Status Update

November 13, 2017
## Overall Program Status

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<tr>
<td>Schedule</td>
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<td>Budget</td>
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<td>Scope</td>
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<td>Issues</td>
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**Completed:** November 6 – November 10, 2017

- **HCM:** External Student Workbook follow-up completed; ID management discussion; Work Study design working; determined upcoming BP sessions timeline
- **Absence:** Held Foundation Tenant confirmation and Absence overview; Special session regarding Sabbatical held with great success; Participated in ID session which went great; Brandeis has confirmed direction of WD ID and use of various custom ID’s
- **Time Tracking, Comp, Talent & Benefits:** Conducted onsite Architect sessions
- **Recruiting:** Prepared for Architect sessions
- **Payroll:** Integrations meeting with WD/Brandeis
- **Financial/Grants/Endowments/Banking/Customer/Supplier Accounts/Business Assets:** DG Workbooks prepared and scheduling sessions
- **Data Conversions:** Config build checklist review with functional leads for Time, Absence and Payroll work streams; Met with HCM, Adv comp, FIN lead to determine the additional file layouts needed for config build; Posted additional HCM file layouts to the sFTP
- **Integrations:** Integration Designs in progress; Prep for onsite integration meets 11/28 and 29

**Planned:** November 13 – November 17, 2017

- **HCM:** Academic workbook follow up; Prepare for upcoming BP sessions; compensation plan configuration
- **Absence:** Loaded Presentation and workbook to sharepoint, additional requirements especially for Leaves to be returned 11/17
- **Time Tracking:** Time Tracking architect will occur November 9-10
- **Recruiting & Payroll:** Onsite Architect sessions
- **Financial/Grants/Endowments/Banking/Customer/Supplier Accounts/Business Assets:** DG Workbooks prepared and scheduling sessions
- **Data Conversions:** DC Planning Session; Finalize In scope tasks for Config build; Finalize additional layouts needed to post to sFTP; Meet with recruiting to determine in scope tasks for implementation
- **Integrations:** Continue Design Development; Create agenda for onsite meetings for integrations
- **PMO:** Schedule on WD training final, Change Mgt Plan Final; Plan Phase deliverables approved
- **Change Team:** CFO team is reaching out to SteerCo and key leaders for change flow down tasks

### Work Stream Status

<table>
<thead>
<tr>
<th>Work Stream</th>
<th>Notes</th>
<th>Prior Status</th>
<th>Current Status</th>
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<tbody>
<tr>
<td>HCM</td>
<td>Completing various area Architect sessions and workbook follow up, multiple positions scope change</td>
<td>On Track</td>
<td>On Track</td>
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<tr>
<td>Financials</td>
<td>Scheduling workbook sessions</td>
<td>On Track</td>
<td>On Track</td>
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<tr>
<td>Integrations</td>
<td>Scope is in flux as the COUPA decision is still outstanding, change order pending</td>
<td>On Track</td>
<td>At Risk</td>
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<td>Payroll</td>
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<td>On Track</td>
<td>On Track</td>
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<tr>
<td>Workbooks/Data Conversion</td>
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<td>On Track</td>
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<tr>
<td>Current Tenant Build</td>
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<td>At Risk</td>
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<td>Change Management</td>
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<td>Student</td>
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### Major Risks/Issues

- **Risk # 6 & 7 – COUPA Decision** – meeting with CS and Brandeis on 11/15 to finalize approach – forward recommendation to PMO/CIO by end of week
- **Risk # 20 – HR Policy Decisions** – Changes to current policy can impact design of configuration in Workday – understood process is that directors meet regularly and make decisions, requirements are impacted by pending decisions
- **Risk # 3 – Lack of Brandeis SME Participation & Availability** – backfill recommendation and project plan delivered – PMO reviewing for additional analysis
- **Issues #1 – WD training not scheduled** – working
- **Issue #2 – Data Quality concerns** – Data Lead establishment
- **Issue #3 – Extended group engagement; tenant copy, publishing in scope integrations, reporting efforts, AMU, lead leverage, in/out systems scope**
Summary Progress and Timeline

- Plan: 10/18
- Architect: 10/23-12/20
- Integration Design
- Requirements Sign Off
- Configuration Tenant Build
- Arch Stage Sign off
- Int Review
- Confirmation Sessions
- Final Design Sign Off
- Testing Strategy Design
- Integration Development
- DA Chkpt Int Review
- Tenant Build
- Arch Stage Sign off
- Int Review
- Final Design Sign Off
- Testing Strategy Design
- Configuration Tenant Build
- Arch Stage Sign off
- Int Review
- Final Design Sign Off
- Integration Development
- Documentation
- Design
- Development
- Quality Assurance
- Testing
- Deployment
- Production
- Go Live
- Training
- End Users

Train Project Team/End Users