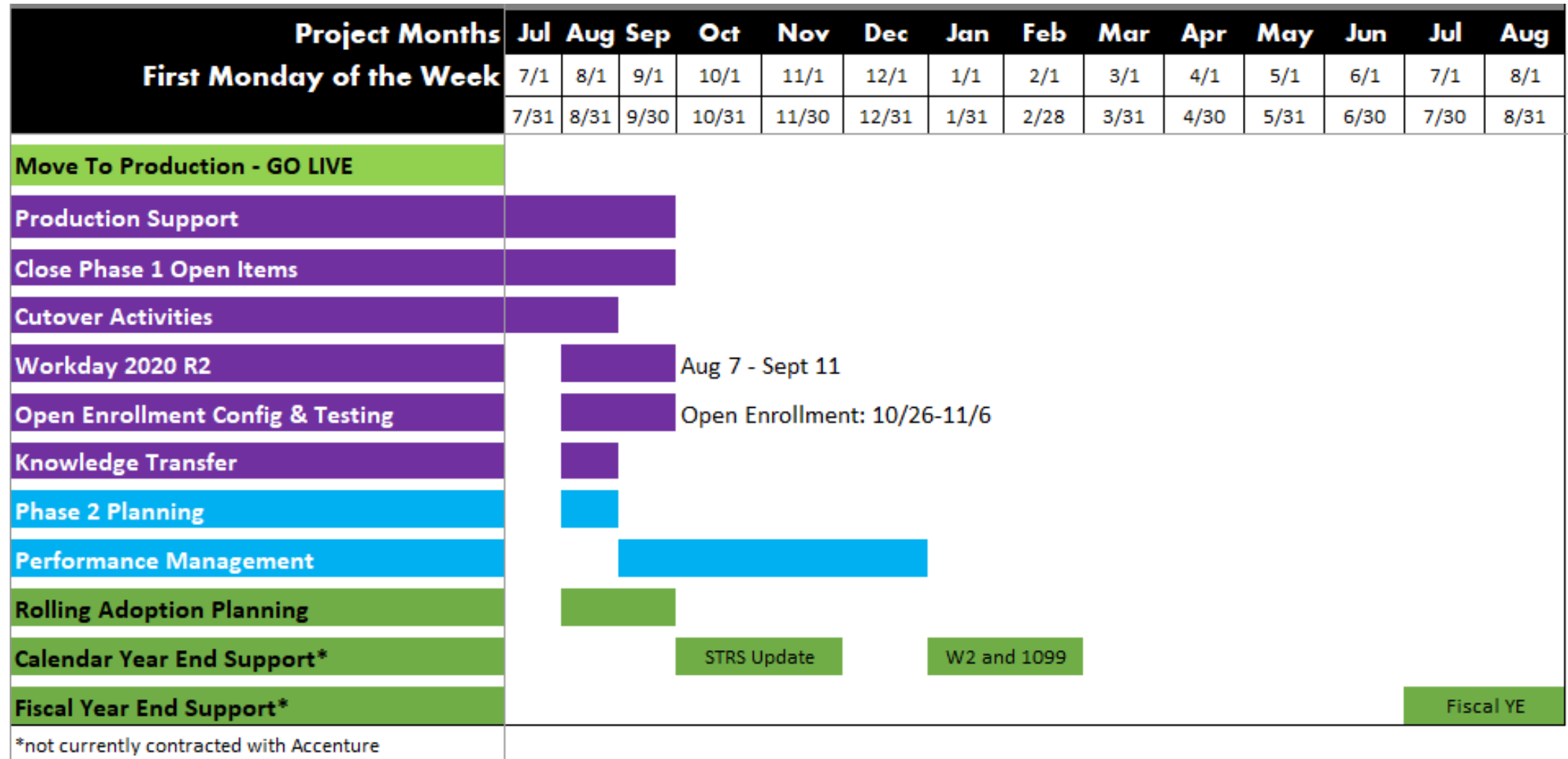# WORKDAY PROJECT UPDATE
STEERING COMMITTEE MEETING

July 21, 2020

Agenda

- **Timeline**
- **Production Support, Phase 2, and Rolling Adoption**
- **Scorecard**
- **Project Update**
- **Budget Update**
- **Planned Future Meetings**

Timeline Update

Project Months	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
First Monday of the Week	7/1	8/1	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1	7/1	8/1
	7/31	8/31	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	6/30	7/30	8/31

Move To Production - GO LIVE

Production Support

Close Phase 1 Open Items

Cutover Activities

Workday 2020 R2 — Aug 7 - Sept 11

Open Enrollment Config & Testing — Open Enrollment: 10/26-11/6

Knowledge Transfer

Phase 2 Planning

Performance Management

Rolling Adoption Planning

Calendar Year End Support* — STRS Update — W2 and 1099

Fiscal Year End Support* — Fiscal YE

*not currently contracted with Accenture

3

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POST PRODUCTION SUPPORT

- **Post Production Support (July 1 – Sept 30)**
  - › Hypercare activities - Break Fixes, Issue Correction
  - › Business Functionality Firsts (e.g., integrations, Payroll)
- **Close Phase 1 Items**
  - › Remaining report testing
  - › Confirming Requirements are closed
- **HCM/Payroll Knowledge Transfer**
- **Workday 2020 R2 Support (Missy, Gabe)**
- **Open Enrollment configuration and Testing**
- **Financials Cutover Activities**

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Cutover Activities - Financials

- **August:**
  - › GL History & GL Conversion
  - › Journal Outstanding Travel Advances
  - › Cash Conversion, Outstanding Checks and Deposits
  - › Open Receivables Conversion
  - › 1099 Conversion
  - › Capital Projects WIP (CIP) entries/conversion
- **September:**
  - › Business Assets Conversion, Depreciation, Reconcile to GL
  - › 1099 Testing and Balances

PHASE 2, CONTINUED PPS AND ROLLING ADOPTION

- **Phase 2**
  - › Performance Management
  - › Recruiting Demo
- **Continued Post Production Support**
  - › STRS Integration Update
  - › Calendar Year End Support (W2, 1099)
  - › Fiscal Year End Support (June-Sept 2021)
- **Rolling Adoption**
  - › New functionality postponed until after go-live. (e.g., centralizing HCM BPs).
  - › MiraCosta to review list as part of Governance.
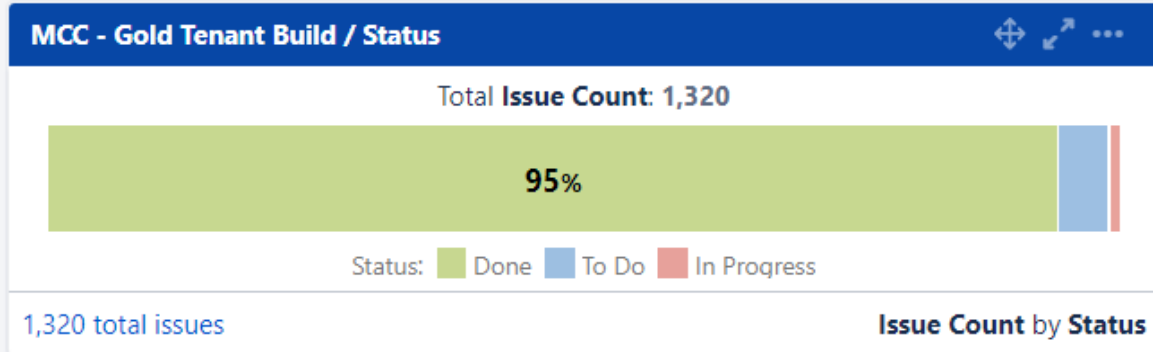
SCORECARD

Client: Charlie Ng, Tim Flood, Katie White, Scott Conrad, Steve Schultz, Ravi Daterao
Sierra-Cedar: Kristi Brooks, Leslie Obourn
Workday: Londa Caine, John Waugh

	Status
Scope	🟩
Schedule	🟩
Budget	🟩
Workday DA	🟩
Product Gaps	🟩
Resources	🟨
Knowledge Transfer	🟨
Data	🟩
Integrations	🟩
Reporting	🟨
Testing	🟩
Readiness	🟩

Workday Deployment Update

MiraCosta is live in production! The team is meeting daily to coordinate planned activities and quickly address issues.

The PMO is planning the transition from Consultant-led to MiraCosta-led activities.

Planned Activities	Completed Activities
▪ Daily meetings until 31	✓ Check Runs
▪ Remaining Payroll Balance/History and Financial files (per Cutover Plan)	✓ Initial Integrations
▪ First Production Run of all Integrations	✓ High Priority production tickets
▪ August – Knowledge Transfer Sessions	

RAID: Risks – Actions – Issues - Decisions

Risks (might happen):

- MCC team availability for Knowledge Transfer sessions in August before consultants roll off September 30.
- Budget impact if increased consultant support is required for production issues or resource constraints.
- Absence configuration is not complete and needs support.
- Do we have enough Budget for Open Enrollment Support.

Issues (happening now):

- Are Bonnie and Dung able to keep up with the volumes?
- Is the HCM team able to keep up with the activities?

Actions Needed:

- Katie coordinating action items for Governance Group meetings.
- Identify activities and timeline for Phase 2 Performance Management.

Decisions:

- .

PROJECT UPDATE

Gold Build & Cutover Plan

MCC - Gold Tenant Build / Status

Total Issue Count: 1,320

95%

Status: Done | To Do | In Progress

1,320 total issues — Issue Count by Status

MCC - Gold Tenant Build / Status by Assignee

Assignee	TO DO	IN PROGRESS	DONE	T:
Coger, Jenell	0	0	245	245
Cormier, Anne	3	1	188	192
Freitag, Amy	0	0	35	35
Hernandez, Remo	0	0	1	1
Lam, Tanya	0	0	63	63
Marcotte, Carrie	0	0	1	1
McVicker, Susan	0	0	98	98
Obourn, Leslie	1	0	70	71
Olden, Leo	2	0	41	43
Ramirez, Gabe	0	0	11	11
Rojo, Jennifer	0	0	6	6
Stahlke, Missy	4	0	263	267
Villard, Olivier	1	0	28	29
Total:	**11**	**1**	**1,050**	**1,062**

MCC - Gold Tenant Build / Status by Assignee

Assignee	TO DO	IN PROGRESS	DONE	T:
Angela Johnson	0	0	4	4
Arlene Hernandez	0	0	3	3
Arthur Rodriguez	0	0	6	6
Asha Prasad	13	0	7	20
BB Boynton	0	0	1	1
Bonnie McFadden	0	1	10	11
Briana Schaeffer	0	0	2	2
Caroline Bischel	0	0	1	1
Carolyn Sneary	3	2	16	21
Cherine Rossman	0	0	9	9
Christina Undan	1	0	0	1
Deborah Leister	0	1	2	3
Dung le	0	1	11	12
Erich Donze	1	0	18	19
Irene Dikau	10	1	27	38
Katie White	1	0	10	11
Kim Simonds	0	0	1	1
Lois Templin	12	0	13	25
Lori Shonley	0	0	1	1
Mandy Frakes	0	0	1	1
Maren Dellin	0	0	1	1
Mark Stramaglia	0	0	2	2
Mary Oliver	0	0	3	3
Peggy Stroika	0	0	16	16
Ravi Daterao	2	0	41	43
Robert Royal	0	0	3	3
Total:	**43**	**6**	**209**	**258**

TRAINING UPDATE

MCC - Training Dashboard / Status by Course

Labels	TO DO	IN PROGRESS	DONE	T:
Course_Benefits	1	1	1	3
Course_ContingentWorkers	0	0	1	1
Course_Emp&PATT	1	0	21	22
Course_Essentials	0	0	26	26
Course_Mgr&Admin	5	0	30	35
Course_P2P	0	0	10	10
Course_Spend&Exp	0	0	5	5
Job_Aid	6	1	84	91
Video	1	0	10	11
Total:	**7**	**1**	**94**	**102**

MCC - Training Dashboard / Action Items

T	Key ↓	Summary	Assignee
⊘	MCC-13522	Job Aid: Customizing a Dashboard	Bonnie McFadden
⊘	MCC-13505	Job Aid: View Team's Compensation	Carolyn Sneary
⊘	MCC-13500	Job Aid: About the Team Time Worklet	Irene Dikau
⊘	MCC-13499	Job Aid: Enter Absence for a Direct Report	Carolyn Sneary
⊘	MCC-13497	Job Aid: Managing Team's Absences	Carolyn Sneary
⊘	MCC-13478	Job Aid: Manage Your Leave of Absence	Carolyn Sneary
⊘	MCC-13459	Video: Workday Benefits	Carolyn Sneary
⊘	MCC-13457	Job Aid: Manage Your Benefits	Carolyn Sneary

REPORTING STATUS

- **Fiscal/Procurement Reports ready for testing:**
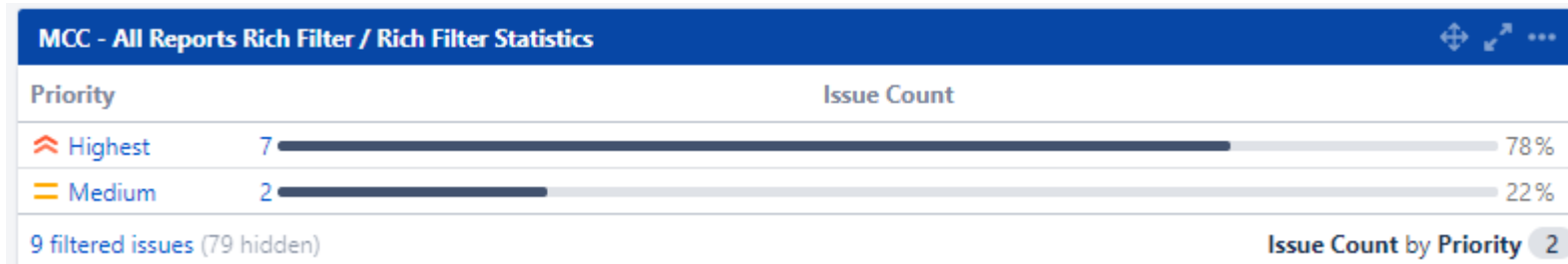
- **HCM/Pay Reports ready for testing:**
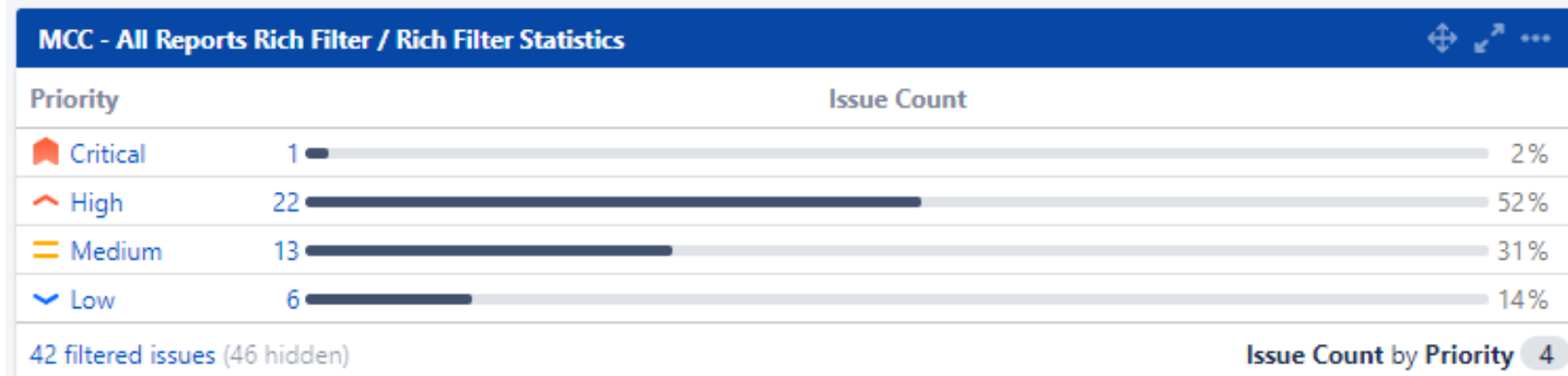
All reports are in production – but those that are not complete are available only to the core team. Once validated, reports will be shared and added to dashboards as appropriate.

INTEGRATION STATUS

Two Dimensional Filter Statistics: MCC- ALL INTEGRATIONS				
Build Owner	DESIGN	END TO END TEST INTE...	REMOVED	T:
Client	0	16	5	21
SCI	1	21	5	27
None	0	3	30	33
Total Unique Issues:	**1**	**40**	**40**	**81**

- **All integrations are ready for production!**
- **Run in Production = 21**
- **KT Complete = 5**

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PRODUCTION TASKS

Production Priority Tasks

MCC - PMO Dashboard / Count by Component

Components	Issue Count	
Core HR	5	56%
Core Compensation	2	22%
Banking & Settlement	1	11%
Financial Accounting	1	11%
Payroll US	1	11%
9 filtered issues (6,246 hidden)	Issue Count by Components	5

MCC - PMO Dashboard / Count by Assignee

Assignee	Issue Count	
Bonnie McFadden	4	44%
Ramirez, Gabe	2	22%
Cherine Rossman	1	11%
Lois Templin	1	11%
Villard, Olivier	1	11%
9 filtered issues (6,246 hidden)	Issue Count by Assignee	5

Hypercare Tasks with consultants

MCC - PMO Dashboard / Count by Component

Components	Issue Count	
Financial Accounting	7	16%
Supplier Accounts	7	16%
Banking & Settlement	6	14%
Core HR	6	14%
Business Assets	4	9%
Payroll US	3	7%
Benefits	2	5%
Expenses	2	5%
Technical	2	5%
Core Compensation	1	2%
Customer Accounts	1	2%
Procurement	1	2%
Projects	1	2%
Student Finance	1	2%
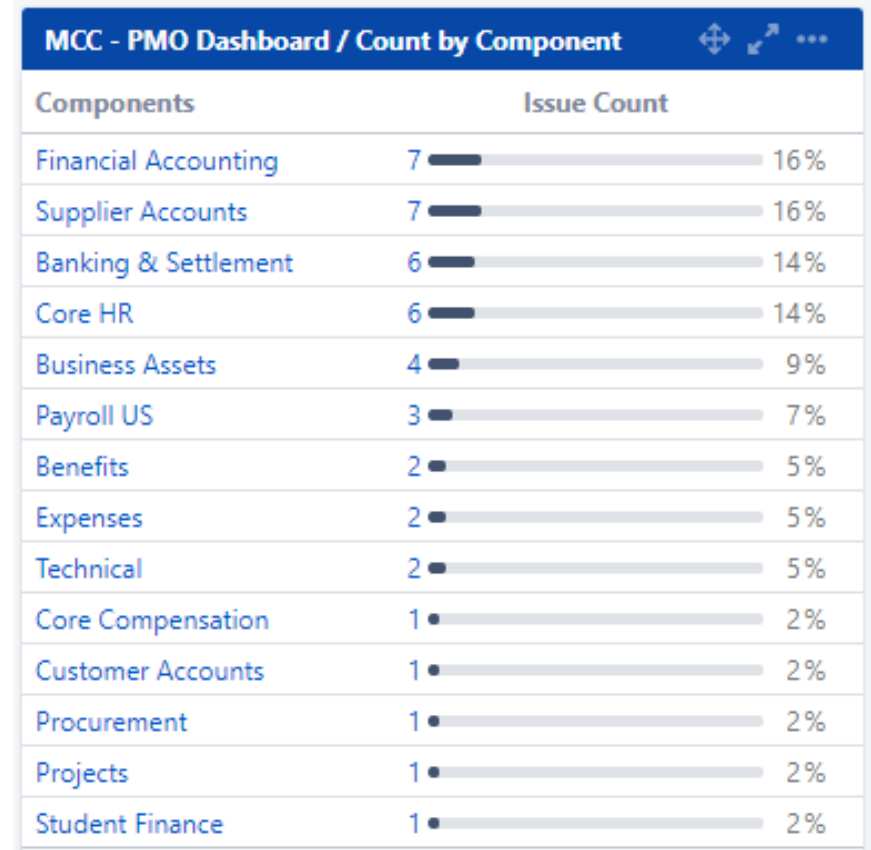
Knowledge Transfer

MCC - Knowledge Transfer Rich Filter / Status by Assignee

Assignee	TO DO	IN PROGRESS	DONE	T:
Bonnie McFadden	90	121	103	314
Carolyn Sneary	108	21	1	130
Irene Dikau	191	5	1	197
Lois Templin	0	0	4	4
Total:	389	147	109	645

645 filtered issues (541 hidden) — Issue Count by Status 3 / Assignee 4

MCC - Knowledge Transfer Rich Filter / Status by Component

Components	TO DO	IN PROGRESS	DONE	T:
Absence	52	9	1	62
Benefits	79	0	0	79
Core Compensation	43	0	0	43
Core HR	101	135	103	339
Payroll US	78	3	5	86
Time Tracking	36	0	0	36
Total:	389	147	109	645

MCC - Knowledge Transfer Rich Filter / Status by Assignee

Assignee	TO DO	IN PROGRESS	DONE	T:
Arthur Rodriguez	0	0	6	6
Asha Prasad	1	0	50	51
Christina Undan	0	0	18	18
Dung le	5	7	409	421
Irene Dikau	0	0	1	1
Lois Templin	0	1	23	24
Peggy Stroika	0	0	16	16
Total:	6	8	523	537

537 filtered issues (649 hidden) — Issue Count by Status 3 / Assignee 7

MCC - Knowledge Transfer Rich Filter / Status by Component

Components	TO DO	IN PROGRESS	DONE	T:
Banking & Settlement	0	0	65	65
Budgets	0	0	20	20
Business Assets	1	0	62	63
Customer Accounts	0	0	55	55
Expenses	0	0	25	25
Financial Accounting	5	5	165	175
Grants	0	0	4	4
Procurement	0	0	47	47
Projects	0	2	20	22
Supplier Accounts	0	1	60	61
Total:	6	8	523	537

- **KT Sessions in August.**
- **Bonnie is primary on Core HR.**
- **Irene is primary on Comp, Payroll, Time Tracking, Absence/Time-off**
- **Carolyn is primary on Benefits, Absence/Leaves**

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Rolling Adoption

- **MiraCosta governance to review and prioritize**
- **Captured throughout implementation**

MCC - Post Production & Rolling Adoption / Rich Filter Statistics	
Components	Issue Count
Absence	14
Banking & Settlement	6
Benefits	5
Budgets	3
Core Compensation	3
Core HR	25
Customer Accounts	4
Endowments	2
Expenses	1
Financial Accounting	5
Grants	4
Payroll US	8
Procurement	6
Supplier Accounts	5
Talent	4
Technical	2
Time Tracking	1
No Component	1
Total:	97

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BUDGET REVIEW

BUDGET REVIEW – CURRENT BUDGET (AS OF 6/30)

Phase 1: HCM, Payroll, Financials

	Labor	Travel	TOTAL
Original Budget	$2,132,280	$213,228	$2,345,508
Extension	$1,203,110	$0	$1,203,110
Add: Approved Contingency	$39,035	$0	$39,035
Less: Remaining Forecast	$253,450	$0	$253,450
Less: Actuals	$3,120,896	$136,115	$3,257,011
Surplus/(Deficit) Dollars	$79	$77,113	$77,192

MiraCosta Management Contingency

Budget	$55,500	300 hours
Less: BP centralization	-$6,660	-36 hours
Less: Absence SA Review	-$3,700	-20 hours
Less: Integrations	-$10,175	-55 hours
Less: Reports KT	-$7,400	-40 hours
Less: W2 Approach Update	-$5,550	-30 hours
Less: Absence Go-Live Support	-$5,550	-30 hours
Budget Remaining	$16,465	89 hours

Potential budget risks: Absence and HR/Payroll Knowledge Transfer

Phase 1: HCM, Payroll, Financials

Month	Labor Forecast	Labor Actual	Labor Variance	Travel Forecast	Travel Actual	Travel Variance	Labor & Travel Forecast	Labor & Travel Actual	Labor & Travel Variance
01/2019	$30,710	$13,875	$16,835	$0	$0	$0	$30,710	$13,875	$16,835
02/2019	$70,855	$53,604	$17,251	$4,500	$3,483	$1,017	$75,355	$57,086	$18,269
03/2019	$192,400	$152,024	$40,376	$19,000	$12,872	$6,128	$211,400	$164,896	$46,504
04/2019	$227,180	$185,694	$41,486	$17,500	$18,469	-$969	$244,680	$204,163	$40,517
05/2019	$229,123	$234,118	-$4,995	$24,500	$20,642	$3,858	$253,623	$254,759	-$1,136
06/2019	$266,030	$213,675	$52,355	$18,000	$19,846	-$1,846	$284,030	$233,521	$50,509
07/2019	$271,395	$270,239	$1,156	$15,000	$12,786	$2,214	$286,395	$283,025	$3,370
08/2019	$256,410	$251,500	$4,910	$21,000	$19,763	$1,237	$277,410	$271,263	$6,147
09/2019	$307,840	$267,001	$40,839	$22,000	$10,455	$11,545	$329,840	$277,457	$52,384
10/2019	$207,120	$226,810	-$19,690	$7,000	$4,883	$2,117	$214,120	$231,693	-$17,573
11/2019	$155,065	$129,223	$25,843	$1,500	$2,871	-$1,371	$156,565	$132,093	$24,472
12/2019	$143,865	$119,140	$24,725	$0	$0	$0	$143,865	$119,140	$24,725
01/2020	$200,080	$177,600	$22,480	$1,500	$1,522	-$22	$201,580	$179,122	$22,458
02/2020	$186,150	$172,698	$13,453	$5,500	$4,880	$620	$191,650	$177,578	$14,072
03/2020	$175,546	$185,324	-$9,778	$9,500	$3,643	$5,857	$185,046	$188,966	-$3,920
04/2020	$146,760	$157,204	-$10,444	$1,500	$0	$1,500	$148,260	$157,204	-$8,944
05/2020	$132,945	$138,473	-$5,528	$1,500	$0	$1,500	$134,445	$138,473	-$4,028
06/2020	$196,470	$172,698	$23,773	$0	$0	$0	$196,470	$172,698	$23,773
07/2020		$0			$0		$0	$0	$0
08/2020		$0			$0		$0	$0	$0
09/2020		$0			$0		$0	$0	$0
Total Actuals	$3,395,944	$3,120,896	$275,048	$169,500	$136,115	$33,385	$3,565,444	$3,257,011	$308,433

COMPREHENSIVE PROJECT BUDGET (AS OF 6/30)

Phase 0: Pre-planning & Business Process Alignment

	Labor	Travel	TOTAL
Budget	$105,840	$21,168	$127,008
Less: Remaining Forecast	$0	$0	$0
Less: Actuals	$112,188	$14,772	$126,960
Savings	-$6,348	$6,396	$49

Phase 1: HCM, Payroll, Financials

	Labor	Travel	TOTAL
Original Budget	$2,132,280	$213,228	$2,345,508
Extension	$1,203,110	$0	$1,203,110
Add: Approved Contingency	$39,035	$0	$39,035
Less: Remaining Forecast	$253,450	$0	$253,450
Less: Actuals	$3,120,896	$136,115	$3,257,011
Surplus/(Deficit) Dollars	$79	$77,113	$77,192

Phase 2: Rolling Adoption

	Labor	Travel	TOTAL
Original Budget	$405,520	$40,552	$446,072
Less: CO1 Removed Scope	$325,600	$0	$325,600
Less: Remaining Forecast	$79,920	$40,552	$120,472
Less: Actuals	$0	$0	$0
Surplus/(Deficit) Dollars	$0	$0	$0

Total

	Labor	Travel	TOTAL
Original Budget	$2,643,640	$274,948	$2,918,588
CO1	$933,010	$0	$933,010
Less: Remaining Forecast	$333,370	$40,552	$373,922
Less: Actuals	$3,233,084	$150,887	$3,383,970
Surplus/(Deficit) Dollars	$10,196	$83,509	$93,706

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PLANNED FUTURE MEETINGS

PLANNED FUTURE MEETINGS

- **Upcoming Steering Committee Meetings:**
  - › 8/4, 2:30-4
  - › 8/18, 2:30-4
  - › 9/1, 2:30-4
  - › 9/15, 2:30-4
  - › 9/29, 2:30-4 (last scheduled meeting)
- **6/17-7/31: Daily stand-up meeting**
- **WorkdayRising.com**

THANK YOU!