SUBJECT	Integrated Renewal Program (IRP) Student - Update
SUBMITTED TO	Finance Committee
MEETING DATE	September 14, 2023
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	For information only – No action requested
LEAD EXECUTIVE	Lesley Cormack, Deputy Vice-Chancellor and Principal, UBC Okanagan
SUPPORTED BY	Gage Averill, Provost and Vice-President Academic, UBC Vancouver
	Rehan Sadiq, Provost and Vice-President Academic, UBC Okanagan
	Elana Mignosa, Associate Vice-President Finance & Operational Excellence
	Jennifer Burns, Chief Information Officer and AVP Information Technology
	Joanne Fox, Principal, UBC Vantage College
	Rella Ng, Associate Vice-President Enrolment Services and Registrar
	Bert Annear, Deputy Registrar, UBC Okanagan
	Shelly Morrison, Senior Director, Financial Services & Strategic Procurement
	Jennifer Kain, Chief Audit & Risk Officer
	Janice Stewart, Associate Dean, Innovation and Strategy, Faculty of Arts
	Patricia Lasserre, Associate Professor, Computer Science, Faculty of Science, UBC Okanagan
	Cam Gray, Executive Director, HR Operational Excellence
	Corinne Pitre-Hayes, Program Director, Integrated Renewal Program
	Laura Wecker, Manager, Program Administration & Internal Communications

PRIOR SUBMISSIONS

The subject matter of this submission was most recently considered by the Finance Committee on June 14, 2023 IRP Student provided an overall program update, and highlighted program activities.

EXECUTIVE SUMMARY

Since 2018, the University has been pursuing a Board-approved strategy to replace the current Student Information System (SIS) with Workday Student as a core component.

On June 24, 2021, the Board approved replacement of the current SIS and granted Board 3 approval for implementation of the Student components of the Integrated Renewal Program within a total budget envelope of $284.9 million (including contingency). The approval request included a release of $54.4 million for 2021-2022. Subsequently, the Board approved a release of $84.0 million for 2022-2023. These funding release requests are unchanged from the initial projection provided to the Board on June 24, 2021.

Scope and Resources are reporting on track (green) on the Status Report. Schedule remains red as the team navigates the large volume of work. Overall, the Program Health indicator shows IRP Student "At Risk" but holding.

Transition to Operations (TOPs) work includes executing the hypercare rollout, finalizing the Workforce Transition Rollout Plan and launching the Hypercare Tier 1 Working Group. TOPs work is being closely monitored and updates will be shared with the Program team as they come available. Feedback from the team suggests there is some anxiety about future roles beyond IRP Student.

On July 20, 2023 the IRP Student program received approval for a Conditional Go to implement Workday Student. The Go Decision received unanimous endorsement throughout the governance process. Deadlines have been set for both Launch 1 and Launch 2 conditions, with check ins scheduled for August 30, 2023 and November 30, 2023. The team is focused on completing all conditions to ensure a successful go live.

End-to-End Testing continues, but the focus is shifting to Institutional Readiness, including targeted training and Cutover planning.

A financial summary of IRP Student for year to date as of June 2023 has been included.

APPENDICES

1. Program Status

PRESENTATIONS

1. IRP Student Update

PROGRAM STATUS:

STATUS REPORT:

The IRP Student Status Reports are produced weekly, and are shared with program leadership, including Steering and Executive Sponsors. The first page of the report is the program snapshot which shows the overall health of program Scope, Resources, and Schedule. It also includes a summary of the current week's key accomplishments and the key upcoming activities for the following week. The Program Health is listed as "At Risk", but holding steady. This is due to the fact that Schedule is extremely tight and showing as red, however Schedule is trending upwards.

IRP STUDENT PROGRAM STATUS
PREPARED BY IRP PMO, PERIOD ENDING WEDNESDAY AUGUST 23, 2023

Status Indicator	Projected Risk Trend	Risk Indicators
✔ On Track	↑ Improving	🔴 Very High
⚠ At Risk	→ Holding	🟠 High
✖ Off Track	↓ Declining	🟡 Medium
		🟢 Low

Program Health Overall: ⚠ →

Scope: ✔ ✔ → **Resources:** ✔ ✔ ↓ **Schedule:** ✖ ✖ ↑

Key Accomplishments Last Week:

- Go Conditions:
  - Continued focus on moving LFS from At Risk to On Track
- Institutional Readiness Double Down:
  - Structure and approach finalized and kickoff scheduled
- Cutover:
  - All cutover groups engaged with internal domain cutover detail planning, including sequencing and dependencies
- TOPS:
  - Hypercare rollout AMTAC, MAC
  - Hypercare ServiceNow UAT
  - Finalize Hypercare Materials
  - Finalizing security & Access roles Hypercare
- TCM:
  - Cutover blog post and website content developed
  - Workday Student Reporting course approved and ready for release
- Pre Prod Tenant build started and is slightly ahead of schedule

Upcoming Activities Next Week:

- Go Conditions:
  - Go condition testing is in progress
  - LFS testing scheduled to continue through the weekend
- Institutional Readiness Double Down:
  - Kick-off meeting scheduled for Aug 24th
- Cutover:
  - All cutover groups will be engaged focus on external domains, refining dependencies and sequencing of critical cutover tasks
  - Finalize plans for execution of the table top exercise and scheduled to begin Tabletop on Aug 28th
- TOPS:
  - Finalizing Pod member provisioning
  - Tier 1 working group
  - Working with ISC CAB to incorporate STU – finalize STU attendees
- IRP Student Meeting-free Day scheduled for Aug 25th
- IRP Student Pulse Survey sent out to the team on Aug 16th to complete by Aug 31st

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Top Focus

Go Decision Conditions for August 30th

- Launch 1:
  - 2 Conditions – At Risk – LFS and Deloitte
  - 3 Condition – Completed – Curriculum, Scheduling (2)

- Launch 2:
  - 1 Conditions – At Risk – LFS
  - 2 Conditions – Completed – LFM and Transfer Credit

Leadership Support or Action Required

- Continued off-cycle support for expedited consultation and/or decisions
- Support for increase in Community Engagement
- Support for resolving LFS issues

Top Risks and Issues

Issue Heat Map

IMPACT	URGENCY				
	1 - Low	2 - Medium	3 - High	4 - Critical	Total
4 - Critical					
3 - High			7		7
2 - Medium			1		1
1 - Low					
Total			8		8

New Issues: +1   Closed Issues: 0

New Very High Score Issue:

Risk Heat Map - After Mitigation*

Residual Impact	Residual Probability				
	1 - Unlikely	2 - Possible	3 - Likely	4 - Almost Certain	Total
4 - Critical	1	1			2
3 - High		2			2
2 - Medium	2	15	2		19
1 - Low	36	12	3	1	52
Total	39	30	5	1	75

New Risks 0 | Response Plans Executed 0 | Risk Realized 0
No Longer a Risk 0
New Very High Score Risk Before Mitigation:

* Includes Mitigated and Accepted risks

At this time Scope remains the same and continues to be on track. Schedule remains at risk, but has shifted to an upward trajectory based on the completion of Milestones. The team completed Milestone 5, End-to-End (E2E) Testing. Some additional testing continues, as per the original plan. Go Condition testing is in progress including testing for LFS updates. Cutover, Institutional Readiness, and the Transition to Operations are the current focus for the Program.

Resources are reporting as green, with a downward trend, based on a slightly increased attrition rate. The hire completion rate for the program is at nearly 100% with approximately 8% of the team hired as contractors. Wave 3 hiring includes a large number of student Learning Rovers planned for mid-2023.

The Program Human Resources Progress Dashboard reports weekly on hiring rates, attrition, and open roles. Attrition rates are monitored and HR analyzes trends and continues to verify retention strategies. Leadership is monitoring individual and overall team health, as there are concerns around burnout. The HR focus remains on retention strategies as staff begin to think about program end dates. To help address questions or concerns around term endings and future roles in the Transition to Operations support organization the HR team is holding monthly team sessions where staff can receive updates and ask questions.

PROGRAM HUMAN PROGRESS REPORT
PERIOD ENDING WEDNESDAY, AUGUST 23,2023

Resources: ✅ ✅ ↓

Overall Hiring is currently on track and the projected risk trend is set to declining due to Program resource retention risks. Program Retention is being actively monitored and has been set to Amber.

HR Reporting

HIRING G

Overview:

July
Actual Count: 419
Forecast: 421

Forecast Variance: 2
Active Hires: 7
Employees in transition: 5

Hire Completion Rate: 100%

8% are Contractors
Contractor Count: 33
Forecast: 35

July-Actual Count: 419

Pie chart values: 9, 13, 10, 29, 61, 105, 36, 73, 82

Legend: ■ PO ■ PMO ■ ECO ■ QA ■ TECH ■ TCM ■ SADR ■ STU ■ SA

Weekly Hiring Progress

Referrals	New Hires	Offers Made	Offers Accepted	New Resignations
1	3	2	2	4

Open Roles: 5

Bars: QA Lead, Sr QA, QA- Analyst II, Test Automation..., Project Analyst

32 Applications Received

Recruitment Constraints
- term end dates

Dec 2021-June 2023
Referral Success Rate:
14.38%
↓

- **146** referrals YTD
- **21** successful hires

RETENTION A

Retention Strategies:
- Completion of Yearly Performance reviews
- Completion of Mid-point Progression
- Monitor attrition
- Encourage Supervisors to connect with team members
- Create opportunities for development
- Host HR sessions prior to monthly team meetings
- Recognition of contributions

Risks
- Shortage of market resources
- Retaining staff

Team Health
- Concerns around term-end dates and burnout

2023 Performance Reviews
81%

166	Mid Point Progression
134	1

Attrition per Workstream

Monthly Count values: 6, 2, 5, 4, 2, 6, 5, 7

Legend: — ECO — SADR — TCM ···· Monthly Count

Attrition Comparison

	2022	2023	Trend
Jan	5	6	🔺
Feb	3	2	🔻
March	5	5	↔
April	4	4	↔
May	7	2	🔻
June	8	6	🔻
July	9	5	🔻
Aug	6	7	🔺

UPDATE ON GO DECISION CONDITIONS:

On July 20th, IRP Student received approval to proceed with a conditional Go. A conditional Go, is a Go decision with explicit conditions that must be met, including transparency around the critical work that needs to be done ahead of each Launch. IRP Student has scheduled two condition check-in meetings with Executive Sponsors to ensure the program remains on track. The check in for Launch 1 (October 4, 2023) is scheduled for August 30 and the check in for Launch 2 (February 24, 2024) is set for November 30. If conditions are met or on track, IRP Student will proceed as planned with implementation of Workday Student.

Most of the Conditional Go criteria are very close to confirmed with the following things required:

- Validating agreed solutions for a few remaining Workday product blocker gaps
- Completing testing in a few key areas
- Validating the solution to address specific performance issues with AwardCloud
- Confirming the solution for data synchronization between Launch 1 and Launch 2

18 Conditions were identified during the Go Decision approval process. Of the 18 conditions, 8 are due by August 30th and 10 are due November 30th. The Go Decision conditions are reported on weekly as part of the Program Status Report.

Of the 8 conditions due for August 30th, 6 conditions have been completed. The remaining items, LFS and Deloitte have contingency plans that have been vetted and deemed acceptable to the impacted business owners. IRP Student will continue to work closely with the business owners to ensure business continuity.

Go Decision Conditions for August 30th

- Launch 1:
  - 2 Conditions – At Risk – LFS and Deloitte
  - 3 Condition – Completed – Curriculum, Scheduling (2)

- Launch 2:
  - 1 Conditions – At Risk – LFS
  - 2 Conditions – Completed – LFM and Transfer Credit

GO DECISION CRITERIA DASHBOARD
PREPARED BY IRP PMO, PERIOD ENDING WEDNESDAY AUGUST 28, 2023

› **Legend** | G GO | CG CONDITIONAL GO | NY NOT YET

Student Solution*	Status
Admissions	G
Assessment Outcomes	CG
Curriculum Management	G
Enrolment	CG
Graduation	G
Learner Financial Management	G
Learner Financial Support	CG
Learner Management	CG
Progression	CG
Registration	G
Scheduling	G
SIS Transition	G
Transfer Credit	G

Technical Delivery	Status
Environment Management	G
Person Hub	G
Common Services	G

Partner Readiness	Status
Workday	G
Deloitte	CG
Touchnet	G

Ecosystem Applications	Status
Integration Testing	G
Data sent to Client	G
Client Validation Received	G
Critical Development Completed	G
Non-Critical Plan Completed	G

Transformation and Change Management	Status
Institutional Readiness	G
Transition Plans	G
Advanced User Training	G
Core Training	G

Security, Access, Data and Reporting	Status
Security, Access and Integration	G
IRP Student Security	G

Transition to Operations	Status
Service Delivery	G
Change Management	G
Financial	G
People	G
Technology	G
Change Management – Hypercare Plan	G
Change Management – Rollout and Change Plan	G

*The table above includes E2E testing of:
- Configurations
- Development
- Integrations
- Data Conversion
- Reports
- Security

If a Launch 1 condition is not met by August 30th, a formal review is triggered. If a backup plan is agreed upon, work and the go-live will continue as planned for October 4th. If the review does not result in an agreed backup plan, the Program will shift to a Not Yet Status.

Majority of Launch 2 conditions must be completed by November 30, 2023, however specific Launch 2 conditions have earlier dates due to business considerations. If a Launch 2 condition has not been met by the specified date, a backup plan will be triggered. In the event of a showstopper (an item that due to the nature or volume would cause major disruption to the university or great reputational risk) arises with the backup plan, the showstopper contingency in the Cutover plan would be triggered. Cutover Plans for both Launch 1 and Launch 2 will have contingencies in the event of an unanticipated showstopper.

IRP Student remains on track, based on the current timeline, and will continue to monitor and report progress leading up to and beyond Launch 1 and in preparation for Launch 2.

READINESS:
INSTITUTIONAL READINESS DOUBLE DOWN

As we get closer to the initial launch of Workday Student, the focus transitions from the technical build to preparing and training the UBC community. For the Workday Student implementation to be successful it is imperative that faculties, units, and students are prepared for the coming changes. The Program's mission is to provide support and partnership to our most impacted business stakeholders to ensure a successful Launch 1.

To do this IRP Student will fully align and anchor plans and approaches around the Academic Cycle. This includes sequencing Launch 1 work based on priority, and when those capabilities are required. To do this the Program will work with business stakeholders to determine prioritization, and partner alongside business owners. There will be a focus on resource optimization, the movement of resources to high priority areas, and a process for change that will increase speed of delivery.

Going forward, IRP Student will continue to prioritize Launch 1 capabilities, while establishing a process promoting active participation and feedback from business owners. Training will continue at pace, and the team and focus area leads will facilitate and support their teams to achieve our readiness objectives.

CUTOVER:

As the team prepares for Launch 1 in October 2023, a detailed Cutover plan with individualized tasks has been established. A total of 800 cutover tasks have been identified to date for Launch 1.

The team is currently in the process of confirming dates and dependencies across domains and preparing communications around business outages leading up to and during Cutover. Tabletop Exercise are being held the week of August 28th to review and prepare for unlikely possible scenarios.

The execution of Cutover will take approximately 4 weeks, starting September 4 and running through to October 3. Go-Live Launch 1 takes place October 4, with Hypercare beginning October 5.

V1 Cutover Sunburst (as of Aug 23)
Individual cutover tasks grouped by Domain

IRP STU L1 Cutover Plan Status Summary by Work Package as of 2023-08-24

Stage 5/6: Consolidation and Validation of the V1 Cutover Plan

Stage 7: Execution of Cutover
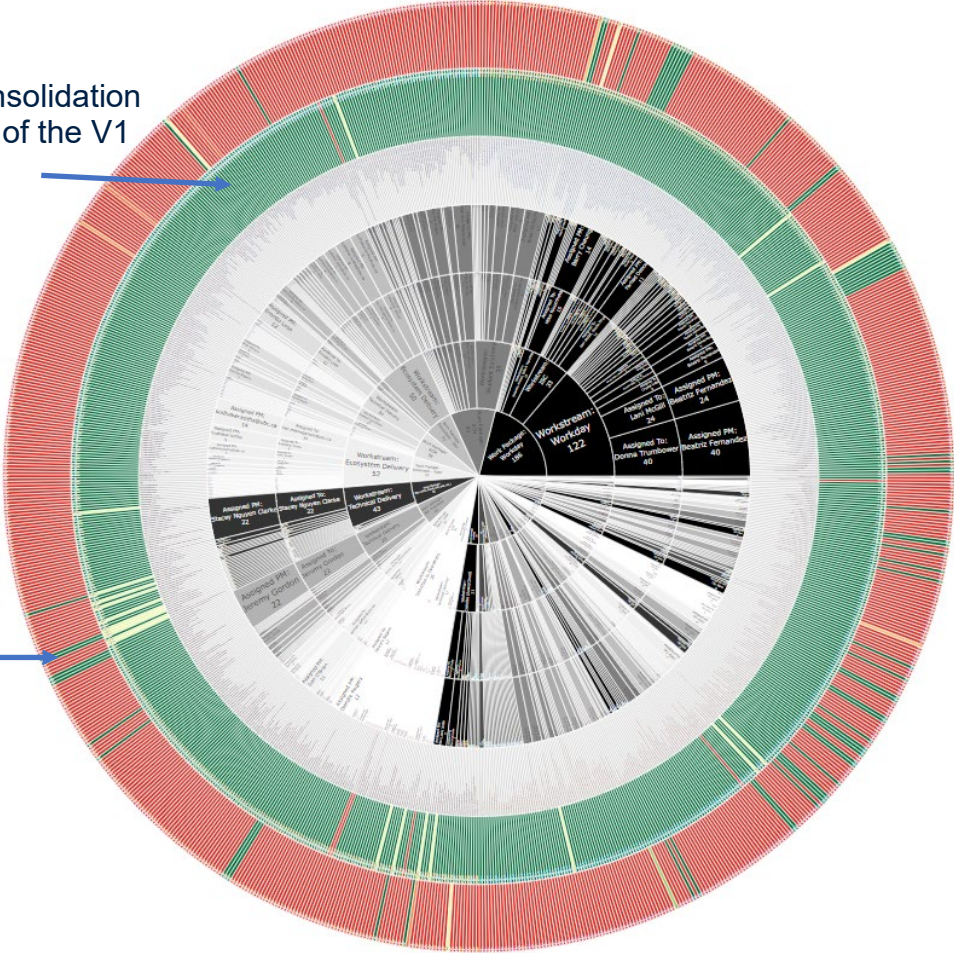
Examples of Domains: Workday, EPBC, Admissions, Scheduling, LFS, Identity Management, QA, Data Conversion etc.

FINANCIALS:

In June 2022, the Board of Governance's Finance Committee approved the IRP Student program Recast Budget that saw the Student Leadership Team (SLT) review their budgets, including their operational plan to update their focus area budget forecast. This included shifting costs between fiscal years, delaying or moving up recruitment of certain roles, and reallocating funds now the Program is underway. The budget remains within the original approved budget envelope of $284.9 million.

The overall IRP recast budget was approved by Executive Sponsors and the Finance Committee of the Board in 2022.

For Year to Date, as of June 2023 there is a variance of ($428)K. The variance is due to additional UBC resources ($390)K and timing ($122)K. There was also a ($47)K timing variance related to Prime Consultants, Workday for boomerangs to address Graduation requirements. The Program had an overall Savings of $9K in Other Costs with 135K savings in Lease costs, and variances of ($101)K for Community Funding Support and ($25)K cumulative various costs.

Overall the IRP Student Program is expecting a variance of ($10,000)K due to Community Support Funding, however funds from the contingency fun have been approved for those costs.

FINANCIAL REPORT FY23/24 – EXECUTIVE SUMMARY

(in thousands)	For the month of Jun-2023			Year-To-Date Jun-2023			Annual FY 2023/24			Overall Program [1]		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Budget	Variance
UBC Resource Costs	4,896	4,832	(64)	14,807	14,417	(390)	59,908	57,209	(2,699)	149,757	149,757	-
External Prime Consultants	-	-	-	946	899	(47)	3,643	3,596	(47)	13,551	13,551	-
Other Costs	1,216	1,196	(19)	2,539	2,548	9	21,897	17,693	(4,204)	53,618	43,618	(10,000)
Total expenses before contingency	6,112	6,029	(83)	18,292	17,864	(428)	85,448	78,498	(6,950)	216,926	206,926	(10,000)
Contingency - approved allocation	-	-	-	-	-	-	-	5,926	5,926	-	10,000	10,000
Contingency Remaining	-	-	-	-	-	-	-	23,664	23,664	-	68,000	68,000
Total after Contingency	6,112	6,029	(83)	18,292	17,864	(428)	85,448	108,088	22,640	216,926	284,926	68,000

Variance analysis:

For the month of June 2023:
Variance of **$(83)k** due to:
$(64)k UBC Resources
- additions $(111)k - SADR (PCR2/103/499)
- timing $47k - various
$0k Prime Consultants
$(19)k Other Costs
- additions $(52)k - Comm. Support (PCR57)
- savings $52k - Lease; Interdep. projects
- timing $(19)k - Interdep. projects (SS)

For Year to Date, June 2023:
Variance of **$(428)k** due to:
$(390)k UBC Resources
- additions $(205)k - SADR (PCR2/103/499)
- timing $(122)k - various
$(47)k Prime Consultants
- timing $(47)k - Workday - Boomerangs for Graduation requirements
$9k Other Costs
- additions $(101)k - Comm. Support (PCR57)
- savings $135k - Lease; Interdep. projects
- timing $(25)k - various

Annual Forecast for FY23/24:
Variance of **$(6,950)k** due to:
$(2,699)k UBC Resources
- additions $(1,448)k - SADR (PCR2/103/499)
- timing $(1,251)k - various
$(47)k Prime Consultants
- timing $(47)k - Workday - Boomerangs for Graduation requirements
$(4,204)k Other Costs
- additions $(4,979)k - Comm. Support (PCR57)
- savings $501k - Lease; Interdep. projects
- timing $274k - various (Inter. Projects (SS); Workday subscription credit)

Overall Program:
Variance of **$(10,000)k** due to:
$(10,000)k Other Costs
- additions $(10,000)k - Comm. Support (PCR57)

[1] *The overall IRP Student program RECAST budget was approved by the Executive Sponsors on May 11, 2022. It was presented to the BOG's Finance Committee in June 2022*
Forecast based on info available as at July 7, 2023

Other costs include licenses and tools, Learner Financial Support point solution, training, interdependent projects, premise costs, first year sustainment, and other non-labour items.

NEXT STEPS:

The IRP Student team remains hard at work meeting milestones and deadlines. The focus has shifted to resolving remaining Go Decision conditions, and doubling efforts to support Institutional Readiness across UBC. The detailed Cutover plan for Launch 1 will continue to develop and be refined. Preparations are underway for Hypercare and the Workforce Transition, as part of the Transition to Operations to best support the IRP Student team. Schedule remains tight, but the Program team remains 100% committed to the successful delivery of the IRP Student Consolidated Plan on the current timeline.

IRP Student Update

Finance Committee

September 2023 – Open Session

Dr. Lesley Cormack, Deputy Vice-Chancellor and Principal, UBC Okanagan

Dr. Gage Averill, Provost and Vice-President Academic, UBC Vancouver

Dr. Rehan Sadiq, Provost and Vice-President Academic, UBC Okanagan

Jennifer Burns, Chief Information Officer and AVP Information Technology

Dr. Joanne Fox, Principal, UBC Vantage College

Corinne Pitre-Hayes, Program Director, Integrated Renewal Program Student

Integrated Renewal Program Student - <u>For INFORMATION</u>

- Program Status
  - Status report

- Solution Status
  - Update on Go Decision Conditions

- Readiness
  - Institutional Readiness Double Down
  - Cutover
  - Financial Report

- Next Steps

Program Status

IRP STUDENT PROGRAM STATUS
PREPARED BY IRP PMO, PERIOD ENDING WEDNESDAY AUGUST 23, 2023

Program Health Overall: ⚠ →

Scope: ✅ ✅ → | Resources: ✅ ✅ ↓ | Schedule: ❌ ❌ ↑

Status Indicator
- ✅ On Track
- ⚠ At Risk
- ❌ Off Track

Projected Risk Trend
- ↑ Improving
- → Holding
- ↓ Declining

Risk Indicators
- 🔴 Very High
- 🟠 High
- 🟡 Medium
- 🟢 Low

Key Accomplishments Last Week:

- Go Conditions:
  - Continued focus on moving LFS from At Risk to On Track
- Institutional Readiness Double Down:
  - Structure and approach finalized and kickoff scheduled
- Cutover:
  - All cutover groups engaged with internal domain cutover detail planning, including sequencing and dependencies
- TOPS:
  - Hypercare rollout AMTAC, MAC
  - Hypercare ServiceNow UAT
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- Support for increase in Community Engagement
- Support for resolving LFS issues

Top Risks and Issues

Issue Heat Map

IMPACT	URGENCY				
	1 - Low	2 - Medium	3 - High	4 - Critical	Total
4 - Critical	🟡	🟠	🔴	🔴	
3 - High	🟡		🟠 7	🔴	7
2 - Medium	🟢		🟡 1	🟠	1
1 - Low	🟢		🟡	🟡	
Total			8		8

New Issues: +1 Closed Issues: 0

New Very High Score Issue:

Risk Heat Map - After Mitigation*

Residual Impact	Residual Probability				
	1 - Unlikely	2 - Possible	3 - Likely	4 - Almost Certain	Total
4 - Critical	🟡 1	🟠 1	🔴	🔴	2
3 - High	🟡	🟡 2	🟠	🔴	2
2 - Medium	🟢 2	🟢 15	🟡 2	🟠	19
1 - Low	🟢 36	🟢 12	🟡 3	🟡 1	52
Total	39	30	5	1	75

New Risks 0 | Response Plans Executed 0 | Risk Realized 0
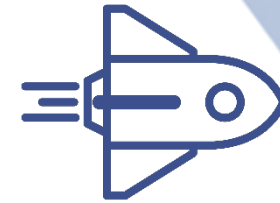No Longer a Risk 0
New Very High Score Risk Before Mitigation:

* Includes Mitigated and Accepted risks

Solution Status

GO DECISION | Summary

The Integrated Renewal Program - Student Leadership presented a recommendation to IRP Student Governance to proceed with a:

CONDITIONAL GO*

UBC's Interim President and Vice-Chancellor officially approved a CONDITIONAL GO on July 20, 2023.

THEREFORE, providing conditions are met we are on track:

Launch 01 of Workday Student will take place in October of 2023, and
Launch 02 of Workday Student will take place in February of 2024

***CONDITIONAL GO is a GO with explicit conditions that must be met, and transparency around the critical work that needs to be done ahead of Launch.**

GO DECISION CRITERIA DASHBOARD
PREPARED BY IRP PMO, PERIOD ENDING WEDNESDAY AUGUST 28, 2023

DRAFT

› **Legend** | G GO | CG CONDITIONAL GO | NY NOT YET |

Student Solution*	Status
Admissions	G
Assessment Outcomes	CG
Curriculum Management	G
Enrolment	CG
Graduation	G
Learner Financial Management	G
Learner Financial Support	CG
Learner Management	CG
Progression	CG
Registration	G
Scheduling	G
SIS Transition	G
Transfer Credit	G

Technical Delivery	Status
Environment Management	G
Person Hub	G
Common Services	G

Ecosystem Applications	Status
Integration Testing	G
Data sent to Client	G
Client Validation Received	G
Critical Development Completed	G
Non-Critical Plan Completed	G

Security, Access, Data and Reporting	Status
Security, Access and Integration	G
IRP Student Security	G

Partner Readiness	Status
Workday	G
Deloitte	CG
Touchnet	G

Transformation and Change Management	Status
Institutional Readiness	G
Transition Plans	G
Advanced User Training	G
Core Training	G

Transition to Operations	Status
Service Delivery	G
Change Management	G
Financial	G
People	G
Technology	G
Change Management – Hypercare Plan	G
Change Management – Rollout and Change Plan	G

*The table above includes **E2E** testing of:
- Configurations
- Development
- Integrations
- Data Conversion
- Reports
- Security

GO DECISION | Aug 30 Check In Summary

IRP Student Leadership recommends: **Go for Launch 1**

GO for LAUNCH 1*
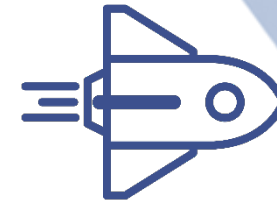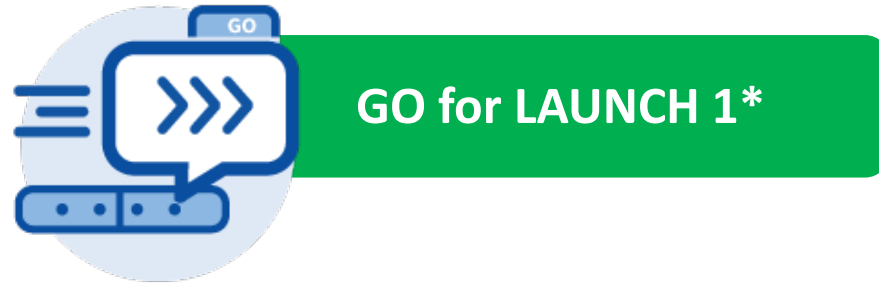
Per UBC's Interim President and Vice-Chancellor approval of a CONDITIONAL GO on July 20, 2023:
- **Completed 6 conditions for Aug 30**
- **Approach acceptable to the Business Owner for 2 remaining Aug 30 conditions for Deloitte and Learner Financial Support.**

*CONDITIONS for LAUNCH 2 are ON Track. These explicit Launch 2 conditions must be met and provide transparency to the critical work that is yet to be done.

Readiness

Institutional Readiness Double Down

Our mission is to provide our most impacted business stakeholders with as much support and deep partnership possible to support a successful Launch 1

- **Mitigation Strategies:**
  - Fully align with and anchor on the Academic cycle
    - Sequencing Launch 1 work – based on when capabilities will be needed in the academic cycle
  - Prioritization of work that resonates with business stakeholders
  - Close partnership and co-creation with business owners
  - Resource optimization – movement of resources to high priority areas
  - Process change – increased speed of delivery

- **IRP Student Going Forward:**
  - Priority on Launch 1 and capabilities needed soonest
  - Propose approach for feedback from business owners, and invite their active participation
  - Ensure training continues at pace
  - Similar to the Quality Assurance double down, team and focus area leads will continue to play their role of facilitating and supporting their teams to achieve our objectives

Cutover Update V1 Report

Consolidation and Validation of the V1 Cutover Plan

✔ Aug 14-18: Completeness of tasks, dates, and assignee. Over 800 cutover tasks have been identified for Launch 1.

✔ Aug 21 – 25:
- Confirmation of dates and dependencies across Domains (Cross Domain checks)
- Communication of Business Outages

*Aug 28-Sep 1: Tabletop Exercises*

Execution of Cutover
- *4 Weeks starting Sept 4th until Sep 29th plus the long weekend of Sep 30th to Oct 3rd*
- *Go Live Launch 1: Oct 4th*

V1 Cutover Sunburst (as of Aug 23)
Individual cutover tasks grouped by Domain

IRP STU L1 Cutover Plan Status Summary by Work Package as of 2023-08-24

Stage 5/6: Consolidation and Validation of the V1 Cutover Plan

Stage 7: Execution of Cutover
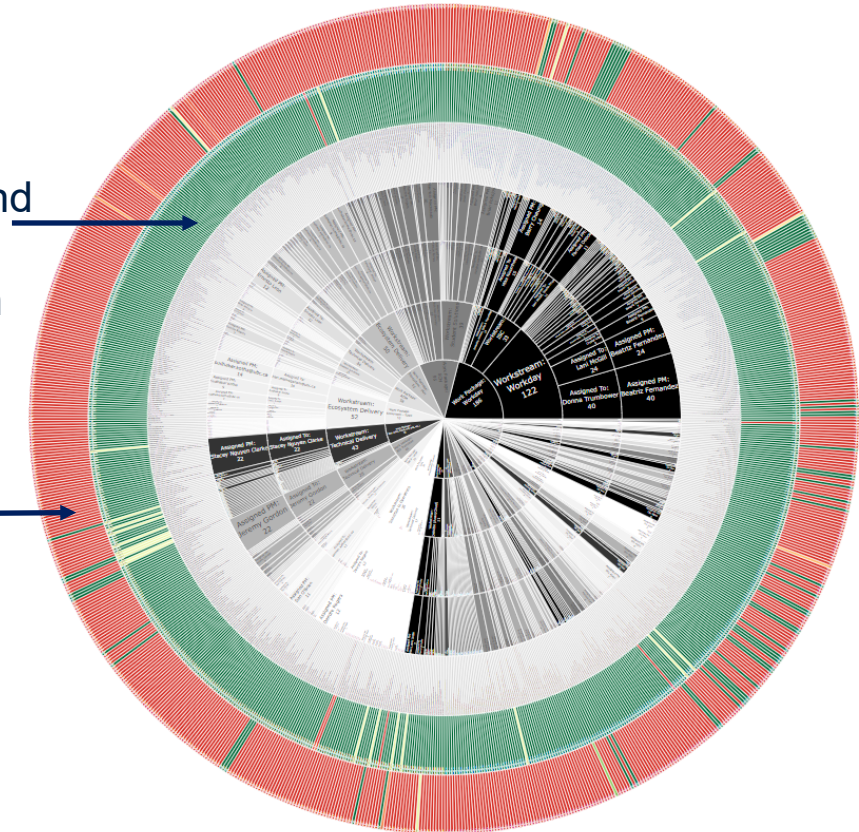
Examples of Domains: Workday, EPBC, Admissions, Scheduling, LFS, Identity Management, QA, Data Conversion etc.

FINANCIAL REPORT FY23/24 – EXECUTIVE SUMMARY

(in thousands)	For the month of Jun-2023			Year-To-Date Jun-2023			Annual FY 2023/24			Overall Program[1]		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Budget	Variance
UBC Resource Costs	4,896	4,832	(64)	14,807	14,417	(390)	59,908	57,209	(2,699)	149,757	149,757	-
External Prime Consultants	-	-	-	946	899	(47)	3,643	3,596	(47)	13,551	13,551	-
Other Costs	1,216	1,196	(19)	2,539	2,548	9	21,897	17,693	(4,204)	53,618	43,618	(10,000)
Total expenses before contingency	6,112	6,029	(83)	18,292	17,864	(428)	85,448	78,498	(6,950)	216,926	206,926	(10,000)
Contingency - approved allocation	-	-	-	-	-	-	-	5,926	5,926	-	10,000	10,000
Contingency Remaining	-	-	-	-	-	-	-	23,664	23,664	-	68,000	68,000
Total after Contingency	6,112	6,029	(83)	18,292	17,864	(428)	85,448	108,088	22,640	216,926	284,926	68,000

Variance analysis:

For the month of June 2023:
Variance of **$(83)k** due to:
$(64)k UBC Resources
- additions $(111)k - SADR (PCR2/103/499)
- timing $47k - various
$0k Prime Consultants
$(19)k Other Costs
- additions $(52)k - Comm. Support (PCR57)
- savings $52k - Lease; Interdep. projects
- timing $(19)k - Interdep. projects (SS)

For Year to Date, June 2023:
Variance of **$(428)k** due to:
$(390)k UBC Resources
- additions $(205)k - SADR (PCR2/103/499)
- timing $(122)k - various
$(47)k Prime Consultants
- timing $(47)k - Workday - Boomerangs for Graduation requirements
$9k Other Costs
- additions $(101)k - Comm. Support (PCR57)
- savings $135k - Lease; Interdep. projects
- timing $(25)k - various

Annual Forecast for FY23/24:
Variance of **$(6,950)k** due to:
$(2,699)k UBC Resources
- additions $(1,448)k - SADR (PCR2/103/499)
- timing $(1,251)k - various
$(47)k Prime Consultants
- timing $(47)k - Workday - Boomerangs for Graduation requirements
$(4,204)k Other Costs
- additions $(4,979)k - Comm. Support (PCR57)
- savings $501k - Lease; Interdep. projects
- timing $274k - various (Inter. Projects (SS); Workday subscription credit)

Overall Program:
Variance of **$(10,000)k** due to:
$(10,000)k Other Costs
- additions $(10,000)k - Comm. Support (PCR57)

[1] *The overall IRP Student program RECAST budget was approved by the Executive Sponsors on May 11, 2022. It was presented to the BOG's Finance Committee in June 2022*

Forecast based on info available as at July 7, 2023

Other costs include licenses and tools, Learner Financial Support point solution, training, interdependent projects, premise costs, first year sustainment, and other non-labour items.

Next Steps

Next Steps

IRP Student remains a GO on the current timeline

- Continue resolving remaining conditions

- Continue refocusing our efforts to support Institutional Readiness

- Continue with execution of the detailed V1 Cutover plan (Launch 1)

- Continue preparations for Hypercare and Workforce Transition as part of Transition to Operations

Schedule remains tight, the Program team remains 100% committed to the successful delivery of the IRP Student Consolidated Plan on the current timeline

CONTACT

The Integrated Renewal Program - Student would love to hear from you! If you have any questions or comments please get in touch.

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