

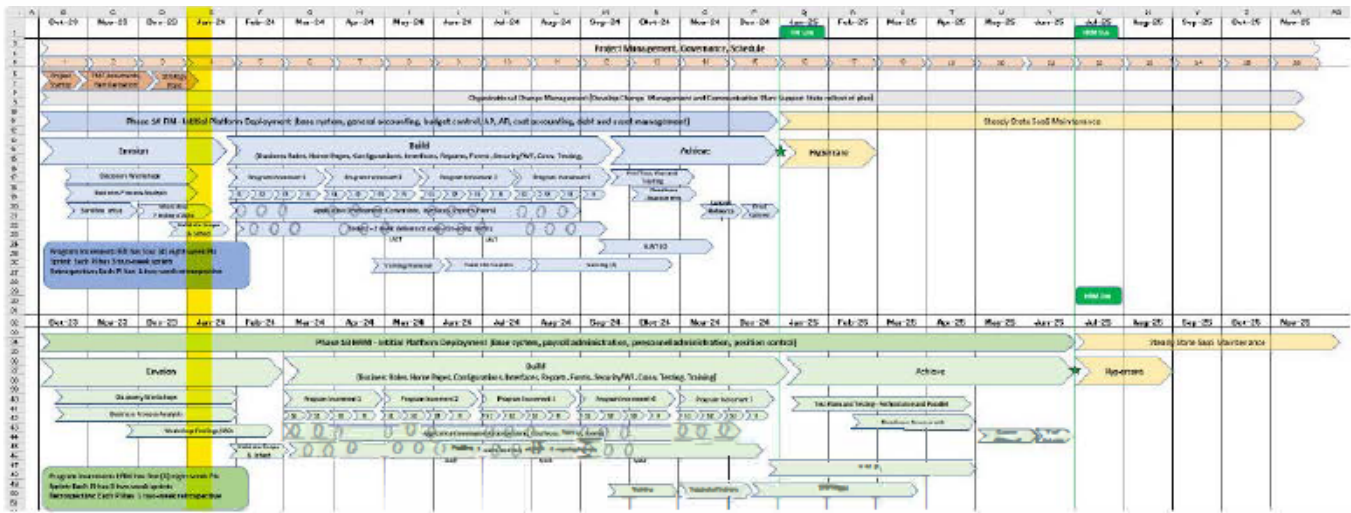
Monthly Status Report (DRAFT)

Reporting Month:	December 2023
Report Number:	003
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Managers:	██████████ NV / ██████████ CGI
Author:	██████████ CGI Project Manager

Summary:

The four governing Project Management Plans (PMP) have been submitted for OPM review which are Schedule, Scope, Risk, and Issue Plans. Once approved, these plans establish a vital foundation for how the CORE.NV project will be governed. FIN Discovery Sessions are in progress and will run throughout January as well. Chart of Accounts (COA) planning on State side has begun on the approach for centralizing the State of Nevada's COA for efficiency across the State. Detailed updates can be found below in each of the respective project workstreams.

High Level Timeline Status:



Project Management Office (PMO) Activities

PMO activities focused on December deliverables and establishing operational procedures.

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 12/15/2023
 - 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 (OCM) 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]

Training

In December, CGI training initiatives focused on the completion of the CORE.NV Training Strategy Plan, a contract deliverable. The training team also facilitated and tracked State access to the [REDACTED] tool, including:

- Running reports on State activated users, both weekly and as requested
- Received requests for license use from OPM; drafted and released self-registration instructions to applicable stakeholders
- Analyzed [REDACTED] transcripts and progress of 80+ State users
- Advised on [REDACTED] approach for Discovery workshop participants

Financial

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 changed 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)

During the month of December, the CGI HRM team completed the planning for the discovery sessions that are scheduled to start on January 3rd. [REDACTED]

[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 1st week of discovery sessions.

Technical

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.

90-Day Look Ahead:

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
- Scope Management Plan final submission – 1/3/24
- Training Strategy resubmission – 1/5/2024
- Testing Strategy resubmission – 1/11/24
- 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
- P1A Program Increment Objectives – 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
- 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