



**Board of Trustees
Financial Management and Reporting Committee**

November 2018

- Project Overview
- Human Capital Management
 - Project Status Update
 - Recruitment Go Live
- System Overview & Interaction
- Finance Update
 - Division of Financial Affairs Goals
- Project Budget Update



WyoCloud To Date

Module	Business Intelligence Reports (Student/ Finance)	Financial Management	Planning & Budgeting	Employee LearnCenter & Recruiting*	Human Capital Management
Go Live Date	Sept. 2017	July 2017	Jan. 2018	Sept. 2018	Jan. 2019
Involved Areas	OIA/IT/ Finance	Finance/IT	Budget/IT	HR/IT	HR/IT
Implementation Complete?	✓	✓	✓	✓	

**Recruiting module is live for faculty hires only*



HCM Project Status

On September 25, the HCM project status was changed to red, which means the project was at risk of not meeting the go live date & key deliverables. This status change was due several key factors that are outlined below. Since 9/25, several of the key factors returned to a yellow status (less risk).

	Nov 5-9	Nov 12-17	Nov 19-23	Nov 26-30	Dec 3-7	Dec 10-14
Conversions	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
Payroll Testing	White	Red	Red	Red	Anticipated	Anticipated
Workflow Approvals	Yellow	Yellow	Yellow	Yellow	Yellow	
Final Testing	White	Green	Green	Green	Green	
Upgrade testing	Green	Green	Green			
Recruiting					Staff Go live	Green

- Payroll will be reevaluated in December 3, as a full monthly and full biweekly will have been completed

Steps Already Taken to Address Project Status

After the project status was changed to red, the project team took the following action items to ensure the project's success.

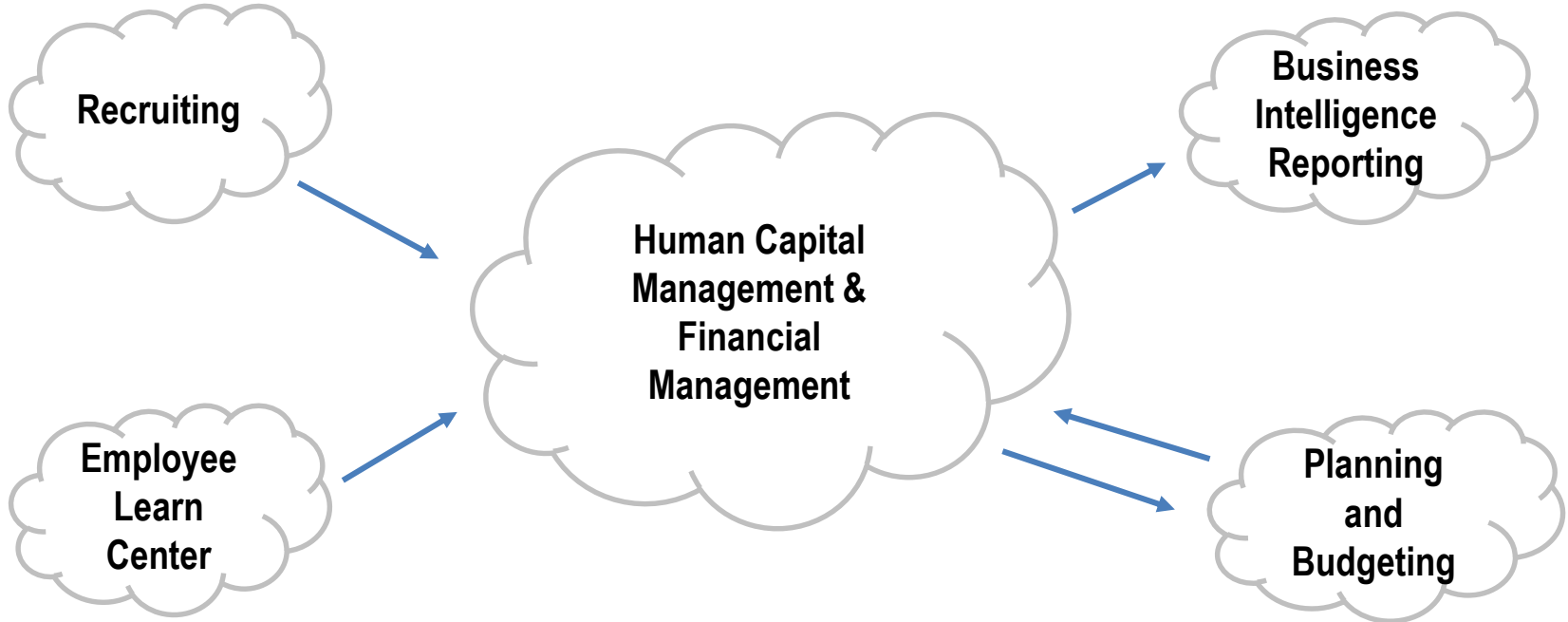
- Selected a full-time project manager: Mark Bercheni
 - The project manager is a key role that
 - Saves Functional Leads time by increasing coordination and reducing time in meetings
 - Serves as liaison to campus & executive leadership
 - Act as key communicator & task manager for full project
 - Tracks accountability for team members & project deadlines
- Created a tracking document of all items that need to be completed before go-live
- Reviewed and restructured meeting schedule to allow for more efficient use of time
- Moved to a bi-weekly all campus invitation on HCM updates and deep dives into the system
- Internal HR Team testing of workflow approval is anticipated to be completed by 11/23
- Completion of all items needed for the first round of payroll testing is anticipated for 11/15
- Worked with Huron regarding additional training resources

The recruiting module went live on October 10 for all academic, benefited hires only, whose formal hire and state date will be after January 22nd.

- This phased go live approach allows academic requisitions to be posted during the normal academic recruitment and hiring cycle, most of which will be filled for Fall Semester 2019.
- E-training in the Employee LearnCenter.
- Staff and Administration jobs go-live to initiate job requisitions on December 3rd.

The screenshot shows the University of Wyoming Employment Opportunities website. At the top, there is a navigation bar with links for CONTACT, KNOWLEDGE BASE, MY PROFILE, and LOGOUT. Below this is a banner with the University of Wyoming logo and the text 'Employment Opportunities'. The main content area features a 'Welcome. You are not signed in.' message with a 'Sign In' link. There are tabs for 'Job Search' and 'My Jobpage'. A search bar with a 'Keyword' input field and a search button is present. Below the search bar, it says 'Job Openings 1 - 25 of 45'. There is a 'Save this Search' button and a 'Sort by' dropdown menu set to 'Unposting Date' with a 'Descending' order. A table of job openings is displayed with columns for Requisition Title, Job Number, Organization, and Actions. The table lists three job openings: Parking Attendant, Pooled Position Limited Tempor, and Major Gift Officer. On the right side, there are filters for 'Location' (Laramie, Rawlins, Lingle) and 'Job Schedule' (Full-time).

As finance & human resources share the same environment, some changes in either area will affect one another. Thus, communication & change management is critical.



In order to prepare, for sharing the same instance, the HR, finance, and IT teams are practicing the November upgrade today.

Recent Accomplishments

- Closed the first fiscal year in WyoCloud
 - Underwent two upgrades during this time
 - Allowed users to process transactions in the system on July 1 – something not done in the former system
- Worked with a new audit firm and completed audit in a timely manner

Financial Affairs Division Goals

- Reporting
 - In the process of validating adding grant-information to a key financial report (the Account Analysis)
 - Developed new reports to track deliverables for internal Office of Sponsored Programs use
 - Validating a committed costs report for campus end users
- Documenting Policies & Procedures
- Business Process Improvement & Training
 - Launched new Account Analysis (a key financial report) Training in coordination with IT
 - New Business Process Analyst to begin on Oct. 22
 - Replaced a vacated Executive Business Analyst position to focus on system improvements



Project Budget Overview

	Budget	Expenses Thru 9/30/18	Known Obligations	Remaining Budget
Consulting (1)	21,250,000.00	21,250,000.00	0.00	0.00
Backfill (2)	2,094,720.00	1,601,530.23	493,189.77	0.00
Contingency (3)	2,922,733.00	698,905.11	1,918,200.00	305,627.89
Software (4)	3,750,000.00			0.00
Total	30,017,453.00	23,550,435.34	2,411,389.77	305,627.89

NOTES:

- (1) Huron Implementation contract
- (2) Backfill budget is committed through January 2019
- (3) Contingency obligations:
 - 18,200 Alumni House-FY19 overhead
 - 50,000 Faculty 180 implementation assistance
 - 50,000 Time keeping (additional beyond dept contribs)
 - Requested additional payment to Huron
 - 1,500,000 Consulting
 - 300,000 Additional backfill
 - 1,918,200

(4) The software budget was transferred to IT beginning in FY18



Use of Contingency Budget

Month	Total	Salary	Overhead	Add'l Project	Notes
	646,303.71	269,097.99	126,121.80	251,083.92	
July 2016	72,854.24	22,751.00	50,103.24		
August 2016	23,326.87	22,751.00	575.87		
September 2016	24,315.01	22,751.00	1,564.01		
October 2016	24,366.91	22,751.00	1,615.91		
November 2016	31,208.79	22,751.00	2,187.79	6,270.00	Project laptops
December 2016	23,789.76	22,751.00	1,038.76		
January 2017	61,871.73	22,751.00	894.17	38,226.56	Fringe Benefit Rate consulting
February 2017	30,045.99	22,751.00	1,673.76	5,621.23	Fringe Benefit Rate consulting
March 2017	42,544.74	22,751.00	1,666.58	18,127.16	DocuSign; budget office equipment
April 2017	30,475.07	22,751.00	1,355.51	6,368.56	Team Dynamix licenses; Cloud learning licenses; budget office equipment
May 2017	33,921.04	22,751.00	938.04	10,232.00	Project video; project laptops; Team dynamix licenses
June 2017	24,915.22	18,836.99	2,478.19	3,600.04	Trainer laptop; budget office whiteboards
July 2017	145,335.75		335.75	145,000.00	Acquire software for strategic sourcing shopping
August 2017	50,858.23		50,858.23		
September 2017	1,423.74		1,423.74		
October 2017	5,871.43		882.11	4,989.32	BI compute & storage (5.39); Oracle training licenses (4983.93)
November 2017	3,992.92		959.60	3,033.32	computer equipment for BAs
December 2017	664.61		664.61		
January 2018	668.20		668.20		
February 2018	1,638.55		875.02	763.53	Oracle bills clean-up from FY17
March 2018	211.94		211.94		
April 2018	1,203.61		1,203.61		
May 2018	5,584.77		600.84	4,983.93	Oracle bills clean-up from FY17
June 2018	718.31		718.31		
July 2018	4,496.28		628.01	3,868.27	Everfi?

Salary = SBS office salaries & benefits - 3 employees (ended June 2017)

Overhead = rent and utilities on Alumni House; telephones; supplies; copier