## Meeting Description:

- **Meeting Name:** ERP Workday – Weekly Team meeting
- **Date & Time:** 2:00pm 2016-03-29
- **Location:** 11D3
- **Facilitator:** Oren Bierkatz
- **Recorder:** Oren Bierkatz
- **Adjourned:** 3:00pm

## Agenda:

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Agenda Topic</th>
<th>Presenter / Facilitator</th>
<th>Duration (minutes)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>General updates</td>
<td>Oren Bierkatz</td>
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</tr>
<tr>
<td>2</td>
<td>HR related detailed design sessions</td>
<td>Eddie Pena</td>
<td>5</td>
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<tr>
<td>3</td>
<td>Payroll detailed design sessions</td>
<td>Ann Jalandoni</td>
<td>5</td>
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<tr>
<td>4</td>
<td>DEN (Airport) BPA project</td>
<td>George Karayiannakis</td>
<td>5</td>
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<tr>
<td>5</td>
<td>Change Management: Readiness Assessment</td>
<td>Jane Zbyszynski / Julie Vlier</td>
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<tr>
<td>6</td>
<td>Integrations</td>
<td>Laura Shipley</td>
<td>5</td>
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<tr>
<td>7</td>
<td>Data Conversion</td>
<td>Elaine Moore</td>
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## Invitees:

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>SCI consultants</td>
<td>Yes</td>
<td>Laura Shipley</td>
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<tr>
<td>Jim McKeever</td>
<td>Yes</td>
<td>Elaine Moore</td>
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<tr>
<td>Jessica Chandler / Kelli Bennett</td>
<td>Yes</td>
<td>Karuna Dhingra</td>
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<td>Renee Salois</td>
<td>No</td>
<td>Everett Archuleta</td>
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<tr>
<td>George Karayiannakis / Chris Blackett (DEN) / Zoe Reyes</td>
<td>Yes</td>
<td>Chris Longshore</td>
<td>Yes</td>
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<tr>
<td>Cindy Zec / Andrea Denis</td>
<td>No</td>
<td>Kim Hallsted</td>
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<tr>
<td>Julie Vlier</td>
<td>Yes</td>
<td>Sue Burman</td>
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<tr>
<td>Budget Management Office</td>
<td>No</td>
<td>Amy Carroll</td>
<td>No</td>
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<tr>
<td>Item Number</td>
<td>Topic</td>
<td>Notes</td>
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| 1           | General updates           | **Working towards P1 readiness - about 1 week late!**  
• Will plan to do a P1 Data Conversion debrief  
• The plan for this week is to start focus on preparing for testing in P1, in concentric, expanding circles:  
  o SCI (Technical)  
  o Then SCI (Functional)  
  o Then WD Key Users  
  o Then Subject Matter Experts (beyond Key Users)  
• Starting to plan for the Finance / Purchasing Kick off 5/5  
• New PM: Maggie MacIntosh |
| 2           | HR related activities     | Last week:  
• Key Meetings  
  o Workday Governance Meeting  
  o Weekly Team Meetings  
  o Discussion: Job Requisitions  
  o Discussion: Job Specification  
  o Discussion: NeoGov role in absence of WD Recruiting  
• Review Design Decisions and Prepare for Knowledge Transfer  
• Review P1 Test Scenarios to begin P1 Validation  
• Blockers / Need Attention  
  o Action Item 138: Safety Employee IDs decision  
  o Action Item 168: Migration of Job Specification Data to WD Job Profiles  
  o Action Item 216: NeoGov data to pass to HR  
This week:  
• Key Meetings  
  o Weekly Team Meetings  
  o Test Planning Meeting  
• Validating Conversion Data  
• KT Session with Connie  
• Step Mapping discussion with Connie and Elaine  
• In Training on Wed, Thu and Friday  
Next week:  
• In training Mon, Tue and Wednesday  
• Validating Conversion Data |
| 3 | Payroll related activities | Last week:  
- Continued Payroll configuration update - FLSA rate and FLSA Wages calculation in P0  
- Reviewed P0 Payroll configuration extracts  

This week:  
- Ongoing Payroll configuration update and pay component calculations testing in P0  
- Knowledge transfer session  
- Work on Payroll P1 build  

Next week:  
- Ongoing Payroll configuration update, pay component calculations testing in P0  
- Knowledge transfer session  
- Work on Payroll P1 build  
- Start preparing unit test scripts |
|   | DEN (Airport) related activities | Last week:  
|   |   | • Weather impacted work  
|   |   | • Maximo discussions completed (only need decision on Inventory module)  
|   |   | This week:  
|   |   | • Work to complete the Airport BPA Gaps analysis, identify the unique Airport gaps and how to handle them  
|   |   | • WD Inventory demonstration on 3/31  
|   |   | Next week:  
|   |   | • Update SharePoint with Airport gaps  
|   |   | • Finalize Inventory decision  
|   | Change Management | Last week:  
|   |   | • Rescheduled the Workday Ambassadors kick off to 3/30  
|   |   | This week:  
|   |   | • Conduct Ambassadors’ kickoff  
|   |   | • Meeting on the role of the ‘HR Generalist’ 3/31  
|   |   | Next week:  
|   |   | • TBD...  
|   | Integrations | Add Maggie MacIntosh as a Project Manager to help manage  
|   |   | Integrations designs to finish in May, in such a manner that keeps the developers constantly working as soon as P1 is released to them  
|   | Data Conversion | Add Maggie MacIntosh as a Project Manager to help manage  
|   |   | Two weeks delay in the milestone will translate into about one week of delay in releasing P1 (now late April 2016)  

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**Updated:** 3/29/2016  
**Printed:** 3/29/2016  

Workday Project Team Meeting - 2016-03-29
## Program Management Office
### Meeting Summary & Action Items

### Open Action Items:

<table>
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<tr>
<th>Item Number</th>
<th>Action Item</th>
<th>Date Assigned</th>
<th>Assigned To</th>
<th>Target Completion</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Teach TS how to use EIB for Talent Performance Management, post P1 release</td>
<td>3/15</td>
<td>James Reed</td>
<td>4/30</td>
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### Closed Action Items:

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<td>1</td>
<td>Action Item</td>
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<td>2</td>
<td>Action Item</td>
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