Overall Project*	🟢

Monthly Status Report

Reporting Month:	February 2024
Report Number:	005
Submission Date:	03/14/2024
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Leadership:	██████ [Program Director, BerryDunn / OPM] ██████ [Project Manager, CGI (Interim)]
Author:	██████ [Project Manager, CGI (Interim)]

*Green – On Track | Yellow – At Risk | Red – Off Track

Summary:

The CORE.NV Project Team hosted a successful Quarterly Stakeholder meeting on 02/28/2024, which was attended by more than 400 stakeholders. The FIN Team wrapped up the Discovery workshop sessions and initiated Build Phase activities. The Agile team kicked-off the first joint Program Increment (PI) Planning session for FIN. We welcomed new team members from BerryDunn to the project. The HRM team made progress on the Discovery workshop sessions.

Detailed updates can be found below in each of the respective project workstreams.

Project Management Office (PMO) Activities

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

PMO Operations

- CGI PMO onboarded five (5) 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 newest onboards. Printed Badges were provided to staff in February.
- Project level Risk and Issue types were established in Jira.

Schedule Management & Deliverables

- The Project Schedule .mpp file is a December deliverable that remains in progress. A resubmission of the Schedule was delivered on 2/16/2024. The resubmission captured updates from the joint team schedule management reviews for FIN, HRM, Technical, OCM and Agile execution teams as well as BerryDunn's feedback. The team continues to collaborate on addressing feedback in preparation for schedule baseline.

- Roadmap views for the Project Schedule and OPM Technical Team workstreams tasks were submitted on 02/19/2024.
- CGI introduced SM 05 CORE.NV – Milestone Report to support OPM Contract Management Delivery tracking.
- The following Project deliverables scheduled for February were submitted to OPM:
  - Testing Strategy – Approved 2/5/2024.
  - Monthly Status Report #4 (Jan 2024) – Approved 2/21/2024
  - P1A Discovery Workshops Findings 1 – Approved 2/23/2024.
  - P1A Business Process Analysis Findings 1 – resubmission 2/23/2024.
  - Reports, Forms, Conversion Strategy – submission 2/28/2024.
  - Project Schedule .mpp file – Resubmission 2/29/2024.

Scope Management:

- Change Request - CR008 – End User Training was submitted to OPM for Change Control Committee review. The CR was approved 2/21/2024. CGI drafted an appendix to the Training Strategy Plan to integrate the additional work resulting from CR008.

Organizational Change Management (OCM) and Communications

In February, OCM finalized the OCM and Communications Plan and aligned OCM activities in progress with the Plan. Specifically, the OCM team:

- Participated in the FIN Discovery Workshop retrospective.
- Planned for and executed the first Quarterly Stakeholder Meeting on 2/28/2024. This activity included slide creation and refinement, crafting a stakeholder invitee list, drafting the invite language, facilitating dry runs with OPM, and providing logistical support to the meeting.
- Using raw data reports of current users using State FIN and HRM systems, finalized baseline draft of stakeholder inventory, including FIN and HRM end-user groups.
- Began more in-depth stakeholder analysis of interest and influence of key stakeholder groups and key organizations.
- Planned for and participated in OPM Program Increment 1 with OCM team. Developed PI 1 objectives and key deliverables for sprints within PI 1.
- Continued to host a daily OCM Stand-up meeting with OPM leadership to discuss work in progress; tracked status with Kanban board.
- Conducted interviews to find replacement candidate for CGI Training Lead role.

Training

CGI Project Manager presented a Change Request (CR) to the Executive Committee (EC) this month to broaden the scope of training to include execution and delivery of end-user training. The EC approved CR008, adding end-user training to the scope of the CGI contract. CGI Project Manager drafted an addendum to the Training Strategy Plan to codify these changes.

The CGI Training Lead notified the team of ██ departure in mid-February. The Training Team conducted additional interviews to determine a new resource to fill this role. The Training Team made an offer to ████████ who accepted the position and will join the team in mid-March. ████ has training materials development experience with the Advantage 4 solution, and we welcome ██ to the team.

Human Resource Management (HRM)

The HRM Discovery Workshops continued in February. The team completed all the functional area workshops and started the technical discovery areas. Highlights of work completed in February include:

- Wrapped up ██████████, Payroll Processing, Personnel Management ███████████ ████████████████████████ discovery workshops.
- Started tracking discovery Action Items in Jira.
- Started writing test scripts and stories for Position Control.
- Started drafting the discovery artifacts that are due to the State in March.

Looking ahead we are preparing for build by mapping out our dependencies and planning our scripting/testing effort.

Financial

Work during the month of February has centered around getting ready to begin the build phase, as well as bringing the Discovery Workshops Findings and Business Process Findings Documents to a close. In addition, the team continued to participate in the Chart of Accounts crosswalk meetings. Finally, the Financial team led additional targeted discovery sessions for Backup Withholding and Deposit Reconciliation. Some of the progress included:

- Submitting the final updates for the Discovery Workshops Findings Part 1 document.
- Submitting the updates for the Business Process Findings Part 1 document.
- Drafting the Discovery Workshops Findings Part 2 document.
- Drafting the Business Process Findings Part 2 document.
- Drafting AR and Procurement stories and loading them to JIRA.
- Completing PI planning for PI 1.
- Continued chart of account work related to mapping of financial data for 1:1 conversion of ADV 2.x to ADV 4.0, and initial baseline of data.

Technical

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

- The process of setting ▮▮▮▮ VPN between CGI and the state network is complete. The CGI Advantage Cloud environments are now available on State network.
- The Conversion, Forms and Reports Strategy documents were delivered to the State for an initial review in mid-February. The comments have been incorporated and the final document has been submitted for state review.
- The Technical Trainings have been finalized and scheduled. The first two training sessions in the series were delivered in February.
- The State has identified the initial list of HRM and FIN Interfaces that will be built by CGI. CGI and the State worked with team members from multiple departments to determine the list.
- Conversion development for FIN has started as part of Sprint 1. Currently COA tables from Iteration 1 and Iteration 2 ▮▮ are being converted to Advantage 4.X as planned.
- The draft interface strategy is being reviewed internally. Scheduled for Submission on 3/15.
- The team conducted preparations for executing the build phase in Sprints as part of the PI. The tasks were recorded as Epics and Stories in JIRA, Capacity was calculated and organized into sprints. The team prepared the required presentation material for PI planning and participated in it.

30, 60, and 90-Day Look Ahead:

March 2024

- February Monthly Status Report #5 submission – 3/4/24
- Project Schedule – 3/7/2024
- P1A Program Increment Objectives – 3/8/24
- 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
- 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
- Phase 1B Program Increment Objectives – 4/16/24
- P1A PI1 Completion Report – 4/23/24

- P1B Part 2 Discovery Workshops Findings – 4/30/24
- P1B Part 2 Business Process Analysis Findings – 4/30/24
- P1B Envision Stage Complete – 4/30/24

May 2024

- April Monthly Status Report #7 submission – 5/2/2024
- Phase 1A Training Materials – 5/9/2024