize end-user sub-groups. This differentiation will support the training team in customizing training for the specific needs of each audience.
- Continued drafting and refining the OCM and Communication Plan deliverable, due to the State on Feb 14.
- Determined OCM work products and events to include in the CGI schedule. These milestone events outline the key components of the OCM and Communication Plan deliverable.
- Designed “Ask Me about CORE.NV” sign and acquired production quote.
- Continued to host a daily OCM Stand-up meeting with OPM leadership to discuss work in progress; tracked status with Kanban board.
- Welcomed and onboarded two (2) new OCM consultants, who will be supporting stakeholder analysis, OCM metrics and measurement, and strategic communications.



Training



- The Training team finalized the Training Strategy Plan this month, setting the approach for training through the lifecycle of the CORE.NV project. After receiving and adjudicating OPM comments and edits, the team reviewed the document in a joint OPM/CGI review session and then finalized the document.
- The training team began the process of writing a Change Request to broaden the scope of training to include execution and delivery of end-user training. This Change Request will be presented to OPM at the beginning of February.
- Finally, the training team welcomed a new training lead, [REDACTED]. [REDACTED] has extensive training experience, specifically around Enterprise Resource Planning (ERP) implementations, and we welcome him to the team.



Technical Advantage 4



CGI's technical workstream has focused on the following pre-work activities during the Envision Phase. The area of focus in January has been primarily conversions for the financial.

- Two additional sets of CGI Advantage 4.X Cloud environments were set up and are available for CGI for testing and validation. This brings the total environments to three, [REDACTED]. We also have an Advantage Insight environment available for testing and validation.
- The process of setting a [REDACTED] VPN between CGI and the state networks is in progress. All the required information has been provided to the State. The State team will take the next steps upon their next availability.
- A conversion approach for CGI Advantage Financial has been produced and shared with the functional team. The draft conversion load order, the list of manual and automated tables have been identified. COA crosswalk spreadsheets have been submitted to the state for entering data. The conversion preparation for financial is in full swing.
- The first draft of the Technical Training Plan has been delivered to the State for feedback.
- The State has identified the Interfaces that will be built by CGI. CGI is coordinating with the different teams to have follow up discovery sessions on interfaces during February.
- CGI Advantage 2.X Support resources have been granted full access to work service tickets for Advantage 2.X and working closely with NV Legacy team for knowledge building.
- The first initial draft of the Report Strategy deliverable is with CGI PMO for internal review.



Financial (FIN) Advantage 4



January has been another busy month with the Financial team focused on completing the Discovery Workshops phase of the project, Chart of Accounts conversion, and preparation for the build phase of the project.

- The team completed the Discovery Workshops sessions for the areas of Accounts Payable, Cost Accounting, Fixed Assets, Security, Business Roles, and Workflow.
- The Financial team has completed the Discovery Workshops Findings Part 1, and the Business Process Analysis Findings Part 1 documents for submission to the CGI PMO organization.
- The Budget and COA lead has continued to participate in the Core. NV teams COA crosswalk meetings, to support the state's efforts to transition to the Advantage Financial Chart of Accounts structure.
- Looking ahead, we have established meetings in February to make sure we are aligned with the state on all the interfaces being planned for Phase 1. We want to be sure that any interfaces that could be eliminated in the minimum viable product with Advantage Financial functionality are accounted for.
- We have also started to schedule deep dive meetings on individual tables to look at process and conversion. We are starting with the Vendor Customer table on February 5th.



Human Resource Management (HRM) Advantage 4



The HRM Discovery Workshops kicked off on January 3rd and it has been a busy month, 17 workshops were completed. As we move into February, we will begin Workshops on our last Functional area (Payroll Accounting Management) and take the information we have gained in our functional workshops into detailed workshops to cover Security, Workflow, Reporting, and Interfaces. Highlights of work completed in December include:

- Wrapped up Position Control discovery.
- Established weekly meetings with State HRM team to review progress against the plan.
- Looking ahead, we have mapped out our February discovery sessions and will be beginning the work on our first submission of the Discovery Workshop Findings.



90-Day Look Ahead

Deliverables/Work Products/Milestones



February 2024

- January Monthly Status Report #4 submission – 2/2/24
- P1A Initial Discovery Workshops Findings – 2/7/24
- P1A Initial Business Process Analysis Findings – 2/7/24
- P1A Program Increment Objectives – 2/19/24
- Organizational Change Management and Communication Plan – 2/14/24
- Forms, Conversions, Reports Strategy – 2/28/24

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
- Interface/Integration Strategy – 3/15/24
- PI 1 Sprint 1.1 Results – 3/4/24
- PI 1 Sprint 1.2 Results – 3/18/24
- P1A Envision Stage Complete – 3/25/24
- P1B Initial Discovery Workshops Findings – 3/29/24
- P1B Initial Business Analysis Findings – 3/29/24
- Continued HRM Discovery Sessions

April 2024

- March Monthly Status Report #6 submission – 4/2/24
- PI 1 Sprint 1.3 Results – 4/1/24
- PI 1 Sprint 1.4 Results – 4/15/24
- Phase 1b Program Increment Objectives – 4/16/24
- P1B Part 2 Discovery Workshops Findings – 4/30/24
- P1B Part 2 Business Process Analysis Findings – 4/30/24

