

## Monthly Status Report

Reporting Month:	December 2025
Report Number:	027
Submission Date:	01/05/2026
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Leadership:	<p>██████████ [Program Director, CORE.NV Project]</p> <p>██████████ [Project Manager, CGI]</p>
Author:	██████████ [Deputy Project Manager, PMO Lead]
Project Status* : ●	<p>The team completed month 2 of Hypercare, which completed Phase 1 of the project. Phase 2 Envision Stage began with the kick-off of Financial (FIN) Cost Accounting Discovery sessions in early December. The Human Resource Management (HRM) Team continued to support Payroll while planning the remaining Phase 2 scope items. HRM and Technical teams continue to be on track with the work remaining on interfaces and scope items for NEOGOV Insight Go-Live scheduled for January 12, 2026.</p>

\*Green – On Track | Yellow – At Risk | Red – Off Track

### Summary

The project remained stable and on track across Phase 1 Hypercare and Phase 2 planning activities. PMO successfully supported significant resource transitions, onboarding three new resources and offboarding eighteen as planned, while continuing to manage supplemental background checks and badge provisioning. Governance activities remained steady, with one project risk actively monitored, no open issues, two decisions approved, and a single change request was approved relating to SEFA. Key December deliverables, including the November End-User Training Progress Report, Monthly Status Report #26, and P1B Hypercare Support Month 2 were approved on schedule.

Functional teams continued to deliver strong Hypercare support for Phase 1 implementations, particularly for NDOT Financials and HRM, resolving high-impact items related to Accounts Payable, Agreements, Cost Accounting, Payroll, and Technical Operations. Major accomplishments included the successful payout of overdue overtime to approximately 600 employees, completion of payroll cycles PP13 and PP14, stabilization of NDOT post go-live activities, and continued system and interface support. No blockers were identified across functional areas.

Phase 2 Planning activities advanced across multiple workstreams, including Cost Accounting, Debt Management, Accounts Receivable, Procurement, Training, Testing, Technical, Agile Project Management (APM), and Organizational Change Management (OCM). Discovery sessions commenced for Cost Accounting, stakeholder identification progressed for Debt Management and Accounts Receivable, and early User Acceptance Training (UAT), training, and automation planning activities were initiated. Organizational Change Management and Training teams continued to strengthen system adoption through targeted communications, job aids, standardized system guides, and preparation for Phase 2 delivery.

## Project Management Office (PMO)

The PMO Team onboarded two training resources and offboarded several Phase 1 support members totaling eighteen. Supplemental background checks and fingerprinting continued, and identification badges for new staff are in progress.

One project risk remains open, with no active issues this month. Two decisions were submitted and approved. Approved deliverables included the November End-User Training (EUT) Progress Report, Hypercare Support Month 2, and Monthly Status Report #26. Change Request CR027\_Workiva\_SEFA.

### PMO Operations:

- CGI PMO onboarded and offboarded CGI project staff for the project:
  - Onboards (3):
    - FIN Business Analyst (1)
    - LSS Business Analyst (2)
  - Offboards (18):
    - FIN Business Analyst (1)
    - Scrum Master – Tech (1)
    - HRM Business Analyst (2)
    - Project Manager (1)
    - Organization Change Management (OCM)
      - OCM Lead (1)
      - Business Analyst (1)
    - Infrastructure, Environments, and Operations Lead (1)
    - Technical:
      - Reports Developer (1)
      - Business Analyst (1)
      - Conversion / Interface Developer (5)
      - Interface Lead (2)
      - Testing Lead (1)
- PMO continues to facilitate 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 December 31, 2025.



**Scope Management:**

- Recently Approved Change Requests:
  - CR027\_Workiva\_SEFA
- In Progress Change Requests:
  - None

**Financial**

The Financial Team divided their time between continued Phase 1C Go-Live Hypercare activities for NDOT, and work on Phase 2 activities for the July 1, 2026, Go-Live. As part of the Phase 2 activities, Kickoff and Discovery sessions for Cost Accounting started.

**Major Accomplishments:**

Phase 1A Ongoing Support:

- Accounts Payable:
  - [REDACTED]
    - SCO requested that CGI promptly implement the Backup Withholding B-Notice and Withholding functionality in CORE.NV.
    - Configured functionality in [REDACTED] and [REDACTED], worked with Forms Developer to develop B-Notice, and provided training session on the functionality to SCO. SCO is currently testing so they can implement in production.

Phase 1C (NDOT) Hypercare:

- Accounts Payable – Phase 1C Go-Live:
  - [REDACTED]
    - Supported including addressing any issues that arose, answering any staff questions related to Accounts Payable such as processing transactions and navigation in CORE.NV.
  - [REDACTED]
    - Provided solution to lower error message [REDACTED] in CORE.NV. NDOT confirmed this resolved the rejected PRC transaction issue.
- Agreements:
  - Go-Live Support:
    - Created tickets for tracking and support:
      - [REDACTED]
        - Ongoing investigation into how to address this scenario.
        - SQL has been developed and tested in [REDACTED].
      - [REDACTED]
        - Completed.
        - Provided the SQL for the requested Data fix to update vendors on converted agreement transactions.
      - [REDACTED]
        - Completed.
        - Provided the SQL for the requested Data fix to update vendors on converted agreement transactions.
      - [REDACTED]
        - SQL provided for the change request.

- Confirmation of a successful fix is in progress.
- Cost Accounting:
  - Provided virtual (NDOT) Hypercare support to the NDOT Financial Management and Project Accounting staff.
    - Met with NDOT teams on a recurring basis to discuss any post Go-Live issues and answer questions.

Phase 2:

- Debt Management:
  - [REDACTED]
    - Provided support to OPM ([REDACTED]) to identify Stakeholders for the Debt Management Discovery, Build, and UAT sessions.
  - [REDACTED]
    - Preparation continues for Debt Management, including work for Discovery Slide Decks and other materials needed.
  - [REDACTED]
    - Completed the Debt Management Discovery High-Level Outline.
- Cost Accounting:
  - Discovery sessions 1-3 have been held with Wave 1A & 1B Agencies.
    - Demonstrated functionality and continued to document individual agency grant requirements.
    - Analyzing agency provided data sets related to current expenses and Federal/Internal reporting.
- Procurement [REDACTED] Phase 2:
  - Continued planning and preparation for Discovery Sessions.
    - Prepped for Phase 2 kickoff on January 5, 2026.
    - Started development on SIT Script Template.
    - Started development on Discovery Deck Template.
    - Developing Jira Epic & Story.
  - Completed shakedown of delivered [REDACTED] and [REDACTED] environment.
- Accounts Receivable:
  - [REDACTED]
    - Provided support to OPM ([REDACTED]) to identify Stakeholders for the Debt Management effort to invite them for the Discovery and Build sessions.
  - [REDACTED]
    - Completed Accounts Receivable Outline for Phase 2.
  - [REDACTED]
    - Continued preparation for Accounts Receivable, including work on Discovery Slide Decks and other materials as needed.
  - Payment Plan Forms:
    - Created tickets for the technical team to customize the Payment Plan Forms – Agreement, Reminder, Cancellation, and Completion Forms.

**Blockers with Resolution Plan:**

- None

**Human Resources Management (HRM)**

The HRM Team continued to focus on the Phase 1B (HRM) Hypercare activities, Phase 2 planning and the NEOGOV Insight delivery. This included working on issues assigned by the Help Desk for analysis

and resolution, outlining the approach to Phase 2 discovery, and working towards NEOGOV Insight delivery and completion of the remaining NEOGOV components (Onboard, Learn and Attract).

**Major Accomplishments:**

- Paid out overdue overtime to 600 employees.
  - Utilized Supplemental Runs and UPDOCs functionality to pay all overdue overtime in December to make all employees whole prior to the last paycheck of 2025.
- HRM Cycle:
  - Completed payroll for PP13 and PP14.
  - Completed the scheduling calendar for 2026.
  - Outlined the printing process that will begin in 2026.
- Continued Hypercare Support.
- NEOGOV
  - Facilitated a NEOGOV Change Request to support an update to the Database Hierarchy to deliver the solution on time with security set at the appropriate level for the State's needs.

**Blockers with Resolution Plan:** None.

**Technical**

The Technical Team continued providing Hypercare for the project with focus on Nightly Cycles, Payroll, and Interfaces. Started with requirements gathering and designing of NEOGOV Interfaces.

**Major Accomplishments:**

- Coordinated with CGI Cloud Team in scheduling and executing two Regular Payrolls in December.
- Supported in addressing technical roadblocks during payroll execution in coordination with the Cloud Teams.
- Continued with supporting Delayed Printing of Checks and Transmissions of EFTs based on the State's request.
- Completed handover of Phase 1 HRM Interfaces to the OPM Technical team.
- Continued meetings with NEOGOV and Functional teams to define the scope of work for NEOGOV Rollouts in the first quarter of Calendar Year 2026.
- Started Development for the Interfaces required for the NEOGOV Implementation. 11 Interfaces have been identified to be developed.
- Presented a plan to migrate the Legacy Data warehouses to CGI Cloud and listed the tasks needed to accomplish the migration.
- Supported the ██████ Environment deliveries and addressing initial setup issues.

**Blockers with Resolution Plan:**

- None

**Environment and Legacy Operations**

In December, the ██████ Environment, ██████, and ██████ were migrated to ██████. All other environments are on ██████. ██████ were refreshed from ██████. It was determined that ██████ will remain a project environment.

## Major Accomplishments:

- Environments:
  - Installed [REDACTED].
  - Refreshed environment [REDACTED] and [REDACTED] with [REDACTED] as of December 1, 2025.
  - Refreshed environment [REDACTED] and [REDACTED] with [REDACTED] as of December 11, 2025.
- Phase 2 Environment Support:
  - Continued testing for [REDACTED] Payroll cycle testing prior to actual [REDACTED] Payroll execution for seamless payroll.
  - Completed [REDACTED] Container deployment to Nevada Environments (non-project).
  - Continued support of Discovery sessions.

**Blockers with Resolution Plan:** None

## Testing

The Testing Team focused on test script automation support, and early planning efforts for Phase 2 UAT activities.

## Major Accomplishments:

- Test Automation (Test Savvy):
  - Continued CGI Testing as a Service (TaaS) team activities.
  - Included 300+ automated test scripts for TaaS initial automation effort.
    - 301 scripts identified by OPM (149 FIN scripts and 151 HR scripts).
      - 53 of these OPM approved test designs have been automated by the TaaS team.
    - All automation test designs have been identified by OPM. There are extra scripts identified in case some fall out.

**Blockers with Resolution Plan:** None

## Agile Project Management (APM)

The APM Team focused on supporting the FIN and HRM teams through Go-Live and subsequent Hypercare phase. The emphasis was on ensuring teams got support they needed to resolve Tier 4 and 5 level issues and working with leads to on communication back to stakeholders as issues were resolved.

## Major Accomplishments:

- Go-Live Hypercare:
  - Facilitated issue triage and coordinated timely escalations during the initial two weeks post-launch.
  - Monitored system stability metrics and worked closely with the support and technical teams to reduce incidents.
- Team & Stakeholder Support:
  - Cleaned up Jira Phase 1 work items.
  - Created Phase 2 Jira Epics with updated dates to align with phase 2 deliverables.
  - Supported team ceremonies (PI Planning prep, sprint reviews, retrospectives).
  - Maintained clear communication between FIN and HRM leads on issue prioritization activities, and capacity management by using standups and weekly lead meetings.

**Blockers with Resolution Plan:** None

## Organizational Change Management (OCM) and Communications

The OCM Team focused on supporting ongoing system adoption and advancing change readiness activities in preparation for Phase 2. The team developed and distributed various communications to ensure leadership and end-users remained well-informed. Job aids, resource guides, and system guides were created and refined to support effective system adoption. Subject-Matter Expert (SME) contact forms were developed and sent out to state leadership and fiscal managers to identify functional SMEs for Accounts Receivable, Debt Management, and Procurement. Additionally, the team tracked monthly metrics summarizing OCM activities and restructured the project SharePoint site to ensure streamlined access to key resources.

### Major Accomplishments:

- Communications Sent Out:
  - API Integration Survey Memo
  - CORE.NV System Hours of Operation Memo
  - DHRM NEATS Recruiting Tab Retirement
  - DHRM NEATS Timesheet Change
  - DHRM Temp Health Insurance Adjustment
  - FIN Accounts Receivable SME Contact Form Comms and Reminder
  - FIN Debt Management SME Contact Form Comms and Reminder
  - FIN Procurement SME Contact Form Comms and Reminder
  - NEOGOV Insight Training Reminder
  - Leadership Quarterly Comms
  - Quarterly Statewide Comms
  - Quarterly Newsletter
- Job Aids Created:
  - Change an Employee's Name
  - Create a Net Pay Distribution (NPD) Transaction
  - VOYA Misc Transaction
- OCM Metrics:
  - Compiled and shared November OCM centric progress on the CORE.NV project to provide measurable insights, establish standards, and inform data-driven actions.
- Quarterly Leadership Deck:
  - Developed and finalized the leadership presentation for the quarterly event, providing state leaders with critical project updates and strategic insights to support informed decision-making and alignment among leadership.
- Tips and Tricks Traffic Summary Deck:
  - Compiled and shared data on views of FIN, HRM, Operational, and Crosswalk job aids and resources to identify processes needing additional support and to determine which materials are most frequently accessed.
- FIN System Guides:
  - Formatted 60 system guides written by the FIN Team into a CORE.NV OPM template to provide end-users with consistent, standardized job aids to support system processes.
- FIN and HRM Resource Guide Updates:
  - Refined FIN and HRM resource guides by incorporating the latest job aids and ensuring content accuracy to improve usability and ensure access to up-to-date information.
- SharePoint Resource Site Restructuring:

- Redesigned and optimized the SharePoint site into a centralized resource hub for easier access to project materials to increase efficiency and improve user experience for locating project resources.
- Subject Matter Expert (SME) Contact Forms:
  - Created and distributed contact forms to statewide leadership and fiscal managers to identify SMEs for Accounts Receivable, Debt Management, and Procurement modules.

**Blockers with Resolution Plan:** None

## Training

The Training Team focused on Phase 2 planning, which included auditing Phase 1 content, attending functional area discovery sessions, and establishing course development, delivery method, and training timelines. The team is also working on maintenance and preparation of the training environment ( ) for Phase 2 training. Development of the updated CORE.NV General Navigation training video—which provides an expanded review of key navigation features and content applicable to both FIN and HRM end users—has been completed. The video is now under review by the OPM Training Lead.

### Major Accomplishments:

- CORE.NV General Navigation training video update:
  - Currently in review.
- Planning and Coordination:
  - Continue preparation for Phase 2.

**Blockers with Resolution Plan:** None

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

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

### January 2026:

- Monthly Status Report #27 – Submission 1/5/2026
- EUT Monthly Progress Report December – Submission 1/15/2026
- Program Increment Objective 10 – Submission 1/30/2026

### February 2026:

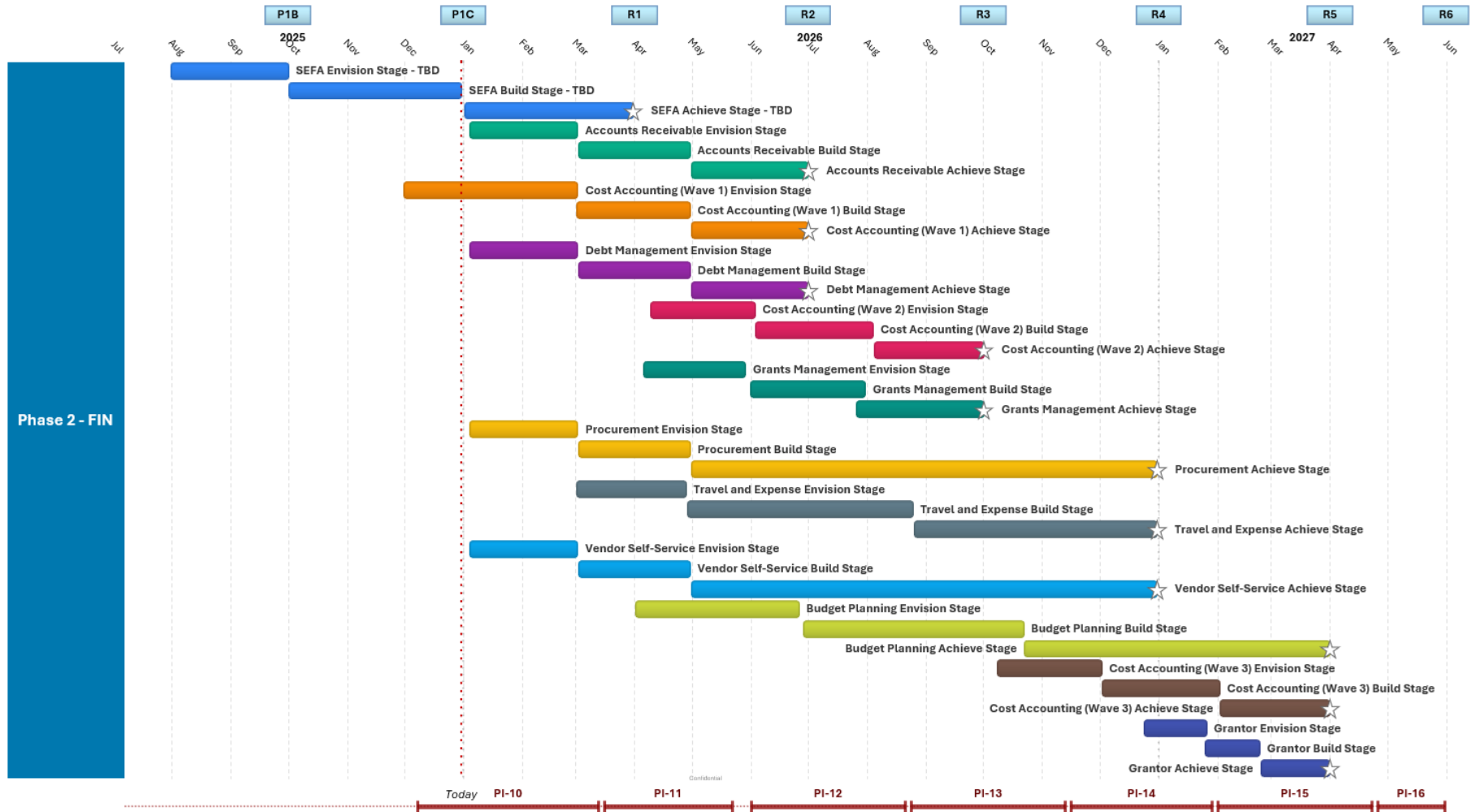
- Monthly Status Report #28 – Submission 2/3/2026
- EUT Monthly Progress Report January – Submission 2/12/2026

### March 2026:

- Monthly Status Report #29 – Submission 3/3/2026
- EUT Monthly Progress Report February – Submission 3/12/2026

# High Level Status - DRAFT:

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Nevada Project Timeline — Phase 2 - HRM (Page 2 of 2)

