Status Update

January 2, 2017
## Overall Program Status

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<tr>
<th></th>
<th>R</th>
<th>G</th>
<th>Y</th>
<th>Y</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schedule</td>
<td>Budget</td>
<td>Scope</td>
<td>Issues</td>
<td></td>
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### Completed: December 18 – December 29, 2017

**Overall project status “Yellow” due to data pull schedule issues for Configuration Tenant. Project schedule is likely to be extended, but exact impact of delays are unknown until we receive tenant data files**

- **HCM**: DGWs for REC, Adv Comp, TT, ABS, TAL complete; several DGW overdue, revised to 1/15
- **Benefits**: Reviewed payroll deductions
- **Absence**: discussion/reminders sent regarding workbooks, past due
- **Comp**: No update
- **Payroll**: Requirements files received and approved by Brandeis, DGW finalized
- **Budget**: No update
- **Financial/FDM**: Completed DGW sessions, follow up and integrations meetings
- **Grants/Endowments/Banking/CUSTOMERS**: No update
- **Supplier Accts/Business Assets**: DGW for Suppliers and Assets working
- **Data Conversions**: developed file tracker, HCM on critical path, daily check-ins established
- **Integrations**: Change order approved; working designs
- **Change Mgt/Comms**: preps for 1/11 update; draft training plan completed;

### Planned: January 1, 2018 – January 5, 2018

- **HCM**: Complete DGWs; good progress made over break
- **Benefits**: Meet with Brandeis and Doug to discuss commuter plans
- **Absence**: Complete DGWs
- **Time Tracking**: Public Safety considerations being discussed
- **Recruiting & Payroll**: Workbooks to be signed off in early January
- **Comp, Talent**: Update workbooks per discussion from meeting; Brandeis review and confirm
- **Financial/FDM**: Completed DGW sessions, follow up and integrations meetings
- **Grants/Endowments/Banking/CUSTOMERS**: Complete DGWs
- **Supplier Accts/Business Assets**: Complete DGWs
- **Data Conversion**: work pri 1 DGWs, develop SQRs and cross walks, prepare for 1/15 deadlines
- **Integrations**: First Integration Status call; Scheduling of Integration design sessions for after first of the year; DA Approval Review submission
- **Change Mgt**: complete prep for 1/11 and steerco meeting; finalize training and comms plans

### Major Risks/Issues

- **Risk # 6 & 7 – COUPA Decision** – change order completed; closed on next report
- **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** – realized, impact to schedule incorporated; closed on next report
- **Issue #5 – Need More Than One Career Site** – additional discussions with HCM and other groups required to determine scope/change order impacts

### Work Stream Status

<table>
<thead>
<tr>
<th>Work Stream</th>
<th>Notes</th>
<th>Prior Status</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM</td>
<td>Uncertainty around Brandeis team being able to complete items across all workstreams (workbooks, payroll)</td>
<td>At Risk</td>
<td>Off Track</td>
</tr>
<tr>
<td>Financials</td>
<td>Conducting data workbook sessions</td>
<td>On Track</td>
<td>On Track</td>
</tr>
<tr>
<td>Integrations</td>
<td>Impacted by tenant build delay</td>
<td>At Risk</td>
<td>At Risk</td>
</tr>
<tr>
<td>Payroll</td>
<td>On Track</td>
<td>On Track</td>
<td></td>
</tr>
<tr>
<td>Workbooks/Data Conversion</td>
<td>11/19 (time) and 1/15 (HCM) WB are at risk</td>
<td>At Risk</td>
<td>Off Track</td>
</tr>
<tr>
<td>Current Tenant Build</td>
<td>Config tenant timeline at risk because of WB delays</td>
<td>On Track</td>
<td>At Risk</td>
</tr>
<tr>
<td>Training</td>
<td>WD Training scheduling and attendance not complete</td>
<td>At Risk</td>
<td>At Risk</td>
</tr>
<tr>
<td>Change Mgt/Comms</td>
<td>Training plans forming, preps for scheduled meetings/all hands</td>
<td>On Track</td>
<td>On Track</td>
</tr>
<tr>
<td>Student</td>
<td>No updates at this time</td>
<td>On Track</td>
<td>On Track</td>
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Summary Progress and Timeline

- **Plan:**
  - 10/18
  - Architect:
    - 10/23-2/15

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

- **Configure and Build 11/29 – 7/15**
  - 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
  - PP DA Review
  - Parallel Testing
  - Parallel Sign off
  - Parallel Sign Off
  - 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**