Project Update
March 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

- Prototype 1 (P1), the first “draft” of Workday has been populated with UChicago employee data and Workday-delivered business processes, and has been reviewed by the functional team. The data conversion error rate from our existing system(s) into Workday was 3.4%; the normal expectation is 30% and is one of the lowest Deloitte has seen. Integration build is also 22% complete.

- The first Business Advisory Committee meeting was held on February 20. The objective was to ensure all members are well-versed on the role of the BAC, the project scope for Phase I and guiding principles (including “Why not Workday?”) and how their input will be used to build and deploy Workday@UChicago. The group will meet on a monthly basis.

- The collection of supervisory organization information has started across campus. Supervisory organizations are the basis of Workday and once created for all UChicago divisions, schools and departments, will result in the University’s organizational hierarchy. The exercise was piloted with the Booth School of Business, Finance & Administration and the Graham School in time for inclusion in the second prototype (P2). To date, all 27 UChicago constituents have been explained the exercise. Most groups have a deadline of March 21 for inclusion of their supervisory organization data in the third prototype (P3).

- On-campus teams continue to learn more about Workday, e.g. BSD’s Executive Administrative and HR teams, and the team is engaging with external parties to share practices, e.g. Argonne, Fermilab, Workday’s Education & Government User Group.

- A resource from Payroll Services has joined the project and will provide support to the Payroll workstream. A freelancer previously with University Communications has also joined the project team on a part-time basis to assist with communications efforts.

Upcoming Activities

- Complete loading of Prototype 2 and commence functional review of Prototype 2 on April 7
- Begin loads of supervisory organization data and schedule sessions across campus to share output, and explain and assign roles in Workday
- Launch Workday resource website
- Schedule demonstrations of P2 for Oversight Committee, Technical Advisory Committee and Business Advisory Committee in April/May timeframe
- Continue to provide Workday updates at relevant forums, e.g. Technical Advisory Committee, Business Advisory Committee, Data Stewardship Council, HR Community, etc.
- Continue to reach out to other universities implementing Workday, e.g. Brown, Georgetown, USC