

Monthly Status Report

Reporting Month:	April 2024
Report Number:	007
Submission Date:	05/13/2024
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Leadership:	<p>██████████ [Program Director, BerryDunn / OPM]</p> <p>██████████ [Project Manager, CGI (Interim)]</p>
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*Green – On Track | Yellow – At Risk | Red – Off Track

Summary

With the approval of the HRM Discovery Workshop Findings and Business Process Analysis documents, the CORE.NV Project Phase 1 Envision Stage is now complete. The teams completed PI1 with a Solution Demo of the committed PI1 Objectives and execution of the PI2 Planning Event. The PI2 planning event welcomed the HRM team and OPM Technical team to the Agile process.

The FIN team aligned the expense and revenue budget structures to be used by the CORE.NV project. Additionally, the team was able to complete the mapping of the non-Cost Accounting elements of the Chart of Accounts for the project and load the data into the system. PI2 Objectives included continuing to configure the Accounts Receivable, Accounts Payable, and General Accounting. The HRM team participated in their first PI Event. PI2 Objectives for HRM include supporting conversion, interface, and reporting efforts, and configuring Business Roles and scripting for System Integration Testing (SIT).

The CGI Technical team's PI2 Objectives focused on FIN and HRM Conversion. The FIN Chart of Accounts table and foundational tables for HRM, including Employee Profile Ref, were converted. The Technical teams now have access to the Dev Environment ██████████ for Interface and Report development. User Acceptance Training (UAT) commenced on 04/16/2024, starting with iterative User Acceptance Testing (iUAT) for PI-1. The teams established a support model and established a UAT Status meeting cadence.

The OCM team supported the launch of the user-facing SharePoint site, which socializes project updates to the stakeholder community. The OCM Training continues to work on end-user training plans and development of State Train the Trainer materials. Detailed updates can be found below in each of the respective project workstreams.

Project Management Office (PMO) Activities

The PMO focused on April deliverables, schedule management activities, and PMO operations.

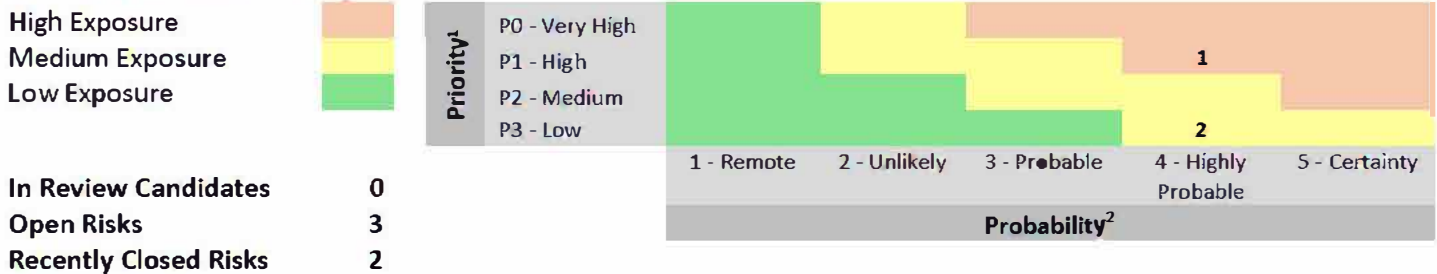
PMO Operations

- 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.

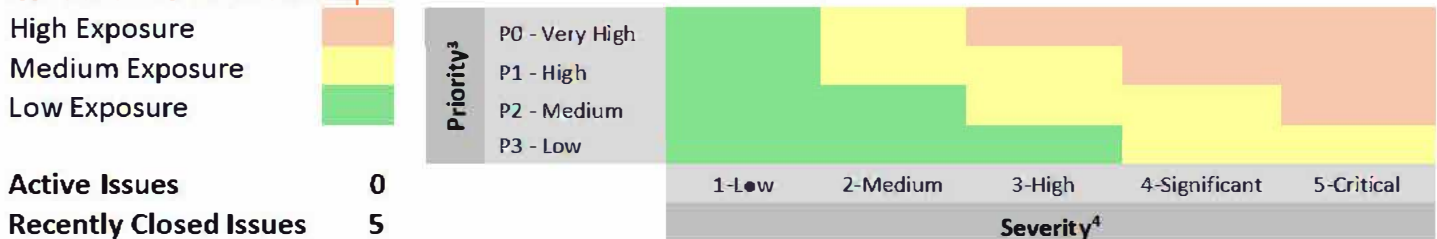
Risk and Issue

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

Risk Metrics and Heat Map



Issue Metrics and Heat Map



¹ 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.

² Risk Probability: Likelihood or chance that a specific risk will occur.

³ 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.

⁴ Issue Severity: The degree of harm or potential harm caused by the incident/problem.

Schedule Management & Deliverables

- After approval and baselining of the Project Schedule .mpp file in early March, the Project Schedule management process continues to be monitored and refined through April. The Task List process is being modified to leverage the Contact field in MS Project, by which updates on tasks will be collected and relayed to the CGI Schedule Manager through a more centralized method.
- The SM-06 High Level Dashboard Report was created to report on high level project percent completion and project phase progress.
- The following Project deliverables scheduled for April were submitted to or approved by OPM:
 - 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 4/10/2204.
 - 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.

Scope Management

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

Financial

In the month of April the FIN Configuration team continues to focus on the Build Stage of the project, specifically sprints 1.4 and 2.1. In addition, 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.

During this month, the Financial team achieved two major milestones. First, we aligned the expense and revenue budget structures to be used by the CORE.NV project. Second, the team completed the mapping of the full Chart of Accounts for the project 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)

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.

Technical

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 [REDACTED] and Interfaces in general was discussed and proposed that the State [REDACTED] server act as an intermediary.

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 ██████████ Advantage Insight for Interface and Reports development.

- Access to Environments:
 - OPM: Access provided to DEV Environment
- Container Deployment:
 - ██████████ – deployed 3/12/2024.
 - ██████████ – deployed 4/4/2024.

Testing

UAT commenced on 04/16/2024, 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 April 10–11th, 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.

Organizational Change Management (OCM) and Communications

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).
- 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.

30, 60, and 90-Day Look Ahead

May 2024

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

June 2024

- Monthly Status Report #8 submission – 6/4/2024
- P1A PI2 Completion Report – 6/18/2024
- P1B PI2 Completion Report – 6/18/2024
- June Monthly Status Report #9 submission – 6/28/2024

July 2024

- FIN Performance Test Plan – 7/15/2024

High Level Status:

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

