Project Update
February 2014

Overall Status
The project is currently in the Configure & Prototype phase which runs through June 2014. The project is on track and on budget.

Notable Activities

- Between October 31 and December 20, over 30 Workday “onboarding” sessions were held with approximately 200 HR/Payroll individuals across UChicago divisions, schools and departments—representing 96% of the University. The primary goal of these sessions was to introduce Workday and provide consistent information around scope, timelines and deployment approach of the UChicago implementation.

- The result of 22 discovery and design sessions and 36 data extracts and loads, the team has delivered the first prototype of Workday (P1), i.e. the first “draft” of Workday that has been populated with UChicago employee data and Workday-delivered business processes. Prototype review sessions by the core functional team began on February 10 and will continue until February 21. The focus of these will be to validate that UChicago data was loaded correctly from our source system(s). This is the first of three prototypes.

- The effort to gather reporting requirements has kicked off, and 107 system integrations have been grouped and prioritized; build has started.

- The team has collaborated with UChicago Creative to develop a phased branding approach for Phase I and future Workday implementation.

- As of January 21, the core project team relocated to a single site at the Press Building. This was done to foster increased collaboration and communication across the various workstreams. Space has been allotted to 36 dedicated staff, with another 10 to flex space.

- The development of supervisory organizations in Workday was piloted with the Booth School of Business, Finance & Administration and the Graham School for inclusion in the second prototype (P2). All other divisions, schools and departments will begin this exercise on February 21 with a deadline of March 11 for inclusion in P3.

Upcoming Activities

- Complete Prototype 1 review sessions and finalize scope for Prototype 2
- Conduct sessions with HR/Payroll teams across divisions, schools and departments to first validate their supervisory organization structure and then assign roles in the system
- Launch Workday resource website
- Continue to provide Workday updates at relevant forums, e.g. Technical Advisory Committee, Data Stewardship Council, HR Community, etc.