

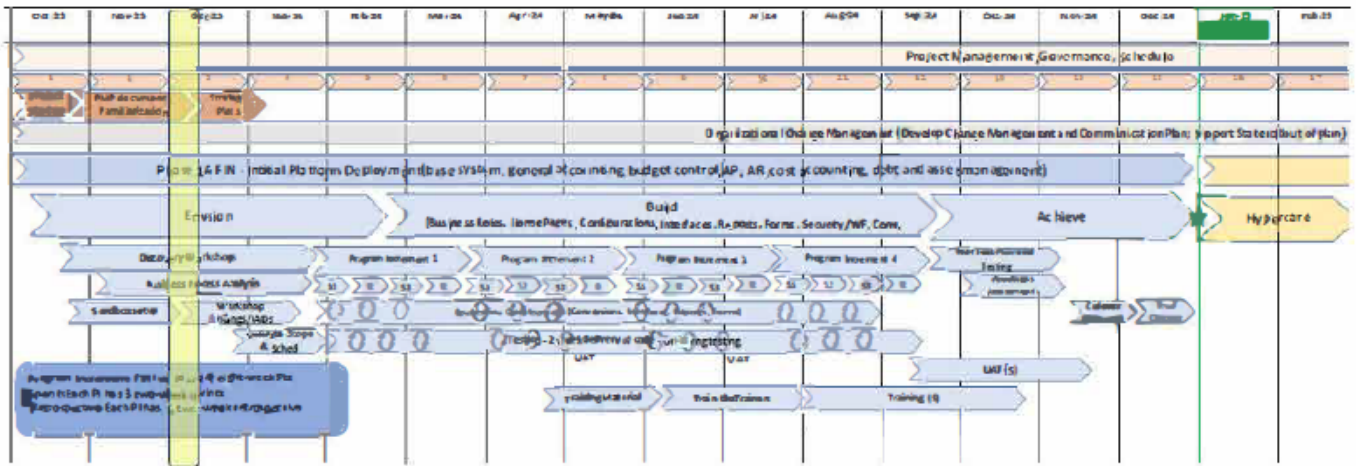
Monthly Status Report

Reporting Month:	November 2023
Report Number:	002
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Managers:	██████████, NV / ██████████, CGI
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Summary:

The OPM and CGI team has made progress on establishing the PMO office and governing approach. The State of Nevada's Advantage 4 environments build is in-progress, the milestone of completing Familiarization Sessions for Advantage 4 has been met, and the FIN business process analysis is underway. Chart of Accounts (COA) discussions have begun on the approach for centralizing the State of Nevada's COA for maximum efficiency across the State. 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. Please find more detailed updates below in each of our project's workstreams.

High Level Timeline Status:



Project Management Office (PMO) Activities

The PMO project efforts primarily conducted during November were the project start-up activities, including the project kick-off, establishing PMO operational activities, preparing the project schedule, onboarding, and submitting PMO plan documents to support ongoing project activities.

PMO Operations:

- CORE.NV OPM and CGI conducted the kick-off meeting onsite at the Nevada State Legislature Building Wednesday, November 8th. Day 2 continued with on-site leadership and team alignment meetings.
- CGI PMO onboarded six (6) and offboarded three (3) 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 December.
- Established a task management system and daily standups to track OCM work-in-progress.
- Initial meetings were held to establish PMO meeting cadence.

Schedule Management:

- MS Project Schedule (.mpp) finalization has been in progress and a baseline plan for review will be delivered to OPM on 12/4/2023.
- Project Management Plan deliverables scheduled for November were submitted to OPM as follows:
 - CORE.NV Schedule Management Plan Deliverable – Submitted 11/30/23
 - CORE.NV Scope Management Plan Deliverable – Submitted 11/30/23
 - CORE.NV Risk Management Plan Deliverable – Submitted 11/30/23
 - CORE.NV Issue Management Plan Deliverable – Submitted 11/30/23

Organizational Change Management (OCM) and Communication

OCM remains an important element of the early phase of the project as the OPM and CGI teams come together and standards for communication, feedback, stakeholder engagement and resistance management are established. Throughout November, the OCM team:

- Developed a look ahead of the key OCM activities needed as inputs to the OCM and Communications Plan.
- Led development of project kickoff meeting slides, speaker talking points and pre/post event communication.
- Created an interim Communications plan to identify, prioritize, assign, and track communication and stakeholder engagement activities until the OCM and Communication plan deliverable is completed.
- Established a task management system and daily standups to track OCM work-in-progress.
- Supported communication, moderating and note-taking for Advantage 4 Familiarization sessions.
- Began providing baseline awareness and understanding of the OCM discipline and core to OPM leadership.
- Initiated an Organizational Assessment as a key input to the OCM and Communications Plan deliverable. This includes extensive document review to evaluate background on SMART21, stakeholders' history with change, identifying the project vision, desired benefits and guiding principles, existing communication and feedback channels and their efficacy, and recommendations to address in the OCM and Communications Plan deliverable.

- Analyzed and provided feedback on initial Stakeholder Inventory developed by OPM, including stakeholder groups, roles, and responsibilities. Identification of Stakeholders across project functions continues.
- Developed a Change Impact Assessment tool and approach to capture business changes identified during upcoming Discovery Workshops.
- Created a template and implemented a standardized approach to planning events where project stakeholders are participants to facilitate effective communication and improve the stakeholder experience.

Training

Advantage 4 Familiarization Sessions

On November 14-16, 2023, CGI presented Advantage 4 combined familiarization sessions for OPM and other key CORE.NV stakeholders. The purpose of these sessions was to familiarize participants with core functions and features of Advantage 4, to provide a foundation of understanding for the project team. Sessions included:

- Session 1: ADV4 Overview and Business Roles
- Session 2: ADV4 Extensibility and Security
- Session 3: A Look at ADV4 Financial
- Session 4: ADV4 Human Resource Management (HRM)

To prepare for these sessions, CGI coordinated with the Advantage 4 facilitators to reserve calendar time and prepare them for the audience needs. CGI also worked with OPM representatives to arrange logistics for this hybrid event, with both in-person and virtual live audiences. CGI supported OPM dry runs and equipment testing to ensure all sound and technology was ready.

While originally scoped for 15 State project team resources, OPM and CGI worked collaboratively to open these sessions to other interested participants, SMEs, and leaders in the State of Nevada. Attendance was high for these sessions, demonstrating the strong interest from the State in CORE.NV implementation. Attendance details are as follows:

- Session 1: Total: 102 attendees (In Person: 21 attendees / Virtual: 81 attendees)
- Session 2: Total: 102 attendees (In Person: 13 attendees / Virtual: 89 attendees)
- Session 3: Total: 41 attendees (In Person: 7 attendees / Virtual: 34 attendees)
- Session 4: Total: 55 attendees (In Person: 8 attendees / Virtual: 47 attendees)

During the sessions, CGI provided facilitation, attendance, and note-taking support. As meeting artifacts, CGI delivered PowerPoint presentations and documentation of questions and answers (Q&A) from stakeholders on the system. CGI also documented all virtual/in-person attendees into a participant spreadsheet.

CGI held debrief meetings with OPM to pulse check and evaluate event execution. As part of next steps, CGI composed an event survey and thank you note for attendees.

Agile Familiarization Training

CGI received a request for agile familiarization training for the OPM agile team. CGI created an approach and slide decks for two 1-hour sessions to meet this request. Content includes both a high-level overview of the CGI hybrid

agile approach in implementing the Phase 1 Advantage 4 CORE.NV model, along with the basics of agile and JIRA to inform OPM internal processes. These trainings will be held later in December or early January when OPM has worked to stand up the OPM JIRA tool and has more details on structure/approach.

Financial

It has been a busy month for the Financial Team. Since kickoff we have been busy getting ready for the discovery sessions that will begin on Monday, December 4th. Highlights of work completed in November include:

- Finalized the list of discovery sessions that will take place in December and January.
- Developed and distributed to OPM the list of business questions that will be covered in the December sessions.
- Developed our PowerPoint presentations and demos of Advantage Financial that will be used during the discovery sessions.
- CGI team had dry runs to finalize our presentations, demos, and question files.
- Met with the Nevada team on a dry run meeting to confirm how Day 1 will work, including building entry, starting meetings, and how introductions.

Human Resource Management (HRM)

The CGI HRM team is conducting pre-work activities for the OPM Discovery Sessions expected to begin January 2024. The CGI HRM lead is currently working with the OPM HRM Project Manager on aligning planning meetings and obtaining access for four (4) CGI members to CORE.NV.

Technical

CGI's technical workstream has focused on the following pre-work activities during the Envision Phase.

- Working collaboratively with CGI's Cloud team to provide technical specifications and information required for the first set of environment delivery for OPM. Environment delivery is expected around the week of 12/18/23. CGI testing will commence upon receipt.
- Initiated the set-up of Site-to-Site VPN, [REDACTED] and Print Servers with the CGI Cloud teams. Discussion scheduled on 12/5/23.
- Initiated environment access for CGI project members slated to support Advantage 2 system stabilization.
- Onboarded CGI team members for Conversion, Interfaces and Forms.
 - Conversion process started.
 - Meeting scheduled to explain the process and request the conversion files from the State scheduled for 12/4/23.
- Interface Strategy document deliverable in progress.
- Provided skill requirements for the OPM staff who will develop forms, reports interface/integration to OPM Technical Lead.

90-Day Look Ahead:

December 2023

- MS Project Schedule submission – 12/4/23
- November Monthly Status Report # 2 submission – 12/4/23
- Quarterly Stakeholder Report Template – 12/11/23
- Monthly EC Meeting Facilitation – 12/12/23
- Test Strategy Plan submission – 12/22/23
- Training Strategy Plan submission – 12/22/23
- Support OPM with Jira stand up
- Provide OPM with Jira overview

January 2024

- December Monthly Status Report #3 submission – 1/2/24
- Interface/Integration Strategy Plan submission – 1/29/24
- Forms, Reports, Conversion Strategy Plan submission – 1/29/24
- HRM Discovery Session Series Start
- Continued FIN Discovery Sessions

February 2024

- P1B Discovery Workshops Findings – 2/1/24
- P1B Business Process Analysis Findings – 2/2/24
- P1B Program Increment Objectives – 2/2/24
- P1B Envision Stage Complete – 2/2/24
- January Monthly Status Report #4 – 2/2/24
- OCM and Communication Plan – 2/14/24