

## **Monthly Status Report**

Reporting Month:	October 2025
Report Number:	025
Submission Date:	11/04/2025
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Leadership:	[Program Director, CORE.NV Project]
	[Project Manager, CGI]
Author:	[Deputy Project Manager, PMO Lead]
Project Status:	Congratulations to the entire CORE.NV Project Team. Phase 1B (HRM) and Phase 1C (NDOT) Go-Live events were successful. The State entered the quiet period prior to production cutover. Cutover completed ahead of schedule due to operational performance improvements. The HRM team completed cutover into Advantage 4 and ran the State's first full payroll on October 29. The FIN team brought Nevada Department of Transportation onboard Advantage 4 Financial. The Project entered the Hypercare period for Phase 1B (HRM) and Phase 1C (NDOT). Phase 2 discussions and planning are well underway.

<sup>\*</sup>Green – On Track | Yellow – At Risk | Red – Off Track

### Summary

October was a milestone month for the CORE.NV Program, marked by the successful Phase 1B (HRM) Go-Live and completion of the first payroll in the new system on October 29. This achievement is a major step forward in modernizing the State's HR and payroll operations.

The success of Go-Live was made possible through close coordination across all project teams. The HRM team's efforts, ranging from completing the HRM Data Cutover and Employee Mass Changes to refining benefit policies and step advances, were instrumental in achieving a smooth transition to Advantage 4. The Financial Team reached its own milestone with Phase 1C (NDOT) Go-Live, completing data migration and system installation activities. The Technical and Operations Teams executed the cutover for both HRM and NDOT data, provided onsite Hypercare support in Carson City, and ensured stable system performance throughout the transition period. The Testing Team validated system readiness by completing all UAT activities leading up to Go-Live, while the APM Team maintained alignment across War Room operations and support tiers through consistent communication and daily issue reporting.

Supporting end-user readiness and adoption, the OCM and Training Teams played a critical role in preparing agencies and staff for the transition. Updated job aids, targeted communications, and positive survey feedback reinforced user confidence. The PMO team provided overarching coordination and governance, supporting War Room operations, onboarding a new Business Intelligence Analyst, and overseeing deliverables and risk management activities.





## **Project Management Office (PMO)**

In October, the PMO Team supported setup and execution of War Room activities and onsite support of the CGI team. The team conducted onboarding activities for one CGI project staff: Reports Developers supporting the Local Support Services (LSS) Team. Fingerprinting documentation and background checks continued, with identification badges in progress for the new team member. Four project risks remain open; no active project issues or decisions were identified. Approved deliverables this month included the September End-User Training Progress Report, Monthly Status Report #24, Program Increment Objectives 9, and the Program Increment Completion Report 8. No new change requests were initiated under scope management.

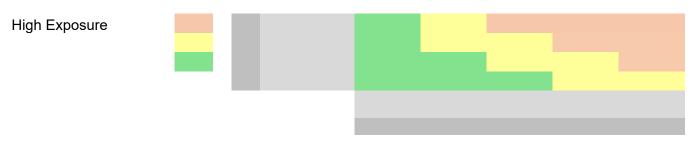
## **PMO Operations**

- CGI PMO onboarded and offboarded CGI project staff for the project:
  - Onboards (1)
    - LSS Reports Developer (1)
  - Offboards (1)
    - Scrum Master HRM (1)
- PMO continues to OPM's supplemental background checks. Identification badges are in process for the newest onboards.

## **Project Risks and Project Issues**

Project Risks and Project Issues are logged and maintained in Jira. Metrics and Heat Map figures were pulled on 10/31/2025.

#### Project Risk Heat Map and Register



<sup>&</sup>lt;sup>2</sup> Risk Probability: Likelihood or chance that a specific risk will occur.



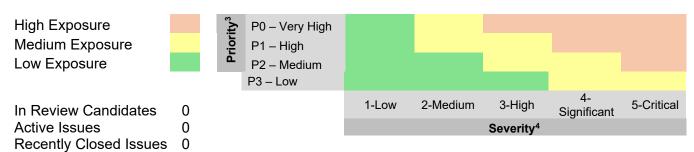
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<sup>&</sup>lt;sup>1</sup> Risk Priority: A metric that conveys the severity of a Risk so that agents can react accordingly. It identifies the relative importance of a Risk with the Risk Impact Level.



Risk#	Description	Status	Response Status	Priority	Probability	Severity

### Project Issue Heat Map and Register



## **Project Decisions**

Project Decisions are logged and maintained in Jira. Figures were pulled on 10/31/2025.

In Review Candidates 0
Active Decisions 0
Recently Closed Decision 0

### **Schedule Management and Deliverables**

- o The following September project deliverables were submitted by CGI or approved by OPM:
  - Monthly Status Report #24 Approved 10/14/2025
  - PI8 Completion Report Approved 10/10/2025
  - EUT Monthly Progress Report September Approved 10/2/2025
  - o P1B Achieve Stage Complete Approved 10/21/2025

## **Scope Management**

- In Progress Change Requests:
  - None

<sup>&</sup>lt;sup>4</sup> Issue Severity: The degree of harm or potential harm caused by the incident/problem.



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<sup>&</sup>lt;sup>3</sup> Issue Priority: A metric that conveys the severity of an Issue so that agents can react accordingly. It identifies the relative importance of an incident and is usually based on the impact and urgency.



## **Financial**

In October, Financial focused on the Phase 1C (NDOT) Go-Live Achieve Stage activities ahead of our Go-Live on October 20. This included completing our final Mock Installations and completion of the NDOT Project Data load to the production system. The team successfully accomplished CGI and Nevada Department of Transportation's goal of going live on Advantage 4 in CORE.NV.

## **Major Accomplishments:**

## Phase 1A Ongoing Support

- Accounts Payable
  - Worked with OPM to correct checks in CORE.NV that were incorrectly marked as Stale on the table and not reconciled due to Paid Check files being missed during the January go-live.
  - Work with OPM to provide solution to updating error messages on the table that were preventing disbursements from being created in CORENV.
    - Provided functional support to the Training Team for the 1099 process which includes assistance in the application on the process and reviewing training materials.

#### Phase 1C (NDOT) Configuration

- Accounts Payable Phase 1C (NDOT) Go-Live
  - SCO's printing job now only process for
    - Provided functional support for NDOT nightly cycle updates for Interfaces and Batch Jobs. This includes ensuring interfaces and jobs needed for NDOT were added/updated and providing support to the OPM and CGI Tech Teams as they developed the interfaces.
    - Provided on-site support to NDOT during the week of 10/20/25 for Phase 1C (NDOT) Go-Live.
      - Support included addressing any issues that arise, answering any staff questions related to Accounts Payable such as processing transactions and navigation in CORE.NV.
        - The Phase 1C (NDOT) transaction for Contractor Payments needed a record on the Transaction Allowable Reference (DARF) to allow associated AD and EFT disbursement transactions to release payments. Worked with OPM to create the record to resolve the issue.
- Accounts Receivable
  - Confirm the Following jobs are part of Nightly cycle for Go-live:
    - Invoice, Past Due Invoices, and Pre-collection letter forms have been generated.
    - The Pending Collection Agency Referral page has been updated.
    - When applicable, Collection letter (CL) transactions have been created.



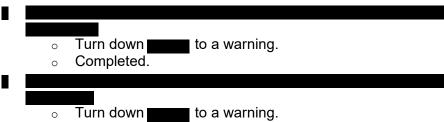


		When applicable, reoccurring Receivable (RE) transactions have been created.
	•	<ul> <li>Configure to not update the Table.</li> <li>Configure to result in a total amount of \$0 or trigger an error.</li> </ul>
		Identify and document the General Accounting and Accounts Receivable
	_	<ul> <li>Verify the identified</li> <li>Verify the</li> <li>Assisted with</li> </ul>
	•	<ul> <li>All the have been printed with the correct name and address and provided to NDOT.</li> </ul>
		<ul> <li>Added records on for a Prefix associated with FDT-generated REs</li> </ul>
		The ticket is in progress. CGI FIN working with tech team with the solution
•	。 I	<ul> <li>Configure on the table.</li> <li>Provided NDOT with the following Job-aids:         <ul> <li>CR Transactions with Multiple Vendors and Multiple Accounting Lines</li> <li>NDOT Future Transaction Triggering (FDT) for RERE Customers</li> <li>NDOT Reprint Invoice on page</li> </ul> </li> <li>Provided Hands on training to NDOT for the following:         <ul> <li>Create Receivable (RE) transaction</li> <li>Reprinting an invoice on page</li> <li>Create Cash Receipt (CR) via copy forward functionality with Multiple Vendors and Multiple Accounting Lines</li> <li>and Workflow</li> </ul> </li> <li>Supported Go-Live Activities         <ul> <li>Assisted with moving prior to cutover</li> </ul> </li> </ul>
		<ul> <li>Assisted with creating the document to load users</li> <li>Assisted with migrating changes into</li> </ul>
•	Agreen 。(	
		Awaiting update from SCC Team
		<ul> <li>created and populated in</li> <li>Completed, awaiting final confirmation from NDOT to close</li> </ul>
		<ul> <li>Updated needed on Transaction Control Configuration</li> </ul>

**CGI** 



 Ongoing work that needs approval to update configuration settings on the CEC Transaction.



- Completed.
- Cost Accounting
  - Met with NDOT Financial Management and Project Accounting teams to review data conversion results. Data conversion feedback from NDOT teams resulted in minimal changes to KTR prior to cutover.
  - Supported cross-functional meetings to review, discuss, and address Cost Accounting related requirements impacting FIN, TECH, and HRM.
  - Provided onsite (NDOT) Hypercare support to the NDOT Financial Management and Project Accounting staff.

#### **Blockers with Resolution Plan:**

None

## **Human Resources Management (HRM)**

The HRM team focused on the Phase 1B (HRM) Go-Live activities. This included successfully completing our HRM Data Cutover, running the Employee Mass Changes for Positive Pay, moving employees out of NDOT specific Benefit Policies and running Step Advance clean up. The team accomplished the goal of going live on Advantage 4 in CORE.NV and ran a successful regular payroll on October 29.

- HRM Data Conversion
  - Converted HRM 2X data from October 11 to 4X as part of the cutover effort. The HRM team participated in final planning for cutover, including validating the steps prior to the actual cutover. As part of the cutover, the team validated data and ran batch jobs to perform mass changes jobs to support FDOT conversion and the move to Positive Pay.
  - Completed and validated the Data Conversion steps in under 15 hours, resulting in 54,075,161 rows of data.
  - 426 Employees received a Step Advance as part of a catch-up process for employees that were to advance during the quiet period (October 11 – 19).
  - More than 13,000 ESMTs were processed to move employees to Positive Pay and out of NDOT Benefit Policies.
- Paychecks Printed
  - o Pay checks from the final 2X Payroll Run were successfully printed.
- Payroll Run
  - Ran first payroll cycle on October 29.
    - 18,809 timesheets were successfully interfaced in and submitted to final.
    - 295 paper checks, 18,598 ETS and 145 prenotes were generated.
- Hypercare Support





 The team had members embedded at NDOT and Musser Street offices for support as well as a team supporting from the OPM office.

Blockers with Resolution Plan: None.

## **Technical**

The Technical Team successfully executed the cutover of HRM and NDOT Data resulting in a successful Go-Live of Phase 1B (HRM) and Phase 1C (NDOT) of the CORE.NV Project. The Team traveled to Carson City to support the State during the first two weeks of Hypercare period.

## **Major Accomplishments:**

- Planned the CORE.NV Cutover plan for Phase 1B (HRM) and Phase 1C (NDOT).
- Presented Cutover Plan to OPM, CGI Functional Teams, CORE.NV Project Management, and all the stake holders across OPM and CGI prior to starting cutover. A series of meetings were held to seek feedback and assign tasks in the cutover to the respective owners.
- Executed the final Go-Live cutover of Phase 1B (HRM) and Phase 1C (NDOT) starting October 12 over a three-day period. The Cutover activities were fully automated and completed on time, resulting in a successful Go-Live of Phase 1B (HRM) and Phase 1C (NDOT).
- Performed the Pre Go-Live testing and tuning of all the Interfaces, Reports and Conversion Maps, Automated Nightly Cycles during the first 2 weeks of October.
- Traveled to Carson City to support the State teams during the first two weeks of Hypercare.
- Supported the following Nightly Cycles on \_\_\_\_\_\_n and \_\_\_\_\_ Environments during the Hypercare period: Standard Nightly, Online Payroll Cycle and the first full Payroll Run of October 29.

## **Blockers with Resolution Plan:**

None

# **Environment and Legacy Operations**

The Operations Team continues to provide support for NEATS, NVAPS, and HR and Production Data Warehouse-related inquiries. Significant environmental support was related to preparation and execution of Pre Cutover, Cutover and Post Cutover activity for Phase 1B (HRM) and Phase 1C (NDOT) Go-Live.

- Legacy Operations
  - o Provided ongoing support for NEATS and HR and Data Warehouse tickets.
  - Continued supporting the OPM Data Warehouse team with HRM data mapping from Advantage 2X to 4X.
- Environments
  - o Refreshed with the Phase 1B (HRM) and Phase 1C (NDOT) Go-Live backup.
- Phase 1B (HRM) and Go-Live Cutover
  - Prepared and supported both the execution Go-Live Cutover.
  - Completed Post Cutover support activities to conclude Go-Live Cutover Checklist and bring up the Production application on the scheduled Go-Live date of October 20.





#### Blockers with Resolution Plan: None

## **Testing**

All planned UAT activities leading up to Phase 1B (HRM) Go-Live have successfully completed.

## **Major Accomplishments:**

- Test Automation (Test Savvy)
  - o CGI Testing as a Service (TaaS) team activities are in progress.
  - o Phase 1 and Phase 2 combined will include up to 300 automated test scripts:
    - 47 automation test designs are currently being reviewed by OPM
    - 67 automation test designs have been reviewed and approved by the OPM Team.
      - 49 of the OPM approved test designs have been automated by the TaaS team
      - 18 of the OPM approved test designs are in progress to be automated by the TaaS team.
    - 88 automation test designs yet to be identified by OPM.
      - OPM identifying test scenarios for Phase 1 by early January 2026
      - OPM identifying test scenarios for Phase 2 by early March 2026
    - 98 automation test designs have been identified but this backlog needs refinement for prioritization.

#### Blockers with Resolution Plan: None

# **APM (Agile Project Management)**

In preparation for Go-Live, teams focused on readiness to make sure all War Room team members were aligned on the communication process and coordination across all areas. Efforts included Help Desk support, HRM / FIN leads and daily reporting for Tiers 4 and 5 issues. This process was accomplished by conducting a series of weekly meetings with the Help Desk and ensuring all parties were aligned. Communication with the Help Desk and leadership was important to ensure visibility for daily issues and highlight any priorities items that required escalation to the Leadership Team.

### **Key Accomplishments:**

- Go-Live Preparation and War Room Planning
  - o Held Weekly War Room planning meetings to prepare for Go-Live.
  - o Focused areas included:
    - Finalization of the communication plan within OPM.
    - Establishing how updates will be communicated back to the agencies, this included a daily standup that was stored and distributed for external stakeholder consumption. This also included a Go-Live Microsoft teams chat to facilitate a proactive response to issues in Tier 4 and 5, instead of waiting and disseminating through several lower priority issues.
  - Developed multiple Go-Live reports to track, monitor, and drive action on items raised during the Go-Live period, this allowed team members to see real time that status of each Tier 4 and 5 issue as well as the category of issue of the issues.





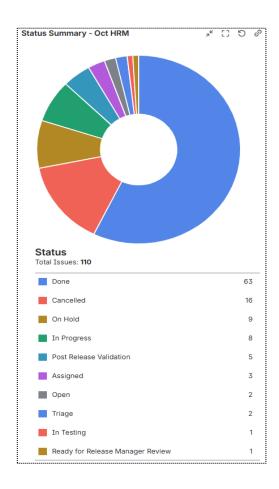
- These reports enabled the team to respond in near real-time when the issues were created allowing visibility for the more current priorities.
- October Go-Live Tier 1-3 and Tier 4,5 issues
  - The table below shows the total number of Tier 1, 2, and 3 level issues created with the first 2 weeks post Go-Live.

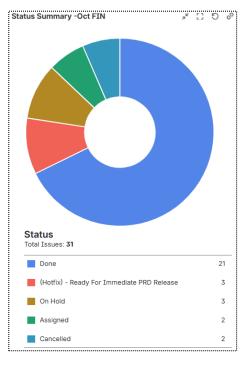
Category	Count
Advantage-HR	3
CORE.NV Finance	51
CORE.NV HRM	374
HR Data Warehouse (HRDW)	27
Inquiry / Help	33
NEATS	1
NEATS Time	1
NVeLearn Certificates	1
Payroll Data Warehouse (PRDW)	3
Security	1
Grand Total	495

 The tables below show the total number of Tier 4 and 5 issues along with their status for HRM {Left} and Financial {Right}.





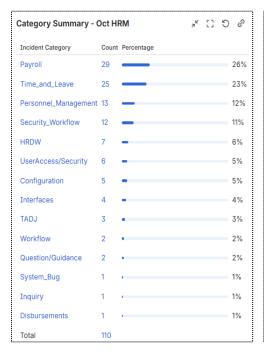


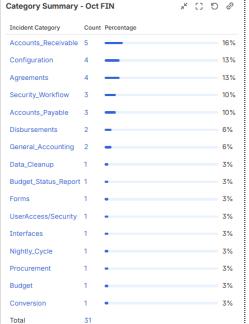


Below shows the total number of Tier 4 and 5 issues by category logged post the
 October 20 Go-Live and is broken down by percentage for HRM {Left} and FIN {Right}.



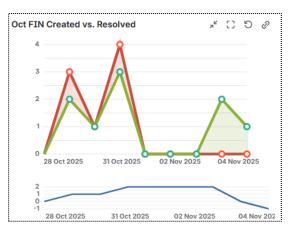






 The charts below show the total number of incidents created and resolved over the period since Go-Live. The Red represents created incidents, and Green represents closed incidents.





The team is on track to support a successful October Go-Live. Next steps include:

- Continue to support the functional and technical teams through the Hypercare process that will last for the next 2 months, by providing the broader team with real-time datapoints from lower Tier 1-3 incidents up to Tier 4 and 5 incidents. Develop and distribute a process and communication plan to ensure the broader program stays fully informed as work progresses.
- Provide guidance to team on how to organize Phase 2 work and complete the communication plan on how Jira will manage going forward by reviewing this with the functional teams on a weekly basis until the official Phase 2 kick-off is planned in November.

Blockers with Resolution Plan: None





## **Organizational Change Management (OCM) and Communications**

In October, the Organizational Change Management (OCM) team supported the successful implementation of Phase 1B (HRM) and Phase 1C (NDOT) of the CORE.NV system. Efforts focused on clear and consistent updates to keep end-users informed and prepared, while also updating job aids to improve usability and support end-users as they navigate the new system. The team coordinated the Change Agent Network (CAN) meeting to prepare change agents to effectively support the go-live transition. Separate HRM and NDOT change impact surveys were developed and analyzed to assess how individuals and agencies will be affected by the CORE.NV transition. Additionally, the team analyzed survey responses from HRM go-live groundwork practice sessions and NDOT Instructor-led training (ILT).

- Communications
  - 2 HRM Go-Live Readiness Reminder Communications
  - o 2 NDOT Go-Live Readiness Reminder Communications
  - o Downtime and Operational Hours Communication
  - CORE.NV is Live Communication
  - Announcing the successful launch of Phase 1B (HRM) and Phase 1C (NDOT) of the CORE.NV system Communication.
  - 2 Positive Reporting Reminder Communications.
  - Payroll Period 10 Urgent Communication
  - System Access/Service Desk Communication
  - HRM Post Go-Live: New Job Aids Communication
- HRM Job Aids
  - HRM Insights Report Job Aid
  - NDOT Insights Report Job Aid
  - Revised and reformatted the following HRM job aids into an established template to improve user understanding and system efficiency through clear, accessible documentation:
    - Tax Screens
    - Create a Timesheet Adjustment (TADJ) for a Leave Payout
    - Create Employee Assignment (ESMT)
    - Create Net Pay Distribution (NPD) Transaction
    - Create Emergency Contact (EMER) Transaction
    - Create the Employee Address (ADDR) Transaction
    - Create the Employee Attributes (ATTR) Transaction
    - Create the Employee Status Maintenance (ESMT) Transaction to TERM
    - Create the New Employee (NEMP) Transaction
    - How to Add Missing Base Hours
    - Salary Adjustment ADJ
    - Catastrophic Leave Donation
    - Time Adjustment (TADJ) for Overtime Correction
    - Create an Overload Payment Generator (OPAY) for Tool Allowance
    - How to Add Missing Base Pay
    - Board Pay with Multiple Members
- October Change Agent Network (CAN)
- Weekly CAN Blasts
- OCM Metrics





- Collected, analyzed, and presented September OCM metrics highlighting CORE.NV users, Phase 1B (HRM) and monthly communications, and CORE.NV website traffic to provide measurable insight into ongoing progress and drive data-informed action.
- Surveys and Analysis
  - HRM Change Impact Survey & Analysis
  - NDOT Change Impact Survey
  - HRM Go-Live Groundwork Survey Analysis
  - NDOT Instructor-led Training (ILT) Survey Analysis
- Functional Team Support

#### Blockers with Resolution Plan: None

## **Training**

In October, the Training Team completed the HRM Go-Live Groundwork practice sessions and Phase 1C (NDOT) instructor-led training (ILT). Extensive data preparation and testing ensured realistic environments for our end-users.

HRM Go-Live Groundwork sessions concluded that 94% of end-users rated the hands-on practice as significantly or moderately effective, 95% stated the sessions significantly or moderately reinforced their training experiences, and 79% felt significantly or moderately prepared for Go-Live, reinforcing readiness and user confidence ahead of the October 20 Go-Live.

Phase 1C (NDOT) NDOT training sessions concluded with 51% of participants rating the training experience and content as extremely or very effective, and 60% reporting an increase in understanding of how the CORE.NV system will support their work.

The development of instructor-led training materials for the SCO 1099 course, in preparation for the 4-hour session scheduled for November 6 at SCO, is complete. Collaborative development and multiple review checkpoints helped ensure the course is relevant, engaging, and effective for the SCO end-user audience.

- Phase 1B (HRM)
  - o Data preparation and testing for HRM Go-Live practice sessions.
  - Supported the remaining 7 Go-Live Groundwork sessions.
  - o Go-Live Groundwork: 147 unique end-users from 34 agencies.
  - Created a Phase 1B (HRM) Resource Guide to support end-users
- Phase 1C (NDOT)
  - Phase 1C (NDOT) desk guides (Accounts Receivable, Agreement Services, Cost Accounting, and Procurement).
  - Phase 1C (NDOT) Course recordings (Accounts Receivable, Procurement, and Agreement Services) finalized and available to end-users on NVeLearn.
  - Created a Phase 1C (NDOT) Resource Guide for end-users (including Phase 1A FIN resources).
  - Three Phase 1C (NDOT) Job Aids finalized and one Job Aid/video in development.
    - Create a New Function
    - Agreement Services Corrections
    - CRA to UB Transaction
    - Cost Accounting Cash Receipt Transaction job aid and video (In development)





- NDOT ILT attendance: 33 unique end-users.
  - Accounts Payable: 9
  - Agreement Services: 14
  - Cost Accounting: 15
  - Procurement: 9
  - NDOT-led independent practice:13
- SCO 1099 Course development
  - 1099 Course Agenda, Course Guide, and PPT deck
- State Trainer Forum
  - Training Review and Go-Live Look Ahead
  - o 19 attendees (OPM, DHRM, NDOT, DOC, FINANCE, DMV, SCO, CGI).
- Planning and Coordination
  - Managing Cost Accounting course recording development, review, and preparation for NVeLearn.

## Blockers with Resolution Plan: None

## 30, 60, and 90-Day Look Ahead (Deliverables)\*

\* The Look Ahead details are subject to Phase 2 schedule updates.

#### November 2025

- Monthly Status Report #25 Submission 11/4/2025
- EUT Monthly Progress Report October Submission 11/13/2025
- P1B Hypercare Support Month 1 11/21/2025

#### December 2025

- Monthly Status Report #26 Submission 12/2/2025
- PI Objectives 10 Submission 12/15/2025
- EUT Monthly Progress Report November Submission 12/11/2025
- P1B Hypercare Support Month 2 12/22/2025
- PI Completion Report 9 Submission 12/30/2025

### January 2026

- Monthly Status Report #27 Submission 1/5/2026
- EUT Monthly Progress Report December Submission 1/8/2026





## **High Level Status:**

