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Objective and Scope
Objective and Scope

The overall objective of the Monthly Planning Activity Reports is to track current status of IV&V efforts, and to describe the progress and results of assessments and reviews.

There were two Monthly Planning Activity Reports (Deliverable #02 and #03) for the IV&V project. The first was for the months of November – December 2016 (Deliverable #02), and the second (this report) for January 2017 (Deliverable #03). The SOW required the reports be submitted by the 5th calendar day of the month following the month of service.

Deliverable #03 is the second Monthly Planning Activity Report for the IV&V project, and includes IV&V activities completed during the third month of the project (January 2017). The scope of the activities for this period included attending project meetings, conducting discussions on Deliverable #04 with project leadership, reviewing relevant project documentation, and the creation of project deliverables.

While this is the final Monthly Planning Activity Report, the content of the report will continued to be assembled on a monthly basis, and included within the upcoming Monthly Risk Assessment Reports (Deliverables #06 – #16).
Progress Summary
Progress Summary

The IV&V project team completed and submitted two deliverables in early January 2017 – Deliverable #02: Initial Monthly Planning Activity Report (November – December 2016), and Deliverable #04: Comprehensive IV&V Assessment Report and Recommendations.

Several meetings with the Leadership team were held to discuss Deliverable #04 in further detail, as well as for the IV&V team to receive feedback regarding the deliverable content. The deliverable was revised based on those discussions, and resubmitted to the Project Sponsor. The deliverable’s key observations and recommendations were then presented to the Council of University Business Officers (CUBO) group.

During the month the team also worked on Deliverable #03: Monthly Planning Activity Report (January 2017), and Deliverable #05: Comprehensive IV&V Plan. Deliverable #03 will be submitted in early February, and Deliverable #05 was delivered at the end of January.

Deliverable #05 specified each of the IV&V deliverable’s definition and timing, as well as the approach to create the deliverable. In mid-January, UT made the decision to postpone the July 2017 go-live date, as well to de-couple the Finance and HCM/Payroll modules. Planning is underway to determine the appropriate implementation dates for those modules. The outcomes of that planning will determine several of the IV&V deliverables that will be created later in the calendar year.

In addition, throughout the month of January, the IV&V team became more integrated into additional project weekly meetings and activities. This will continue in subsequent months, and serve as input to the next series of deliverables that begin in February – Deliverables #06 – #16: Monthly Risk Assessment Reports. The team will continue engaging directly with the project teams and work streams in their week-to-week meetings and work sessions to further facilitate the ongoing monitoring activities, and creation of these deliverables.
# Project Deliverable Status

The following table provides the list of project deliverables and their respective status.

<table>
<thead>
<tr>
<th>Deliverable Number/Name</th>
<th>Due Date</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
</table>
• Reviewed report with Leadership Team, November 28, 2016  
• Revised report, submitted final report, November 30, 2016  
• Presented report to CUBO, December 1, 2016  
• Received deliverable approval, January 4, 2017  |
| 02 – Initial Monthly Planning Activity Report (November – December 2016) | 1/05/2017  | Complete              | • Submitted draft report, January 4, 2017  
• Submitted final report, January 25, 2017  
• Received deliverable approval, January 26, 2017  |
| 03 - Monthly Planning Activity Report (January 2017) | 2/05/2017  | Submitted; Pending Approval | • Submitted draft report, February 2, 2017  
• Submitted final report, February 8, 2017  
• Pending approval  |
| 04 – Comprehensive IV&V Assessment Report and Recommendations | 1/05/2017  | Complete              | • Submitted draft report, January 4, 2017  
• Reviewed report with Leadership Team, January 10, 11, 2017  
• Revised report, submitted revised draft report, January 19, 2017  
• Reviewed report with Leadership Team, January 24, 2017  
• Revised report, submitted revised draft report, January 24, 2017  
• Submitted final report, January 25, 2017  
• Received deliverable approval, January 26, 2017  |
| 05 – Comprehensive IV&V Plan | 1/31/2017  | Submitted; Pending Approval | • Submitted draft plan, January 31, 2017  
• Submitted final plan, February 8, 2017  
• Pending approval  |
| 06 – Monthly Risk Assessment Report, Month 4 (February 2017) | 3/05/2017  | Scheduled             |                                                                                                           |
## Project Deliverable Status (continued)

<table>
<thead>
<tr>
<th>Deliverable Number/Name</th>
<th>Due Date</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>07 – Monthly Risk Assessment Report, Month 5 (March 2017)</td>
<td>4/05/2017</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>08 – Monthly Risk Assessment Report, Month 6 (April 2017)</td>
<td>5/05/2017</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>09 – Monthly Risk Assessment Report, Month 7 (May 2017)</td>
<td>6/05/2017</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>10 – Monthly Risk Assessment Report, Month 8 (June 2017)</td>
<td>7/05/2017</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>11 – Monthly Risk Assessment Report, Month 9 (July 2017)</td>
<td>8/05/2017</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>12 – Monthly Risk Assessment Report, Month 10 (August 2017)</td>
<td>9/05/2017</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>13 – Monthly Risk Assessment Report, Month 11 (September 2017)</td>
<td>10/05/2017</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>14 – Monthly Risk Assessment Report, Month 12 (October 2017)</td>
<td>11/05/2017</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>15 – Monthly Risk Assessment Report, Month 13 (November 2017)</td>
<td>12/05/2017</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>16 – Monthly Risk Assessment Report, Month 14 (December 2017)</td>
<td>12/31/2017</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>Deliverable Number/Name</td>
<td>Due Date</td>
<td>Status</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
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<td>----------------------------------------------------</td>
</tr>
<tr>
<td>17 – Enterprise Readiness Verification Report</td>
<td>TBD</td>
<td>Pending</td>
<td>• Pending revised implementation plan</td>
</tr>
<tr>
<td>18 – End to End Testing Completion Report</td>
<td>TBD</td>
<td>Pending</td>
<td>• Pending revised implementation plan</td>
</tr>
<tr>
<td>19 – User Acceptance Testing Completion Report</td>
<td>TBD</td>
<td>Pending</td>
<td>• Pending revised implementation plan</td>
</tr>
<tr>
<td>20 – Workday Deployment Readiness Verification Report #1</td>
<td>TBD</td>
<td>Pending</td>
<td>• Pending revised implementation plan</td>
</tr>
<tr>
<td>21 – Workday Deployment Readiness Verification Report #2</td>
<td>TBD</td>
<td>Pending</td>
<td>• Pending revised implementation plan</td>
</tr>
<tr>
<td>22 – Workday Deployment Readiness Verification Report #3</td>
<td>TBD</td>
<td>Pending</td>
<td>• Pending revised implementation plan</td>
</tr>
</tbody>
</table>
IV&V Activities – IV&V Deliverables

• Deliverable #02 – Initial Monthly Planning Activity Report (November- December 2016)
  - Submitted draft report, January 4, 2017
  - Submitted final report, January 25, 2017
  - Received deliverable approval, January 26, 2017

• Deliverable #03 – Monthly Planning Activity Report (January 2017)
  - Submitted draft report for review and approval, February 2, 2017
  - Revised report, submitted final report, February 8, 2017

• Deliverable #04 – Comprehensive IV&V Assessment Report and Recommendations
  - Submitted draft report, January 4, 2017
  - Reviewed report with Leadership Team, January 10, 11, 2017
  - Revised report, submitted revised draft report, January 19, 2017
  - Reviewed report with Leadership Team, January 24, 2017
  - Revised report, submitted revised draft report, January 24, 2017
  - Submitted final report, January 25, 2017
  - Received deliverable approval, January 26, 2017

• Deliverable #05 – Comprehensive IV&V Plan
  - Submitted draft plan for review and approval, January 31, 2017
  - Revised plan, submitted final plan, February 8, 2017
IV&V Activities
Meetings Attended
IV&V Activities – Meetings Attended

- ASMP Leadership Team Meeting, January 3, 2017
- Meeting with Enterprise Readiness Director, January 3, 2017
- TAI Tech Arch Management Team Weekly Touch Point, January 5, 2017
- Outstanding HCM-P Integrations Tracking Meeting, January 5, 2017
- ASMP Financials Weekly Meeting, January 6, 2017
- ASMP App Mod Meeting, January 9, 2017
- ASMP Reporting Meeting, January 10, 2017
- Reporting Lead, January 10, 2017
- ASMP - FDM Touchbase/Athletics, January 10, 2017
- Meeting with Reporting Lead, January 10, 2017
- Meeting with Chief Financial Officer and ASMP Leaders, January 10, 2017
IV&V Activities – Meetings Attended (continued)

• Meeting with Chief Financial Officer and ASMP Leaders, January 11, 2017
• All HCM/Payroll Team Meeting, January 11, 2017
• ASMP EDM Team Meeting, January 12, 2017
• TAI Tech Arch Management Team Weekly Touch Point, January 12, 2017
• AITL Voting Members Meeting, January 12, 2017
• Pre-E2E BNI016 IO Verify Enrollment Meeting, January 12, 2017
• ASMP Weekly Team Meeting, January 12, 2017
• Outstanding HCM-P Integrations Tracking Meeting, January 12, 2017
• Bridging Work Session, January 13, 2017
• ASMP Financials Weekly Meeting, January 13, 2017
• ASMP Reporting Meeting, January 17, 2017
IV&V Activities – Meetings Attended (continued)

• ASMP App Mod Meeting, January 17, 2017
• ASMP Leadership Team Meeting, January 17, 2017
• IV&V Touchpoint with Enterprise Readiness Leads, January 18, 2017
• ASMP Legacy-to-WD expectations Meeting, January 18, 2017
• ASMP EDAM Biweekly Team Meeting, January 18, 2017
• ASMP EDM Team, January 19, 2017
• IT Readiness Coordinator Meeting, January 19, 2017
• Pre-E2E Parking Demographics and Parking Current Job Data Meeting, January 19, 2017
• Pre-E2E FAMIS Integrations Meeting, January 19, 2017
• ASMP Weekly Team Meeting, January 19, 2017
• Outstanding HCM-P Integrations Tracking Meeting, January 19, 2017
IV&V Activities – Meetings Attended (continued)

• ASMP Financials Weekly Meeting, January 20, 2017
• ASMP Reporting Meeting, January 23, 2017
• App Mod Senior Business Analyst, UT Organizational Structure, January 23, 2017
• Program Manager, iSchool Report, January 23, 2017
• ASMP App Mod Meeting, January 24, 2016
• ASMP Leadership Team Meeting, January 24, 2017
• ASMP IRRIS, January 24, 2017
• Meeting with Chief Financial Officer, January 24, 2017
• Meeting with Chief Information Officer, January 24, 2017
• Meeting with Chief Financial Officer, January 25, 2017
• Meeting with Chief Information Officer, January 25, 2017
IV&V Activities – Meetings Attended (continued)

- ASMP All HCM/Payroll Team Meeting, January 25, 2017
- Pre-E2E VRSCO Integrations Meeting, January 25, 2017
- Project Management Office, Project Plan and Reporting Discussion, January 25, 2017
- ASMP EDM Team Meeting, January 26, 2017
- ASMP Weekly Team Meeting, January 26, 2017
- ASMP EDAM Biweekly Team Meeting, January 26, 2017
- Council of University Business Officers (CUBO) Meeting, January 26, 2017
- Enterprise Readiness Lead Meeting, January 26, 2017
- FDM Lab Session Preparation Meeting, January 26, 2017
- Outstanding HCM-P Integrations Tracking Meeting, January 26, 2017
- Pre-E2E: Restricted Matrix Integrations Meeting, January 26, 2017
• TAI Tech Arch Management Team Weekly Touchpoint, January 26, 2017
• ASMP Enterprise Readiness Lead Meeting, January 27, 2017
• ASMP Financials Weekly Meeting, January 27, 2017
• Pre-E2E OEB Billing Meeting, January 27, 2017
• ASMP App Mod Team Meeting, January 30, 2017
• ASMP Reporting Team Meeting, January 31, 2017
• Meeting with Reporting Lead, January 31, 2017
• FDM Iterative #1 Risk Management Meeting, January 31, 2017
• ASMP Leadership Team Meeting, January 31, 2017
IV&V Activities
Interviews Conducted
IV&V Activities – Interviews Conducted

- Deployment Manager, January 25, 2017
IV&V Activities
Documentation Reviewed
IV&V Activities – Documentation Reviewed

- Outstanding HCM-P Integrations Trackers
- ASMP Program Updates
- Technical Architecture Business Case
- FDM Guide
- ASMP IT Readiness Architectural Patterns
- WD June 2016 UTx Data Continuity Access
- WD June 2016 UTx Data Governance
- UT Organizational Structure
- CUBO - FDM Encumbrances and DEFINE Codes
- Knowledge Transfer Survey Results
- Plan for a Plan
- Data Management Committee Proposed Work Plan
IV&V Activities
Planned for February 2017
IV&V Activities – Planned for February 2017

Draft and Submit Deliverables

- Deliverable #03 – Monthly Planning Activity Report (January 2017)
  - Complete and submit report, February 5, 2017
- Deliverable #06 – Monthly Risk Assessment Report, Month 4 (February 2017)
  - Develop report throughout February, and prepare for submission, March 5, 2017
IV&V Activities – Planned for February 2017

Attend Project Meetings

- ASMP App Mod Meetings, Mondays at 3:00 p.m.
- ASMP Reporting Meetings, Tuesdays at 8:30 a.m.
- ASMP Leadership Team Meetings, Tuesdays at 3:00 p.m.
- ASMP All HCM/Payroll Team Meetings, Wednesdays at 2:00 p.m.
- ASMP EDAM Biweekly Meetings, Biweekly Wednesdays at 3:00 p.m.
- ASMP EDM Team, Thursdays at 8:30 a.m.
- TAI Tech Arch Management Team Weekly Touchpoint, Thursdays at 9:00 a.m.
- ASMP Weekly Team Meetings, Thursdays at 2:00 p.m.
- Outstanding HCM-P Integrations Tracking, Thursdays at 4:00 p.m.
- ASMP Financials Weekly Meetings, Fridays at 9:00 a.m.
- ASMP Enterprise Readiness Lead Meetings, Fridays at 10:00 a.m.
Attend Project Meetings (continued)

- BSC/ASMP Steering Committee Meetings, every third Friday at 1:30 p.m.
- Readiness Coordinator Meetings for all work streams, as scheduled
- FDM Lab Sessions, as scheduled
- EDAM Team Meetings, as scheduled
- Integrations Team Meetings, as scheduled
- Sustainment Team Meetings, as scheduled
- Bridging Meetings, as scheduled
- AITL Meetings, as scheduled
- Meetings with Chief Financial Officer, as scheduled
- Meetings with Chief Information Officer, as scheduled
- Additional project meetings, as scheduled
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