



CORE.NV Project

April Status Report

April 9, 2024

CGI

Agenda

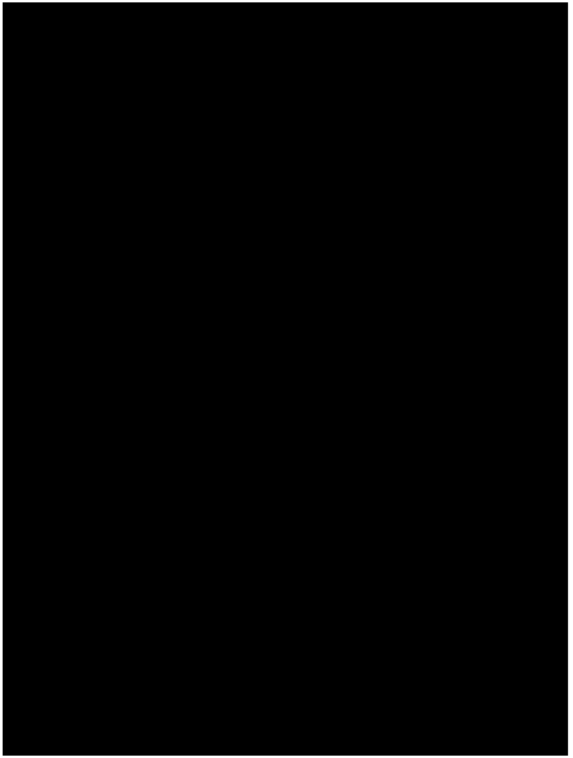


- Introduction
- Executive Summary
- March Project Deliverable Summary
- Critical Path Items on Watch
- Spotlight: PI 1 Demo Highlights





CGI Advantage®
Certified Associate
Security and Workflow



- 2024 NV Project Manager
- 2024 State of Utah ERP Replacement, Functional Team Manager
- 2021 - 2023 City of Mesa, County of Tulare, Caltrans, Adv 4 Upgrade Project Manager
- 2017 - 2021 LACOE ERP Replacement, PMO Lead and OCM Consultant
- 2015 - 2017 County of Orange Upgrade, FIN Lead
- 2013 - 2015 State of AZ ERP Replacement, Sec WF Lead
- 2013 Joined CGI
- 2006 - 2009 MBA, University of California, Irvine
County of Orange ERP Replacement, Sec WF Lead



Executive Summary



CORE.NV			
Status Date	4/9/2024	Reporting Period	3/1/2024 – 3/31/2024
Overall Status		Go-live date 12/31/24 is on schedule	
Schedule		Schedule Management Plan and MS Project .mpp have been approved	
Resources		State resource and support planning underway for End User Training Strategy Plan and Execution, User Acceptance Testing, Technical validation of Interface, Integration, Reports and Forms	
Scope		CR-009 Interface/Integration Deliverable Split approved	
Risks		Candidate Risks being added to Jira by both teams	
Issues		None	
Budget		No change to planned budget	



March Project Deliverable Status



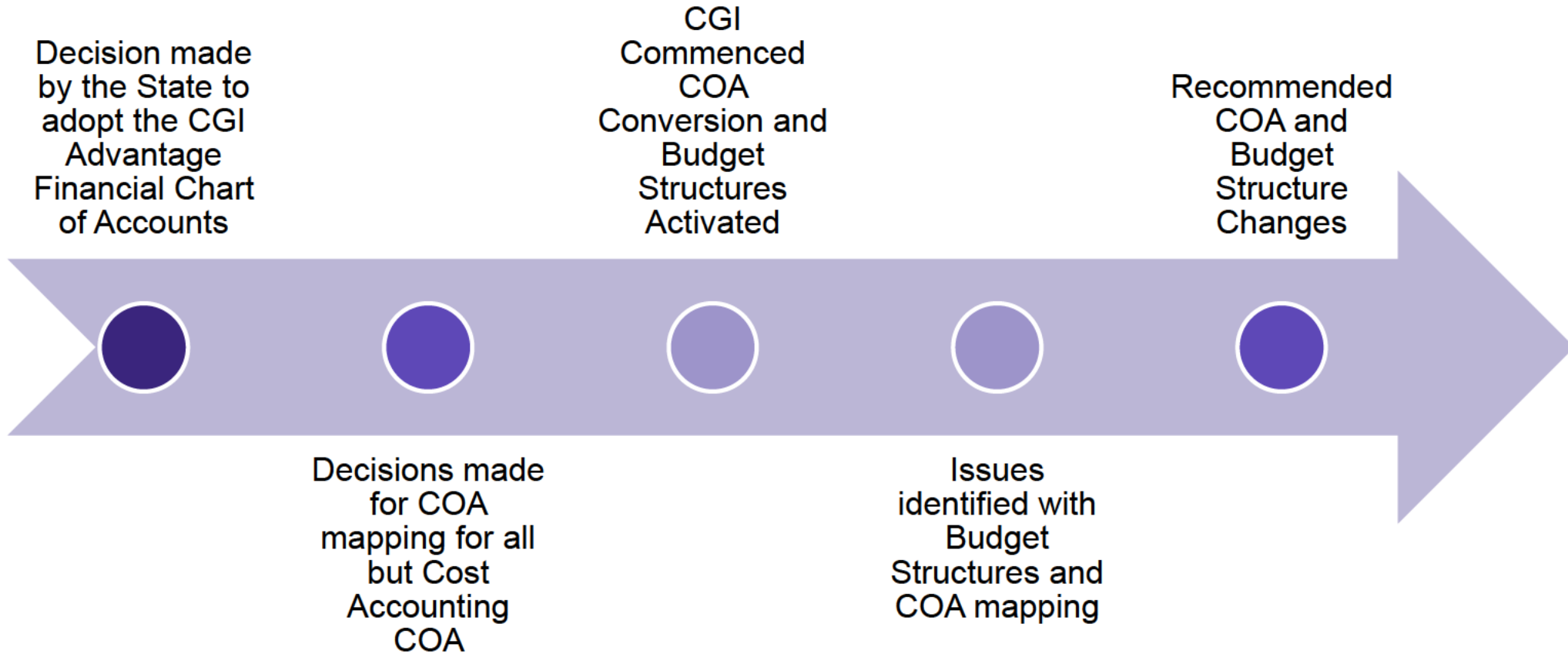
Deliverable / Work Product	Status	Percent Complete	Invoice Period	Current Status
Project Schedule	Delivered	100%	3/2024	✓ Approved
Monthly Status Report 5	Delivered	100%	3/2024	✓ Approved
Forms, Conversions, Reports Strategy	Delivered	100%	3/2024	✓ Approved
P1A Business Process Analysis Findings 1	Delivered	100%	3/2024	✓ Approved
P1A Discovery Workshops Findings 2	Delivered	100%	3/2024	✓ Approved
P1A Business Process Analysis Findings 2	Delivered	100%	3/2024	✓ Approved
P1A Program Increment Objectives	Delivered	100%	3/2024	✓ Approved
Interface Strategy	Delivered	100%	4/2024	✓ Pending further approval






Critical Path Items on Watch

- UAT planning and execution
- State Treasurer's Office escalated items
- Business Process Mapping and Demo
- Change in budget structures

We are here



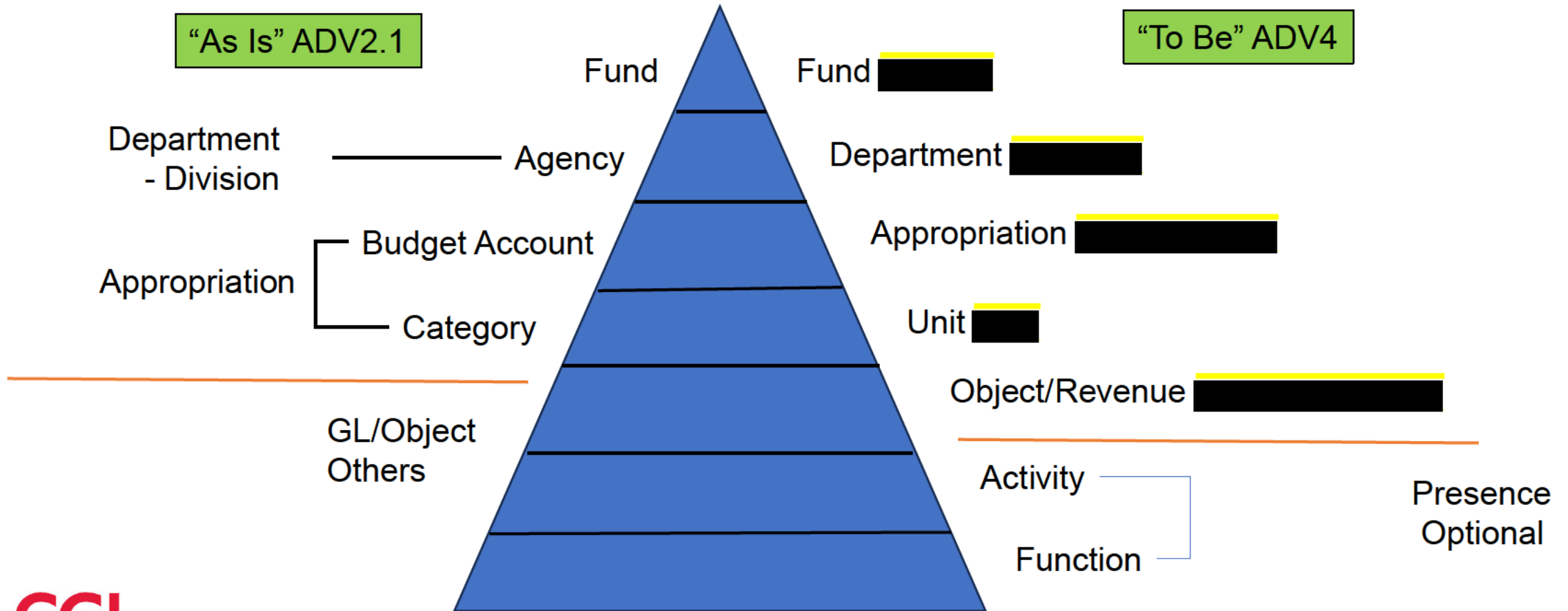
Proposed Budget Structures

- As a result of December Discovery sessions and the Chart of Account crosswalk work, CGI is proposing three budget structures for the CORE.NV project
 - Appropriation Structure 
 - Expense Structure 
 - Revenue Structure 

COA/Budget Structure Issues

- CGI Tech Team began conversion of COA records
 - Issue with Unit table load identified
- CGI and OPM-FIN reviewed issue and worked to resolve
 - COA mapping re-work required to meet budget control and reporting requirements
- CGI-FIN discovered issues with the proposed budget structures during configuration/SIT
 - Budget Structure [REDACTED] does not include the Unit COA element
 - Budget Structures would not accommodate required budget controls
- CGI-FIN/OPM-FIN reviewed and worked to resolve by identify new structures

Crosswalk for Budget (New Recommendation)



Budget Structures (New Recommendation)

As a result of the issues with the COA table load and budget structures, CGI recommends the following budget structures. These structures align with the revised COA mapping, provides required budget control and meet reporting requirements.

- Expense Structure ■
- Revenue Structure ■

Spotlight: PI 1 Demo



Highlights from the demo of work
completed during PI 1

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FIN Team - PI Execution – Key Deliverables



Sprint 1

- Finalized backlog for Accounts Receivable and Procurement and loaded to JIRA

Sprint 2

- Began configuring AR and Procurement tables and transactions
- Began writing SIT scripts for AR and Procurement
- Established series of build meetings for multiple areas

Sprint 3

- Continued configuring AR and Procurement tables and transactions
- Started SIT for AR and Procurement tables
- Started configuring COA, GA, and Budget tables
- Started mapping non-COA tables for conversion

Sprint 4

- Complete configuration of Accounts Receivable and Procurement tables and transactions and associated SIT Scripts.
- Complete first draft of AR and Procurement business roles.
- Begin executing SIT scripts for Budget, Chart of Accounts, and General Accounting.
- Continue mapping 2.x to 4 security tables and working with the state on their security approach.
- Mapping of multiple non-COA tables.

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Tech Team (CGI) - PI Execution – Key Deliverables



Sprint 1

- Delivered the initial draft of Conversions, Forms and Reports Strategy document
- Conducted Adv Architecture and Reports Introduction training to the State
- Conversion maps and data load for the sprint 1 set of COA tables completed
- Initial report templates for Aged Txns, Check Register , Budget Vs Actual , Trial Balance , Open Encumbrances

Sprint 2

- Delivered the final Conversions, Forms and Reports Strategy document. Initial Draft of Interface Strategy doc
- Conducted Pentaho, BIRT Forms and Interface Introduction Training to the State
- Conversion maps and data load for sprint 2 set of COA tables completed
- Initial Report templates for Open Payable, Open Requisition reports completed

Sprint 3

- Delivered the final version of the Interface Strategy document
- Conducted Practical Training session for [REDACTED] Reports
- Conversion maps and data load for sprint 3 set of COA tables completed. Started HRM Conversion Mapping Sheets
- Initial Report templates for Cash and Fund Balance, Open Receivables , FA registry completed

Sprint 4

- Continue with Fin Conversions
- Continue with HRM Conversion Mapping Spreadsheets
- Prepare for PI 2 planning
- Documentation for Conversion Parameters and Process

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OCM Team - PI Execution – Key Deliverables



Sprint 1

- **Hosted 20 Feb Quarterly Stakeholder meeting:** Invited ~250 and ~435 attended!
 - Great feedback: "This was a very informative and showed the vision for the future. It also set the tone for ownership for all who work in State service."

Sprint 2

- **Change Impact Assessment:** Reviewed all FIN Discovery Documentation, developed 4 process maps to aid visualization, and determined way forward
- **Training:** Formed team / planning and executing a training approach
- **Stakeholder Management:** Validated HRM functional end-users - team effort! Reviewed /validated more than 5,000 users and categorized into levels of training user groups

Sprint 3

- **Change Agent Network :** Invite released to 30 nominees, 25 FIN super-users, and 68 HRM super-users. Invited 3 executives to become CAN sponsors.
- **Sponsorship:** Developing relationships and support through Director Coffee Talks and Virtual Coffee Talks (13 in-person / 22 virtual)
- **Org Analysis:** Analyzed 600+ open-ended comments from SMART 21 / CORE.NV surveys to determine key themes & present recommendations
- **Sharepoint Site:** Create site structure and content to provide a one-stop shop for CORE.NV updates to All State Employees

Sprint 4

- **FIN Change Impact:** Identify top change impacts, identifying potential areas of resistance
- **11 Apr CAN Kick-Off:** Give tools to empower CAN members to address resistance and gain additional adoption within their agencies

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Questions?

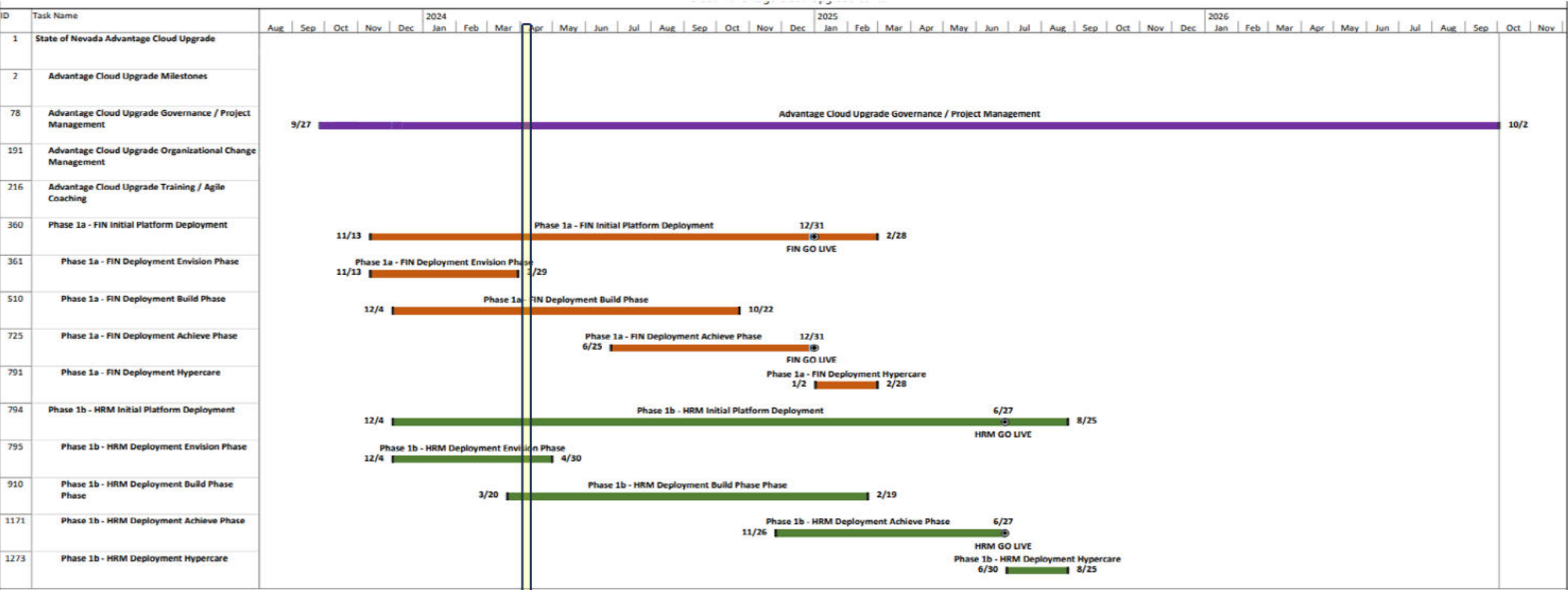
Appendix – Supporting Artifacts

Timeline
March Workstream Summary
90 Day Look Ahead

High Level Status



- Overall Project Timeline - Financial Management: Phase 1 - Human Resource Management: Phase 1



CGI Project Management Office



PMO Operations:

- CGI PMO onboarded seven (7) and offboarded three (3) CGI project staff for the project. We continue to collect fingerprinting documentation and background checks. Identification badges are in process for the newest onboards. Printed Badges were provided to staff in February.
- Project level Risk and Issue field types were updated in Jira to align with PMP and the BerryDunn RAID log.

February Project Deliverables Submitted:

- Project Schedule .mpp file – Approved 3/8/2024.
- P1A Business Process Analysis Findings 1 – Approved 3/11/2024.
- Monthly Status Report #5 (Feb 2024) – Approved 3/15/2024.
- Forms, Reports, Conversion Strategy – Approved 3/19/2024.
- Interface Strategy – Resubmitted 3/27/2024 (pending further approval)
- P1A Program Increment Objectives – Approved 3/29/2024.
- P1A Discovery Workshops Findings 2 – Approved 3/29/2024.
- P1A Business Process Analysis Findings 2 – Approved 3/29/2024.



Scope Management:

Change Request - CR009 – Interface and Integration Strategy

Deliverable Split was approved by the Change Control Committee for OPM on 3/26/2024.

Schedule Management:

- The Project Schedule .mpp file was approved on 3/08/2024. The Project Schedule management process officially kicked-off on the week of 3/11/2024 with the approval of the baseline schedule. This process will primarily leverage the CGI and OPM Staff Tasks List Report and 30-day look ahead Report for schedule updates.
- Roadmap view by Phase was incorporated into the Project Status Report.

Organizational Change Management & Communication



In March, OCM continued to implement the OCM and Communications Plan. Specifically, the OCM team:

- Participated in the HRM Discovery Workshop retrospective.
- In support of the Change Agent Network (CAN), drafted a comms memo for Statewide leadership to nominate CAN members, drafted an email invitation to invite select leaders to become CAN sponsors, finalized the CAN invitee list, and drafted invite language for 04/11/2024 CAN kick-off. Began developing slides and visuals for the 04/11/2024 deck.
- In support of a Virtual Coffee Talk for Directors and Deputy Directors, created slides and finalized an invitee list. Provided note-taking support at this 03/27/2024 event.
- Facilitated an assessment of the CORE.NV project with OPM leadership using the Prosci Change Triangle (PCT) and the Prosci Risk Assessment. Documented findings and proposed a way forward, which includes a regular project health review using the PCT at the beginning of each PI with all OPM leads.
- Researched, determined the analytical approach, and drafted a CORE.NV organizational analysis. This work product was accepted by OPM on 03/28/2024.
- Evaluated methods and determined the way forward to input into a Change Impact Assessment. As part of this work, reviewed the FIN Business Process Analysis and Discovery Workshop documents.
- Provided graphics, layout support, and enhancement to the new CORE.NV SharePoint site geared towards all State Employees.



Organizational Change Management & Communication



- Visualized the State of Nevada organization chart to enumerate entities currently using Advantage 2.1; this tool will be used to determine future stakeholder engagement.
- Began developing OCM metrics, which are to be finalized at the start of Program Increment 2.
- Managed OCM activities as part of Program Increment 1. Continued to refine and input OCM tasks into JIRA.
- Continued to host a daily OCM Stand-up meeting with OPM leadership to discuss work in progress; tracked status with Kanban board.



Training



In March, the new Training Lead, [REDACTED], and Training SME, [REDACTED], were onboarded and began work. The Training Team performed the following actions:

- Hosted twice-weekly training team meetings with all team members.
- Began building out comprehensive approaches for training both State Trainers and End-Users.
- Gathered and determined learning approach and materials requirements for State Trainers.
- Developed a State Trainer skills and capability matrix.
- Developed a survey to gather feedback from potential State Trainers.
- Began researching and drafting audience analysis for FIN and HRM end-user training.
- Developed a survey to gather feedback from FIN End-Users projected to be involved in training.
- Provided feedback to UAT communications artifacts.



Technical Advantage 4



CGI's technical workstream has focused on the following pre-work and build activities during the month of March. The area of focus for the month of March was – FIN Conversions, Technical Trainings, Development of Initial Reports and Delivery of Strategy documents.

- The OPM tech team was provided access to the environments and databases. Database connectivity was set up and successfully tested.
- Review comments from the State for the Conversion, Forms, and Reports Strategy document were incorporated and submitted. The document has been approved and accepted.
- The Interface Strategy document was created. The approval of this item is delayed pending further discussions.
- Planned technical training for the State Staff has been conducted. One of the training sessions - The [REDACTED] practical session could not be conducted and will be postponed.
- Conversion development for FIN is underway as part of Sprint 1, 2, and 3. COA tables from Iteration 1 and Iteration 2 have been converted to Advantage 4.X and loaded as planned. A fresh set of data was requested from the State, which will be used for conversions. The Tech team has been collaborating with the FIN teams for questions on table conversion.
- Preparation work for HRM conversion has begun. Mapping spreadsheets are being created.
- Development of the initial set of financial reports has been completed. The Tech team will be working with the FIN teams for review and feedback in future Sprints and PIs.
- The team is executing the build phase in sprints as part of the PI. Daily Stand-up meetings, Backlog refinement, and Sprint Demos are being conducted as part of the agile activities.



Financial (FIN) Advantage 4



The month of March focused on the Build Stage of the project, specifically sprints 1.2 and 1.3 in Program Increment 1 (PI1). The objective of PI1 for the Financial Configuration Workstream was to configure tables and transactions for Accounts Payable and Accounts Receivable, and to begin to configure tables for Budget, COA, and General Accounting. In addition to this the Financial Configuration Workstream also completed their work on the Discovery Workshop Findings and Business Process Analysis Findings Part 2 documents. The full list of achievements is listed below:

- Submitted final updates for the Business Process Analysis Findings Part 1 document.
- Submitted the Discovery Workshop Findings Part 2 Document.
- Submitted the Business Process Analysis Findings Part 2 Document.
- Completed Build Sprints 1.2 and 1.3 including:
 - Conducted Build meetings:
 - Accounts Receivable – 7 meetings.
 - Procurement – 5 meetings.
 - Cost Accounting/COA – 7 Meetings.
 - General Accounting – 2 meetings.
 - 1099 Mapping Conversion – 1 meeting.



Financial (FIN) Advantage 4



- Configured tables and Transactions, Wrote and Executed SIT scripts:
 - Accounts Receivable
 - Configured 10 tables and transactions.
 - Wrote 5 SIT scripts
 - Executed 1 SIT Script
 - Purchasing
 - Configured 5 tables and transactions
 - Wrote 5 SIT scripts.
 - Executed 1 SIT Script.
 - General Accounting
 - Configured 6 tables.
 - Wrote 1 SIT script.
 - Budget/COA
 - Loaded sample budgets for Budget Build Discussion.
 - Mapped the Chart of Accounts COA tables.
 - Wrote 1 SIT script.
- Completed the Sprint Demo for sprint 1.3 on 4/1/24



Human Resource Management (HRM) Advantage 4



The HRM Discovery Workshops wrapped up in March. The team completed all the functional and technical area workshops and started working on the Discovery deliverable documents. Highlights of work completed in February include:

- Completed Security, Workflow, and Forms discovery workshops.
- Drafted Part 1 of both the Discovery Workshop Findings and Business Process Analysis Findings documents, delivered to the State for review on 3/29/2024.
- Began drafting Part 2 of both the Discovery Workshop Findings and Business Process Analysis Findings, slated for delivery in April.
- Started planning for PI2.

Looking ahead we are preparing for build by mapping out our dependencies and planning our conversion, scripting, and testing effort.



90-Day Look Ahead

Deliverables/Work Products/Milestones



April 2024

- March Monthly Status Report #6 submission – 4/2/24
- Phase 1B Program Increment Objectives – 4/15/24
- P1A PI1 Completion Report – 4/23/24
- P1B Part 2 Discovery Workshops Findings – 4/15/24
- P1B Part 2 Business Process Analysis Findings – 4/9/24
- P1B Envision Stage Complete – 4/29/24

May 2024

- April Monthly Status Report #7 submission – 5/2/2024
- Phase 1A Training Materials – 5/9/2024

June 2024

- April Monthly Status Report #8 submission – 6/4/2024
- P1A PI2 Completion Report – 6/18/2024
- P1B PI2 Completion Report – 6/18/2024

