Status Update

November 20, 2017
**Overall Program Status**

<table>
<thead>
<tr>
<th>G</th>
<th>G</th>
<th>Y</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td>Budget</td>
<td>Scope</td>
<td>Issues</td>
</tr>
</tbody>
</table>

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

- **Plan Stage signoff complete, SC meetings scheduled, onsite Architect sessions complete**
- **HCM:** Prepared for upcoming bp sessions; Follow up mtg on Academic Data
- **Benefits:** Began documenting and initial config updates based on requirements gathered in Architect Sessions
- **Recruiting, Comp, Payroll:** Architect sessions completed
- **Talent:** Decisions made on Talent Core Data in Architect Sessions
- **Financial/FDM:** DGW delivered; some covered. Next steps scheduled and P0 build continued
- **Grants/Endowments/Banking/Customer:** Current accounting procedures related to Endowments reviewed; follow up required; DG workbooks in all areas; updated materials on effort certification for grants mgmt.
- **Supplier Accounts/Business Assets:** Data Gathering Workbooks distributed, sessions scheduled
- **Data Conversion:** Planning session and DC conversion strategy and process; Configuration build trackers and checklists updated; initial build tasks for Config build complete.
- **Integrations:** Designs continue development
- **Change Mgt/Comm:** developed comms for SteerCo and project meetings; updates to website

**Planned: November 20 – November 24, 2017**

- **HCM:** Prepare bp sessions, f/u on design decisions, follow-up on academic open questions
- **Benefits:** Continue work on action items from Architect sessions
- **Absence:** Waiting for updated absence reqt documentation to be completed on 11/17 or 11/20
- **Time Tracking:** Waiting for requirements documentation to be completed
- **Recruiting & Payroll:** Schedule wktm call, close ALs, and review parking lot items
- **Talent:** Continue with outstanding design decisions; Performance reviews (architect session was cut short to an hour); Schedule F/U meeting for design; Update config WBS and begin config.
- **Grants/Endowments/Banking/Customer:** Still working on refining grants mgmt DGW & posting that to sftp; need to confirm grants, banking, and customer accounts WB sessions
- **Supplier Accounts/Business Assets:** DGW sessions
- **Data Conversion:** Communicate config build extraction process and priorities; Gather data items updates from workstream functional leads applicable for config build
- **Integrations:** Delivery of agenda for onsite 11/28 & 29; Continue designs for integrations
- **Change Mgt:** draft of communication plan for review, preps for next round of project meetings

**Work Stream Status**

<table>
<thead>
<tr>
<th>Work Stream</th>
<th>Status</th>
<th>Notes</th>
<th>Prior Status</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM</td>
<td>Follow up sessions from onsite sessions scheduled/occurring; Risk being able to complete items across all work streams</td>
<td>On Track</td>
<td>At Risk</td>
<td></td>
</tr>
<tr>
<td>Financials</td>
<td>Conducting data workbook sessions</td>
<td>On Track</td>
<td>On Track</td>
<td></td>
</tr>
<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>
<td></td>
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<tr>
<td>Payroll</td>
<td>On Track</td>
<td>On Track</td>
<td>On Track</td>
<td></td>
</tr>
<tr>
<td>Workbooks/Data Conversion</td>
<td>On Track</td>
<td></td>
<td>On Track</td>
<td></td>
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<tr>
<td>Current Tenant Build</td>
<td>On Track</td>
<td>On Track</td>
<td>On Track</td>
<td></td>
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<tr>
<td>Training</td>
<td>WD Training scheduling and attendance not complete</td>
<td>At Risk</td>
<td>At Risk</td>
<td></td>
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<tr>
<td>Change Management/Comms</td>
<td>Change mgt plan finalizing, comms working</td>
<td>On Track</td>
<td>On Track</td>
<td></td>
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<tr>
<td>Student</td>
<td>No updates at this time</td>
<td>On Track</td>
<td>On Track</td>
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**Major Risks/Issues**

- **Risk # 6 & 7 – COUPA Decision** – met with CS and Brandeis on 11/15 to finalize approach – recommendation forwarded to PMO/CIO
- **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**
- **Issue #4 – Data Pull Due after Thanksgiving – scheduling resources with OOO**
Summary Progress and Timeline

Plan: 10/18
Architect: 10/23-12/20

Arch Wkshops
Integration Design
Reqs Sign Off
DA Chkpt Int Review
Configuration Tenant Build
Arch Stage Sign off

Configure and Build 11/29 – 5/8

Integration Development
Confirmation Sessions
Final Design Sign Off
DA Chkpt Int Review
Testing Strategy Design
DA Chkpt Tenant Review
Config Stage Sign Off

Test 3/26 – 8/16
Test Kick Off
EtoE Testing
UAT
EtoE Sign Off
UAT Sign Off
Parallel Tenant Build
Parallel Sign Off
PP DA Review
Go-live Checklist
Test Stage Sign Off

Deploy 8/10 – 10/30
Final Data Conversion
DA Chkpt Gold
Transition to Prod
Go-live Auth
Deploy Stage Sign Off

Train Project Team/End Users

Go live Auth