

Monthly Status Report

Reporting Month:	May 2024
Report Number:	008
Submission Date:	06/11/2024
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Leadership:	<p>██████████ [Program Director, CORE.NV Project]</p> <p>██████████ [Project Manager, CGI (Interim)]</p>
Author:	██████████ [PMO Lead]

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

Summary

The Agile teams continued execution of Program Increment (PI2), Sprint 2.2-2.4. 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, and iterative User Acceptance Testing (IUAT) support. Program Increment #1 IUAT for FIN was done. The HRM team focused on conversion, business role definitions, and writing and executing System Integration Testing (SIT) scripts.

The Technical team worked on conversion and interface development for FIN and HRM. The technical team delivered the Production environment and is preparing for performance testing and mock cutover activities.

As part of Sprint 2.4 the Agile Release Train (ART) facilitated the ART PI Review and Retrospective event. PI 2 is wrapping with the PI 3 Planning Event.

The OCM team facilitated the Change Agent Network (CAN) session and issued three state-wide memos to Statewide Employees and Leadership. On May 29th the OCM team hosted the Quarterly Leadership meeting to provide project updates. The Training team finalized the FIN State Trainer list and scheduled the State Trainer Training session for June 18th. Detailed updates can be found below in each of the respective project workstreams.

Project Management Office (PMO) Activities

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

PMO Operations

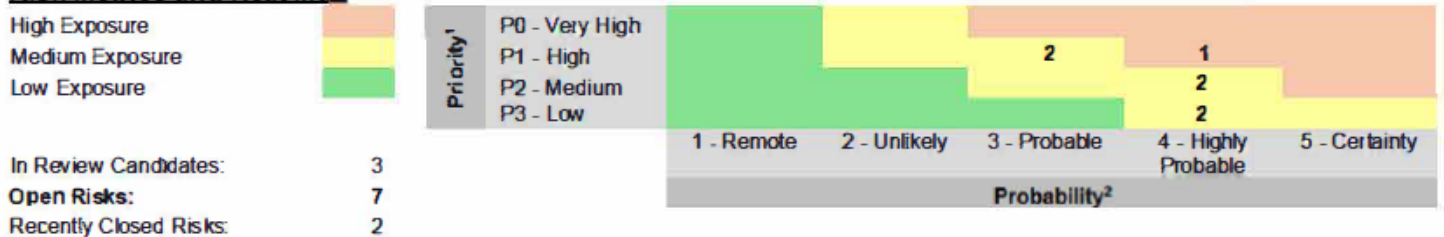
- CGI PMO onboarded and offboarded CGI project staff for the project:
 - Onboards (5)
 - 1 Executive Advisory
 - 1 FIN BA

- 1 Programmer
 - 2 OCM Resource – training developer and technical writer
- Offboards (2)
 - 1 FIN BA
 - 1 HRM BA
- 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 complete. Key items included:
 - Separating Risk and Issue Dashboards and adding Filtered views for an improved user experience.
 - Status field updates to improve information flow.
 - Candidate assignment workflow to expedite handling new candidates.

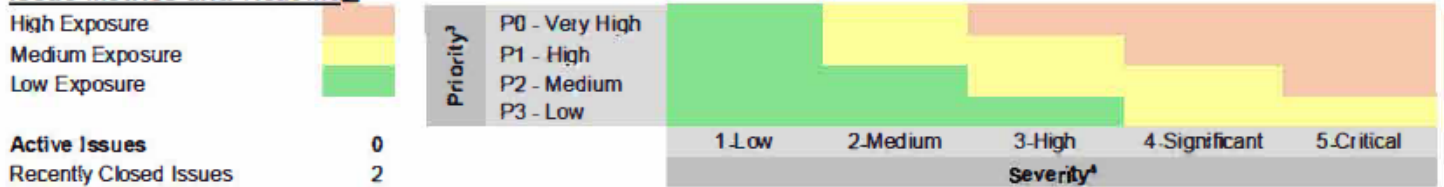
Risk and Issue

Project Risks and Issues are logged and maintained in [Jira](#). Metrics and Map figures were pulled from Jira on 5/31/2024.

Risk Metrics and Heat Map



Issue Metrics and Heat Map



Schedule Management & Deliverables

- The following Project deliverables scheduled for May were submitted to or approved by OPM:
 - P1A PI1 Completion Report – Approved 5/2/2024.

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.

- End-User Training Progress Report – April – Approved 5/13/24.
- P1A Training Materials – Approved 5/13/24.
- April Monthly Status Report #7 – Approved 5/14/24.

Scope Management

- Change Request CR011 – P1B PI1 and P1A PI2 Completion Report Delivery Dates. Approved by OPM for Change Control Committee on 5/23/2024.
- Change Request CR012 – P1B PI2 Completion Report Delivery Dates scope was approved. CGI will deliver CR012 on 6/4/2024.

Financial

Accomplishments in the month of May 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 by functional area, the FIN-Configuration team provided the State's Technical Team with a Cash Receipt interface and provided support to the IUAT team and testers.

Procurement:

- Completed the configuration of all Procurement transactions, batch jobs, business roles, the homepage [REDACTED]. Additionally, the team completed configuration for procurement users, buyers, buyer teams, and managers.
- Began configuration documentation of Procurement Forms.
- Established Procurement Accounting Templates.
- Supported conversion efforts for the Vendor/Customer Table.
- Supported team in creations, execution, and review of system testing scripts.

Accounts Payable:

- Completed mapping [REDACTED] Advantage 2.x Vendor and Customer tables.
- Completed configuring the Vendor Customer Configuration [REDACTED] and the Accounts Payable [REDACTED] tables.
- Configured the following reference tables and options:
 - Disbursement Parameter [REDACTED] for Credit Memo Consolidations
 - Special Handling configurations on the Handling Code [REDACTED] table
 - Disbursement Format on Remittance Advice and EFT types
 - The Type of Income [REDACTED] table
- Completed the [REDACTED] updates based on the decisions on [REDACTED] transactions.
- Documented decisions on using [REDACTED] for PV being Interfaced from DETR.

Budget/COA/Cost Accounting:

- Implemented the new CORE.NV budget structures [REDACTED] and completed the initial configuration of both structures.
- Re-mapped COA elements affected by budget structure change.
- Loaded the remapped COA tables on to the SH2 environment and replicated them to SH1, SH3, and MA1.
- Created budget lines for the SIT and IUAT teams to use.
- Wrote a script and recorded a video to capture ADV4 budget functionality for OCM to send out to CORE.NV users.
- Held meetings with the Budget Control CORE.NV stakeholders to review table configuration.
- Worked with NDOT to compile FHWA and Transit project data for Cost Accounting table load.
- Provided FHWA and Transit data to the conversion team to be loaded into the system.

General Accounting:

- Cloned transaction [REDACTED] to meet SCO Groups requirements.
- Configured the following processes:
 - Accounting Period Close
 - [REDACTED]
 - Open Activity Roll
 - Open Activity Lapse
 - Annual Close
 - Trial Balance
 - 15 ad hoc reports
- Completed the conversion mapping for the following:
 - Contact Table
 - ADT Table

Fixed Assets:

- Completed backlog in JIRA and prepped for PI3 planning.

Human Resource Management (HRM)

In May, the HRM Configuration team continued to focus on the Build phase. We specifically worked on Conversion SIT scripting and execution, manual conversion of select tables, SIT script writing for Personnel Action and Position Control, Business Role definition, and support for interfaces and reports. We also met with the HRM OPM team and HRM SMEs to support their efforts to define the IUAT test scenarios.

As part of PI2 in May our achievements include:

- Manual Conversion of 20 tables.
- SIT testing, completed on 20 HRM tables that were converted via scripts.
- Writing 19 Position Control SIT scripts.
- Writing 10 Personnel Management SIT scripts.
- Defining and Developing 4 CORE.NV specific Business Roles.

Technical

CGI's technical workstream has focused on the following activities during the month of May – FIN and HRM Conversion and Interface development.

- 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.
- Onboarded two new technical resources to the CGI Tech team for working on conversions and interfaces.
- The structure of the [REDACTED] server was finalized. The OPM Tech completed the [REDACTED] server set up and permissions.
- The infrastructure for the nightly cycle was tested, allowing FIN to execute a minimum nightly cycle on MA1.
- The directory structures [REDACTED] were finalized working with the CGI Cloud Services team and a similar structure was finalized for the bit bucket code repository.
- The CGI developers worked collaboratively with State Tech resources to complete one FIN and one HRM Interface. The CGI developers travelled to Carson City to discuss and impart interface knowledge.
- The report requirements for 3 HRM reports were discussed, and solutions were proposed.
- Initiated development of the Check form for the State of Nevada.
- FIN - Conversion
 - Vendor Tables will be completed in June.
- HRM - Conversion
 - Reference tables are completed. Employee conversion is in progress.

Environments

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

- Environments:
 - PROD environment delivered on 5/13/2024.
- Container Deployment:
 - [REDACTED] deployed to Non-Prod environments 4/29/2024.
 - [REDACTED] deployed to Non-Prod environments 5/13/2024.
 - [REDACTED] deployed to Non-Prod environments 5/28/2024.
- Conversion and configuration data table migration completed:
 - Sprint 2.2
 - Sprint 2.3

Testing

IUAT for PI1 has been completed. All Issues were triaged, [REDACTED] The testing team is preparing for IUAT for PI-2. Work in progress includes:

- IUAT login credentials being created.
- Scheduling the IUAT “Office Hours,” allowing IUAT participants to ask and receive answers to their questions from a functional SME via Teams conference call.

APM (Agile Project Management)

In May, Agile Project Management (APM) focused on supporting team execution during PI 2 (Sprints 2.2 - 2.4), facilitating the ART PI Review and Retrospective, and preparing teams for the PI 3 Planning Event.

- Sprint Execution (Sprints 2.2 - 2.4):
 - Provided ongoing support and guidance to ensure smooth sprint execution across all teams. Special attention was given to the HRM team as they executed their first PI.
- Staffing Transitions and Continuity:
 - Supported the ART through significant staffing changes, including the changes to OPM Leadership for both FIN and HRM teams and the replacement of the FIN and HRM Scrum Master. The new Scrum Master is actively working with the HRM Team as a priority and providing support to the FIN Team as needed.
- PI 2 Review & Retrospective:
 - Facilitated the ART PI Review and Retrospective for the entire Agile Release Train (ART), focusing on learnings from PI 2 and preparation for PI 3.
- PI 3 Planning Preparation:
 - Collaborated with the Team Leads to prepare all teams for the upcoming PI 3 Planning Event on 6/5 and 6/6/2024.

Organizational Change Management (OCM) and Communications

In May, 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 May 16 CAN Session.
- Crafted three Memos, addressed to:
 - All State Employees, providing quarterly updates.
 - Statewide Leadership, providing quarterly updates and leadership considerations.
 - Statewide Leadership, to validate HRM functional end-users.
- Collated and analyzed Department/Agency responses to the HRM functional end-user data call, updating listing of ~4,700 HRM Functional End-Users.
- Produced a 2-minute video demonstration on budget control functionality in the CORE.NV system.
- Planned and coordinated content for the Quarterly Leadership meeting held on 5/29/2024. Developed slides and provided meeting support for this event.
- Collaborated with the State to draft an NDOT Business Plan Mapping (BPM) Value Proposition document. Reviewed and created slides to aid in the OPM Project Director presentation to the Executive Committee on topic. Participated in the NDOT BPM kick-off session.

Training

In May, the Training team performed the following actions:

- Hosted twice-weekly training team meetings.
- Finalized the FIN State Trainer list and scheduled the State Trainer Training for 6/18/2024.

- The End-User Training Team added 2 final resources and are now fully staffed, with 5 resources focused on developing end-user training materials.
- Continued developing the End-User Training planning documents, including an Audience Analysis, Training Framework, and Orientation Video.

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

June 2024

- May Monthly Status Report #8 submission – 6/4/2024
- End-User Training Progress Report - May– 6/13/2024
- P1A PI2 Completion Report – 6/18/2024
- P1B PI1 Completion Report – 6/18/2024
- P1B PI2 Completion Report – 6/28/2024
- June Monthly Status Report #9 submission – 6/28/2024
- End-User Training Progress Report - June– 6/28/2024
- P1A – Training – 6/28/2024

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

High Level Status:

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

