Overall Project*	🟢

Monthly Status Report

Reporting Month:	June 2024
Report Number:	009
Submission Date:	06/28/2024
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Leadership:	███████ [Program Director, CORE.NV Project] ███████ [Project Manager, CGI]
Author:	███████ [PMO Lead]

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

Summary

The Agile teams completed the execution of Program Increment 2 (PI2) and kicked off PI3. The FIN Configuration team configured core areas of Advantage Financial, including procurement, accounts payable, budget/COA/cost accounting, and general accounting. In addition to configuration, the FIN team supported script development, execution, iterative User Acceptance Testing (IUAT) support, and aided with reports requirements. The HRM team focused on PI IUAT support, writing and executing System Integration Testing (SIT) scripts and executing Designer changes to make updates to pages to better support the State.

The testing team supported ongoing IUAT for PI2, reporting favorable IUAT survey results. The Technical team worked on conversion and interface development for FIN and HRM. The team is finalizing the remaining requirements for FIN reports. The Production environment was delivered. The environments team is supporting data conversion, preparing for performance testing, and mock cutover activities.

The Agile Release Train (ART) team closed out PI2 activities and transitioned into PI3. The planning event for PI3 was held 6/5-6/6/2024. The team continues to support the Agile teams and delivered key completion reports for fiscal year 2024.

The Organizational Change Management (OCM) team implemented the change impact assessment process. They held multiple strategy sessions to develop a change readiness strategy for January go-live and initiated planning for the July Change Agent Network (CAN) session. OCM rolled out the new Microlearning Library to support training. The training team conducted the first Train the Trainer session on 6/18/2024. The team delivered the Phase 1A (FIN) End-User Training (EUT) Audience Analysis, EUT Training Framework, EUT Orientation Video, and EUT Curriculum Map. Detailed updates can be found below for each of the respective project workstreams.

Project Management Office (PMO) Activities

The PMO focused on June deliverables to fulfill fiscal year requirements, schedule management activities, and PMO operations.
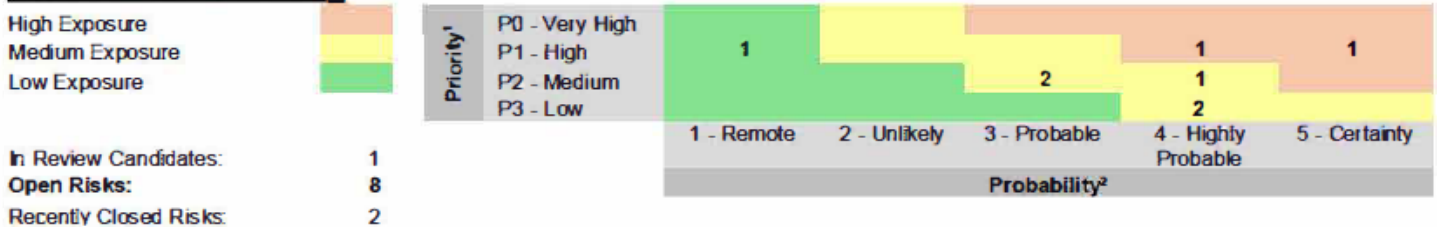
CGI

PMO Operations

- CGI PMO onboarded and offboarded CGI project staff for the project:
  - Onboards **(1)**
    - Intern (1)
  - Offboards **(1)**
    - 1 FIN AP Lead
- We continue to collect fingerprinting documentation and background checks. Identification badges are in process for the newest onboards.
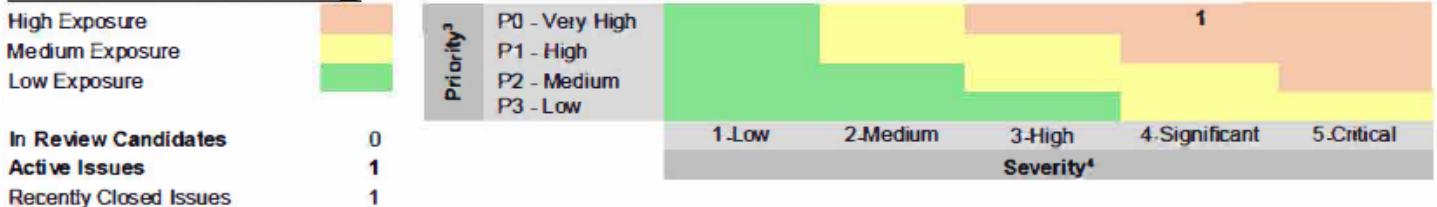
Risk and Issue

Project Risks and Issues are logged and maintained in Jira. Metrics and Map figures were pulled from Jira on 6/27/2024.

Risk Metrics and Heat Map

High Exposure	
Medium Exposure	
Low Exposure	

In Review Candidates:	1
Open Risks:	**8**
Recently Closed Risks:	2

Priority[1]	1 - Remote	2 - Unlikely	3 - Probable	4 - Highly Probable	5 - Certainty
P0 - Very High					
P1 - High	1			1	1
P2 - Medium			2	1	
P3 - Low				2	
			Probability[2]		

Issue Metrics and Heat Map

High Exposure	
Medium Exposure	
Low Exposure	

In Review Candidates	0
Active Issues	**1**
Recently Closed Issues	1

Priority[3]	1 -Low	2 -Medium	3 -High	4 -Significant	5 -Critical
P0 - Very High				1	
P1 - High					
P2 - Medium					
P3 - Low					
			Severity[4]		

Schedule Management & Deliverables

- The following Project deliverables scheduled for June were submitted to or approved by OPM:
  - P1A PI2 Completion Report – Approved 6/25/2024.
  - P1B PI2 Completion Report – Approved 6/24/2024.
  - May End-User Training Progress Report – Approved 6/19/2024.
  - May Monthly Status Report #8 – Approved 6/12/24.
  - June End-User Training Progress Report – Target submission 6/27/24.

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[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.

o June Monthly Status Report #9 – Target submission 6/28/24.

Scope Management

- New Change Requests are in the process of development for July:
    - CR013 – FIN Incremental Extensibility Customization Benefits.
    - CR014 – FY25 Program Increment Deliverables Definition.

Financial

Accomplishments in the month of June for the FIN-Configuration team include the continued configuration of core areas of Advantage Financial for Phase 1 go live on 1/1/2025. In addition to the details provided below, the team completed the corresponding SIT Script writing and executions, supported the State on IUAT and interface development, and began work on determining requirements for required interfaces and reports.

Procurement:

- Developed End-to-End Script outline for Procurement.
- Configured Procurement Accounting Templates.
- Completed the review and configuration of ████████████ tables for Fixed Assets.
- Completed the ██████ review for Fixed Assets.
- Completed review of the Email and Letter Configuration Table for Procurement.
- Continue to review and approve System Test Scripts.
- Continue to address potential concerns and GAPS raised by NDOT.

Accounts Payable:

- Configured the final reference tables and transactions for the area ████████████
- Presented the final batch process for AP (Check Reconciliation).
- ██

Budget/COA/Cost Accounting:

- Provided guidance and feedback for COA element mapping to NDOT.
- Resolved dependencies related to Cost Accounting COA elements in order for the tables to load. CGI-TECH loaded tables and migrated to all environments.
- Refined non-Cost Accounting COA elements as requested by client. Worked with CGI-TECH to update their mapping files to capture refined elements.
- Configured budget controls ████████████████████ and scheduled migration to all environments
- Facilitated design review for Budget vs Actual Report with client and CGI-TECH.
- Met daily with CGI-Tech review open items and resolve issues.

General Accounting:

CGI

- Completed configuration of Business Role and Homepage for the Financial Administration.
- Reintroduced Internal Transfer Transaction for use in Advantage 4x.
- ███ scenarios - demo
- Completed configured the following processes:
    - Open Activity Roll
    - Open Activity Lapse
    - Trial Balance
    - Ad-hoc reports
    - System Assurance Jobs ██████████

Fixed Assets:

- Started our first of ten Fixed Assets Build Sessions.

Human Resource Management (HRM)

In June, the HRM Configuration team continued to focus on the Build phase. We worked on continuing SIT scripting, SIT execution, IUAT support, and executing Designer changes to make page updates that better support the State. We wrapped up PI2 and began work on PI3.

Our achievements include:

- Supporting a successful first round of IUAT, which included providing scripts, being present onsite in person to support testers, participating in Teams chats, and facilitating 4 office hours sessions. These 4 sessions were split into 2 sessions done over 2 days, with an AM and PM session for each day.
- ██████ changes on the ████████████████████████████ ████████ Title pages.
- Executing 5 Position Control SIT scripts.
- Executing 6 Personnel Management SIT scripts.
- Writing 12 Payroll SIT scripts.
- Testing 4 Business Roles.

Technical

CGI's technical workstream focused on the following activities for the month of June: FIN and HRM Conversion, FIN Interface requirement gathering, and FIN report requirement finalization. Other activities and involvements included:

- Participation in the PI-3 planning activities in the month of June.
- Executing the build phase in sprints as part of the PI. Daily Stand-up meetings, Backlog refinement, and Sprint Demos were conducted as part of the agile activities.
- ████ discussions have been initiated with the CGI cloud teams. The discussions with the State OCIO personnel will be set up in the last week of June or early July, based on the team's availability.
- FIN - Conversion
    - The transactions to load vendor tables have been loaded and validated. The transactions to load vendor tables are scheduled for Sprint 3.2.

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CGI

- o The conversion of open items has begun.
    - o Initial analysis of the differences between SCO and NDOT data has been completed. Detailed analysis and merge stories are expected to be completed in July 2024.
    - o Contact Code, Auto Doc Numbering completed.
    - o COA data with latest crosswalks completed.
- HRM - Conversion
    - o Payroll Management Reference tables are completed.
    - o Employee Profiles conversion completed.
    - o Deduction reference tables are completed.
- FIN – Interfaces
    - o ▮▮▮▮▮▮ BAI Files Interface Requirement finalized and documented.
    - o ▮▮▮▮▮▮ ACH Files Interface Requirement finalized and documented.
    - o ▮▮▮▮ Corporate Credit and Travel PVS Requirement finalized and documented.
- FIN – Reports
    - o Budget Vs Actual Report Requirement finalized and documented.
    - o Cash and Fund balance Requirement finalized and documented.
    - o Check Register report Requirement finalized and documented.

Environments

The Product environment has been delivered to the project and we are preparing for performance testing and mock cutover activities.

- Environments:
- Container Deployment:
    - o ▮▮▮▮▮▮▮▮▮▮ – deployed to Non-Prod environments 6/10/2024.
    - o ▮▮▮▮▮▮▮▮ – deployed to Non-Prod environments 6/24/2024.
- Conversion and configuration data table migration:
    - o Sprint 2.4 – completed 6/14/2024
    - o Sprint 3.1 – scheduled 6/28/2024

Testing

IUAT for PI2 is in progress:

- Multiple IUAT Support touchpoints throughout the day, including (2) Office Hours sessions, daily IUAT Leads Status Mtg, and Teams Chats.
- ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
- Very positive user feedback was received from the recent IUAT Survey.

APM (Agile Project Management)

In June, Agile Project Management (APM) successfully transitioned the ART from PI2 to PI3. This included facilitating the PI3 planning event, delivering key reports (PI1A Completion, P1B Completion, and P1B PI2 Snapshot), providing ongoing support for smooth PI3 execution, and timely project delivery.

- PI3 Planning Event (6/5 – 6/6):
    - o Facilitated the planning session for the entire ART, establishing goals and objectives for the upcoming program increment (PI).

- PI2 Closure (6/10):
    - Facilitated a smooth handover from PI2 to PI3, ensuring continuity for the ART.
- Sprint 3.1 (6/11-6/24):
    - Provided continuous support to all teams during Sprint 3.1 and beyond, maintaining efficient execution and delivery.
- Project Deliverables on Track:
    - P1A PI2 Completion Report (FIN-PI2)
    - P1B PI1 Completion Report (HRM-PI2)
    - P1B PI2 Completion Report-Snapshot (HRM-PI3)

Organizational Change Management (OCM) and Communications

In June, the OCM team continued implementing change management and communications activities. The OCM team:

- Socialized the process for submitting inputs to the OCM change impact assessment.
- Participated in multiple strategy sessions to develop a change readiness strategy for the first go-live event scheduled for Jan 2025.
- Participated in meetings with NDOT to discuss future Business Process Mapping (BPM) efforts.
- Began planning for the July Change Agent Network (CAN) session, along with drafting a monthly CAN update for participants.
- Crafted strategic communications memos, including:
    - A memo addressing Advantage 2.1 system incident and reinforcing SCO submission policy.
    - A resource call to DETR, OCIO, and NDOT Leadership and IT Managers for Interface Data resources.
    - A draft memo to Statewide leadership on the Advantage 2.1 sunset timeline and impact to leave requests (release in August).
- Drafted and published an updated FAQs section to the CORE.NV SharePoint site.
- Created a Microlearning Library on SharePoint and began producing short videos on the following topics:
    - Budget Control (completed in May; posted to Library)
    - General Accounting Expense (in production)
    - Master Agreement (Parts 1 and 2) (in production)
- Validated the HRM Functional End-User list by agency (~3,900 functional end users).
- Updated all stakeholder lists and ensured accuracy.
- Compared functional end-user and IUAT attendance by agency to discover possibilities for future IUAT attendance.
- Created a wide selection of possible metrics for both the overall CORE.NV project and OCM. Selected the top 10 metrics for consideration by the project and OCM. Began to create a plan to execute OCM measurement strategy.

Training

In June, the Training team performed the following actions:

- Hosted thrice-weekly training team meetings.
- Hosted 4-hour State Trainer Workshop for 10 FIN State Trainers. In preparation for this event, the team created a facilitator guide, slide deck, and participant hand-outs.
- Created and released the CORE.NV SharePoint Training pages, including a main training page, a resources page, a Meet the Trainer page, and an FAQ page.
- Designed and sent the HRM End-User Training (EUT) Survey to over ~3,900 HRM End-Users.
- Finalized and delivered the Phase 1A (FIN) End-User Training (EUT) Audience Analysis, EUT Training Framework, EUT Orientation Video, and EUT Curriculum Map.
- Began drafting course descriptions and templates for Instructor-led Training (ILT) Course Guides, Job Aids, and other EUT supplementary materials.

30, 60, and 90-Day Look Ahead (Deliverables)

July 2024

- P1A Training – 7/26/2024

August 2024

- July Monthly Status Report #10 submission – 8/2/2024
- PI3 Completion Report (Potential Name Change) – 8/27/2024
- P1A Training Support Month 1 – 8/30/2024

September 2024

- August Monthly Status Report #11 submission – 9/4/2024

High Level Status:

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