Status Update

November 27, 2017
### Overall Program Status

**Overall project status “Yellow” due to data pull schedule issues for Configuration Tenant**

- **HCM:** Grad student hire sessions completed; HCM data conversion internal HCM team session
- **Benefits:** Continuing to review/update config based on reqs gathered in design sessions
- **Absence:** Discussion/Reminders sent regarding workbooks
- **Comp:** Updated configuration and workbook based on design decisions from the session
- **Payroll:** Architect Sessions - 3 days
- **Talent:** Decisions made on Talent Core Data in Architect Sessions
- **Grants/Endowments/Banking/Customer:** DGW sessions held for customer accounts and endowments; Honed in on plan for endowments and are reviewing with Mike DiPalma and team
- **Data Conversions:** HCM data files review for conversion with Brandeis; Internal team review with HCM & Benefits in regards to conversion action items; Brandeis checklist updates as needed based on team member updates
- **Integrations:** Design session planning
- **Change Mgt/Comms:** Developed comms for SteerCo and project meetings; updates to website

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

**Planned:** November 27 – December 1, 2017

### 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><strong>HCM</strong></td>
<td>Uncertainty around Brandeis team being able to complete items across all workstreams</td>
<td>At Risk</td>
<td>At Risk</td>
</tr>
<tr>
<td><strong>Financials</strong></td>
<td>Conducting data workbook sessions</td>
<td>On Track</td>
<td>On Track</td>
</tr>
<tr>
<td><strong>Integrations</strong></td>
<td>Scope is in flux as the COUPA decision is still outstanding, change order pending</td>
<td>At Risk</td>
<td>At Risk</td>
</tr>
<tr>
<td><strong>Payroll</strong></td>
<td>On Track</td>
<td>On Track</td>
<td>On Track</td>
</tr>
<tr>
<td><strong>Workbooks/Data Conversion</strong></td>
<td>11/19 (time) and 12/1 (HCM) WB are at risk</td>
<td>On Track</td>
<td>At Risk</td>
</tr>
<tr>
<td><strong>Current Tenant Build</strong></td>
<td>Config tenant timeline at risk because of WB delays</td>
<td>On Track</td>
<td>At Risk</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>WD Training scheduling and attendance not complete</td>
<td>At Risk</td>
<td>At Risk</td>
</tr>
<tr>
<td><strong>Change Management/Comms</strong></td>
<td>Change mgmt plan finalizing, comms working</td>
<td>On Track</td>
<td>On Track</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td>No updates at this time</td>
<td>On Track</td>
<td>On Track</td>
</tr>
</tbody>
</table>

### 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

- **October 18**: Plan
- **10/18 - 10/23**: Architect
- **10/23 - 12/20**: Integration Design
- **Integration Design**: Reqs Sign Off, DA Chkpt Int Review
- **Architect**: Integration Workshops
- **11/29 - 5/8**: Configure and Build
- **3/26 - 8/16**: Test
- **Test Kick off**: EtoE Testing, UAT
- **Final Data Conversion**: Deploy 8/10 - 10/30
- **Final Data Conversion**: DA Chkpt Gold
- **Transition to Prod**: Go live Auth
- **Go live Auth**: Deploy Stage Sign off
- **12/20**: Configuration Tenant Build, DA Chkpt Int Review, Arch Stage Sign off
- **December 2020**: Int Review

**Timeline**
- **Arch Wkshops**: October
- **Requirement Sign Off**: November
- **Integration Design**: December
- **Configuration Tenant Build**: January
- **Tenant Build**: February
- **Arch Stage Sign off**: March
- **Configure and Build**: April
- **Test**: May
- **Final Design Sign Off**: June
- **Test Kick off**: July
- **Final Data Conversion**: August
- **Deploy**: September
- **Train Project Team/End Users**: October