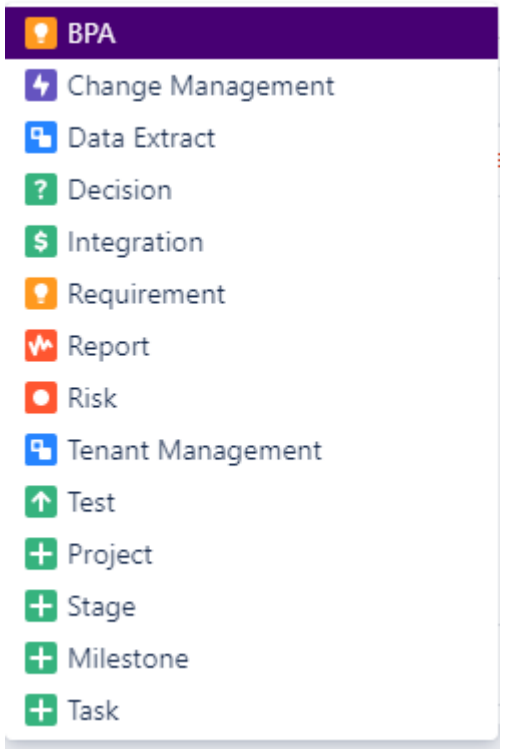
“WD University of Virginia” Issue Types

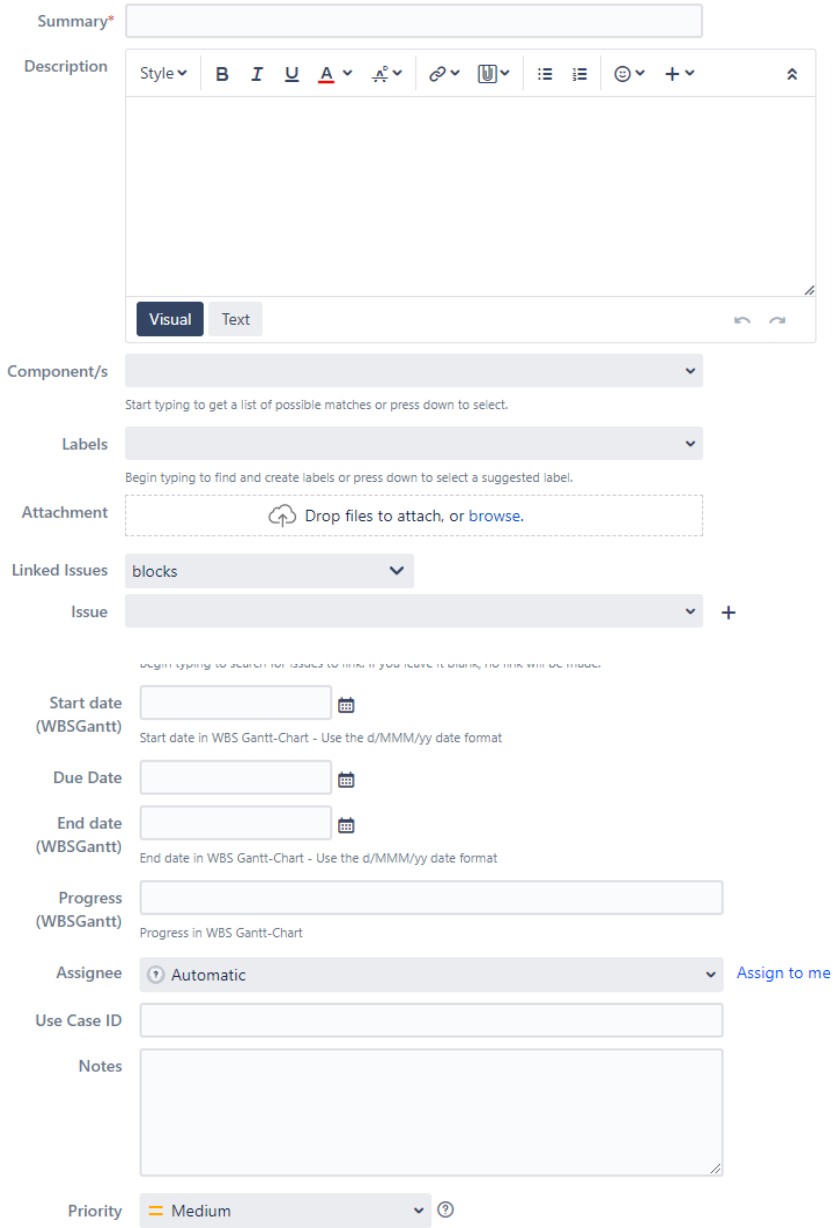


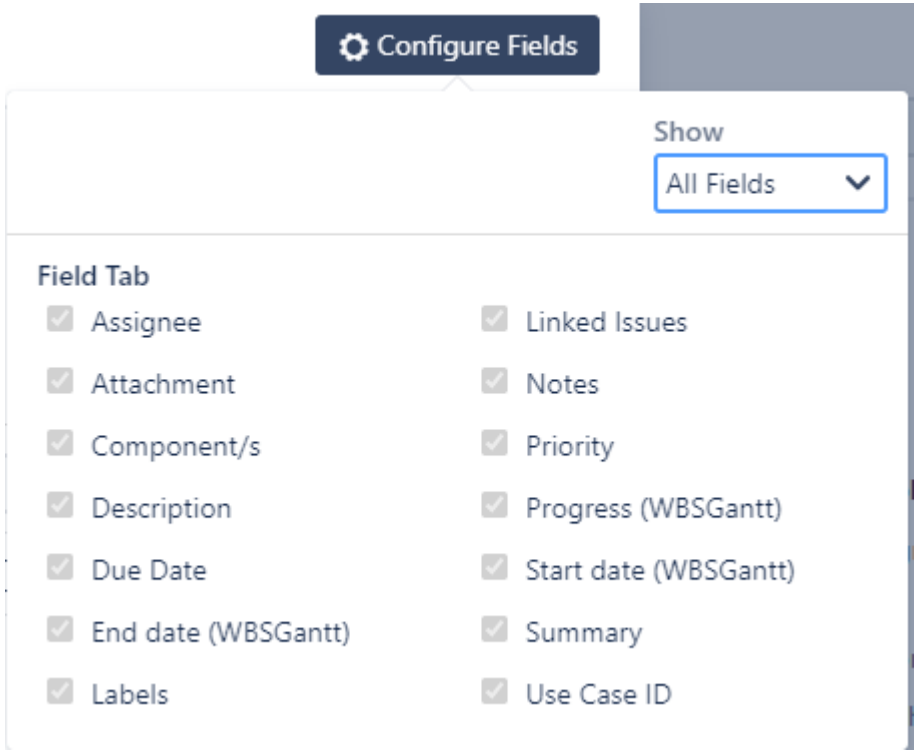
Current Count of Each (as of 2/17/23)

Issue Type	Status							
	TO DO	IN PROGRESS	TREATED	DONE	REMOVED	PASS	CLOSED	T:
Action Item	27	17	0	211	0	0	0	**255**
Decision	1	0	0	0	0	0	0	**1**
Integration	0	0	0	46	5	0	0	**51**
Milestone	0	0	0	2	0	0	0	**2**
Project	0	1	0	1	0	0	0	**2**
Risk	0	0	2	0	0	0	20	**22**
Stage	0	0	0	8	0	0	0	**8**
Subtask	1	0	0	39	0	0	0	**40**
Task	0	1	0	20	0	0	0	**21**
Test	0	0	0	0	0	90	7	**97**
Test Step	0	0	0	0	0	0	1	**1**
Total Unique Issues:	**29**	**19**	**2**	**327**	**5**	**90**	**28**	**500**

Action Item

Create Screen





Action Item

Edit Screen

Issue Type* Action Item

Summary* Error adding cost centers in the grid and the cost centers exist

Description

Style B I U A

I was attempting to added P2P approver with the cost center organization type and it's generating an error.

It's not finding cost centers that actually do exist.

Visual Text

Priority High

Comment

Style B I U A

Visual Text

Component/s

Start typing to get a list of possible matches or press down to select.

Labels

Begin typing to find and create labels or press down to select a suggested label.

Attachment

Drop files to attach, or browse.

Linked Issues blocks

Issue

Begin typing to search for issues to link. If you leave it blank, no link will be made.

Start date (WBSGantt)

Start date in WBS Gantt-Chart - Use the d/MMM/yy date format

Due Date

End date (WBSGantt)

End date in WBS Gantt-Chart - Use the d/MMM/yy date format

Progress (WBSGantt)

Progress in WBS Gantt-Chart

Assignee Litao Zhao Assign to me

Use Case ID

Notes

A request for Helen Meade submitted late Jan. (request has been cancelled)

I could not add these cost centers to the grid for P2P Approver / Cost Center /

Configure Fields

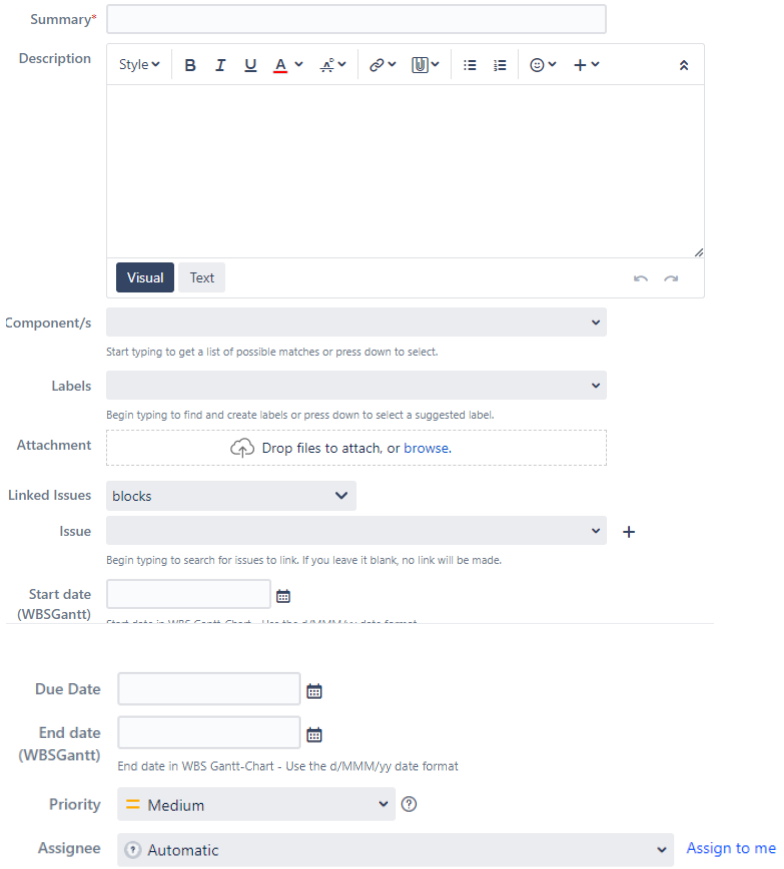
Show All Fields

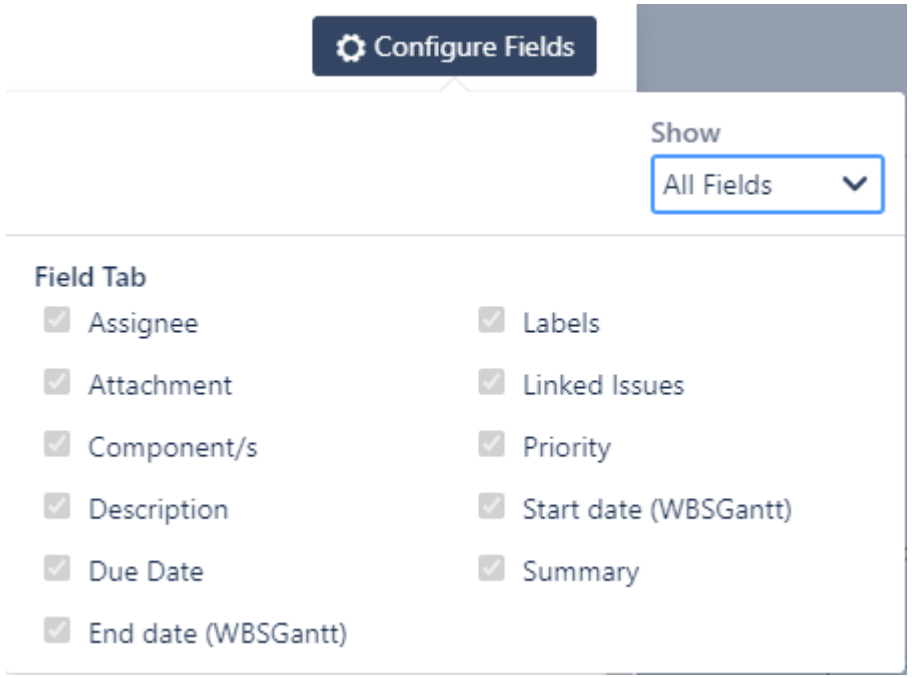
Field Tab

- Assignee
- Attachment
- Comment
- Component/s
- Description
- Due Date
- End date (WBSGantt)
- Issue Type
- Labels
- Linked Issues
- Notes
- Priority
- Progress (WBSGantt)
- Start date (WBSGantt)
- Summary
- Use Case ID

Decision

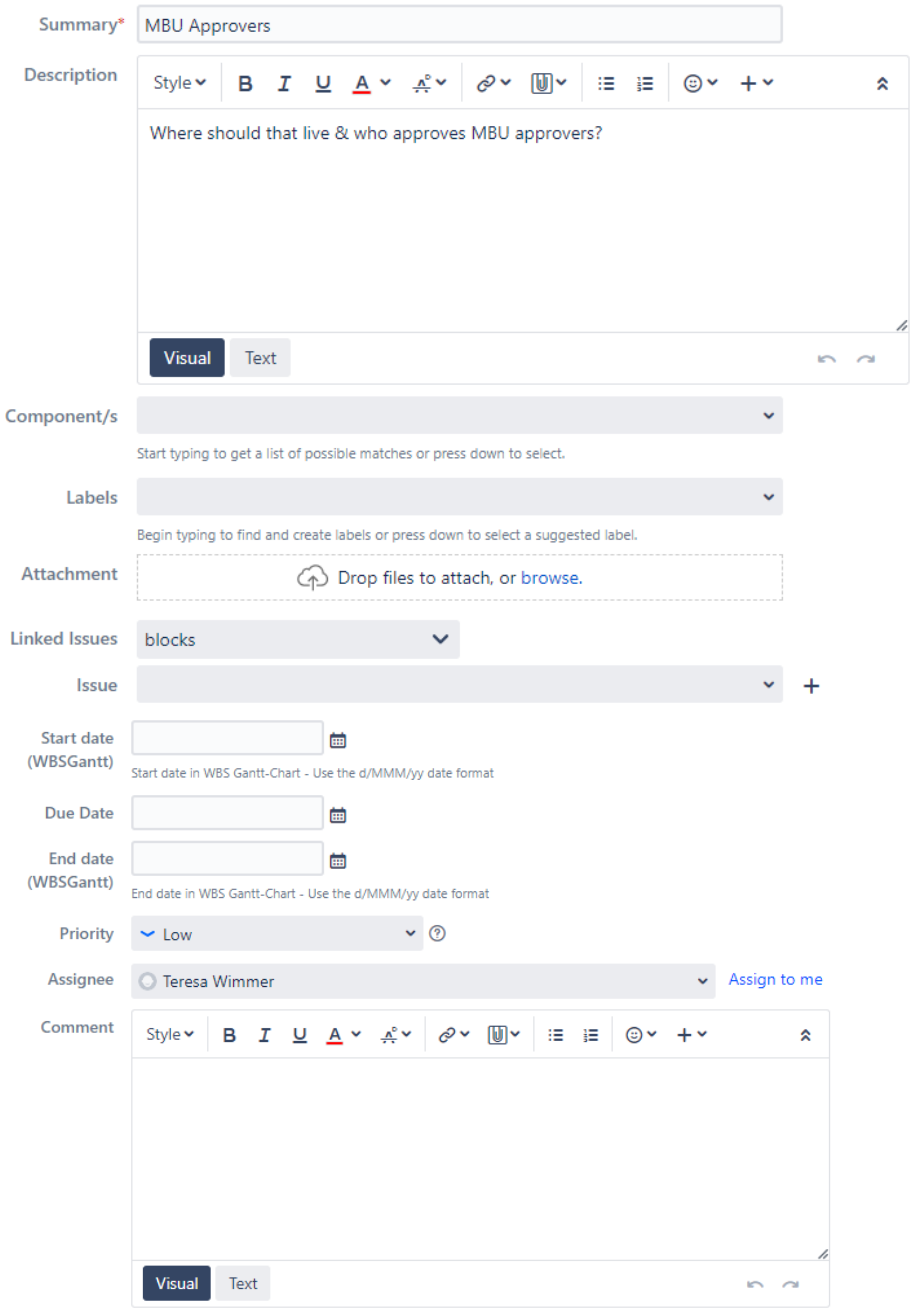
Create Screen

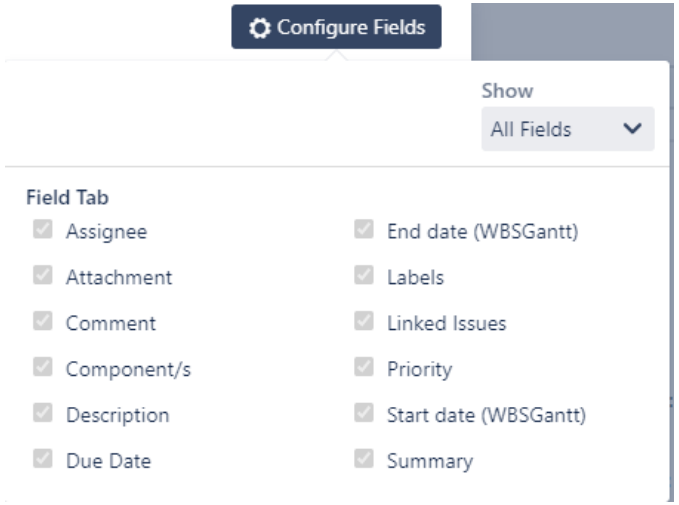




Decision

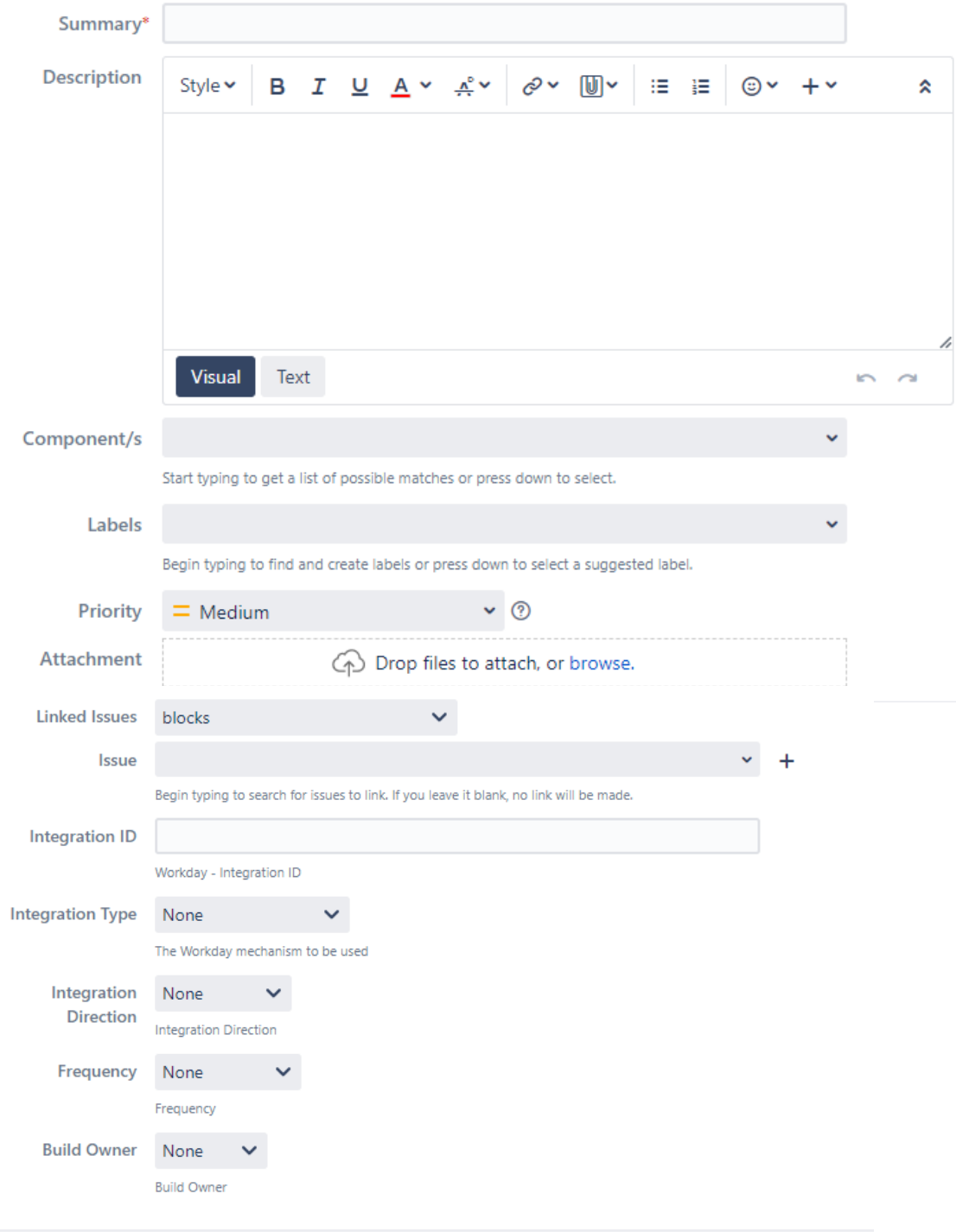
Edit Screen





Integration

Create Screen – Basic Info



Basic Info

- Attachment
- Build Owner
- Component/s
- Description
- Frequency
- Integration Direction
- Integration ID
- Integration Type
- Labels
- Linked Issues
- Priority
- Summary

Integration

Create Screen – Dates & Development

Design Due Date

Design Due Date - Use the d/MMM/yy date format

Design % None

Workday - Design %

Build Due Date

Build Due Date - Use the d/MMM/yy date format

Build % None

Workday - Build Percentage

Unit Testing Due Date

Unit Testing Due Date - Use the d/MMM/yy date format

Unit Test % None

Unit Test %

Integration Master Tenant None

Integration Master Tenant

Deployed to Master None

Deployment Phase None

Workday - Deployment Phase

Deployment Wave None

Workday - Deployment Wave

Start date (WBSGantt)

Start date in WBS Gantt-Chart - Use the d/MMM/yy date format

Due Date

End date (WBSGantt)

End date in WBS Gantt-Chart - Use the d/MMM/yy date format

First Run Date in Production

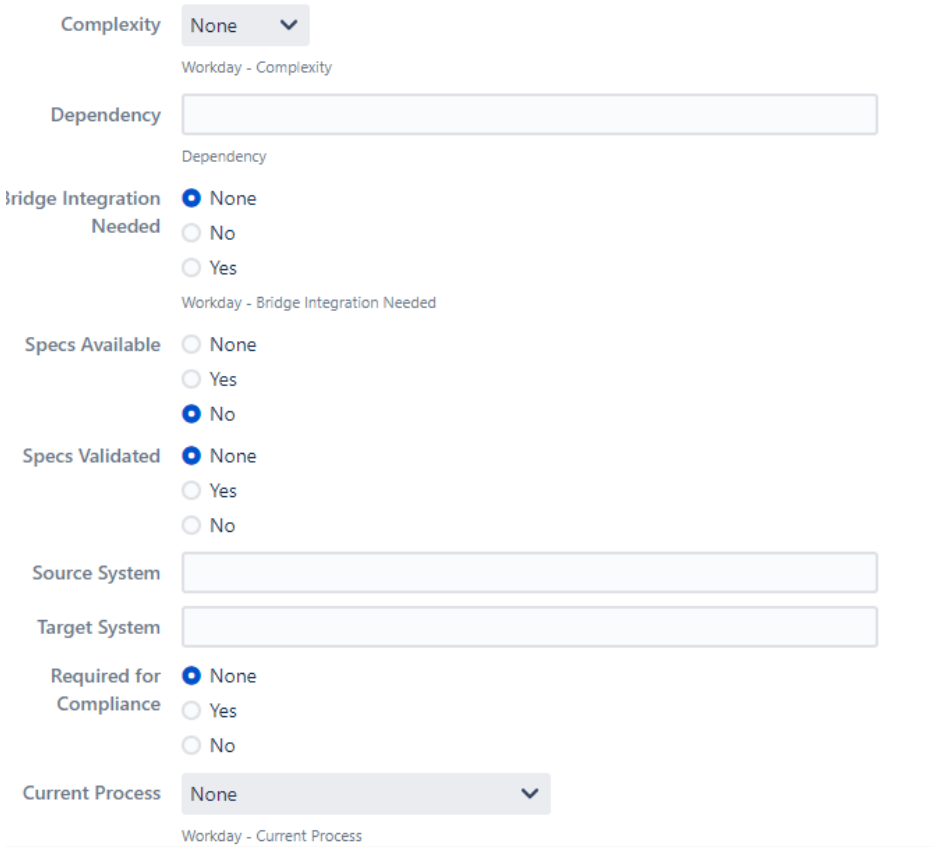
First Run Date in Production - Use the d/MMM/yy date format

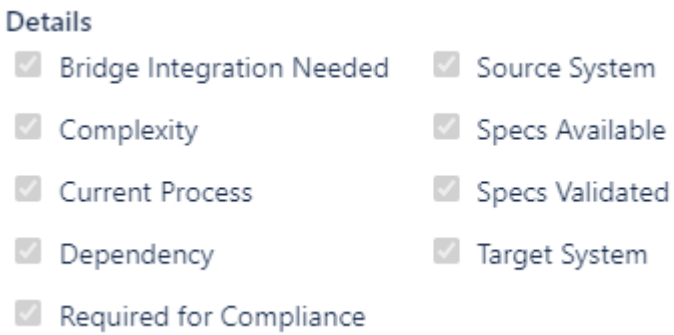
Dates & Development

- Build %
- Build Due Date
- Deployed to Master
- Deployment Phase
- Deployment Wave
- Design %
- Design Due Date
- Due Date
- End date (WBSGantt)
- First Run Date in Production
- Integration Master Tenant
- Start date (WBSGantt)
- Unit Test %
- Unit Testing Due Date

Integration

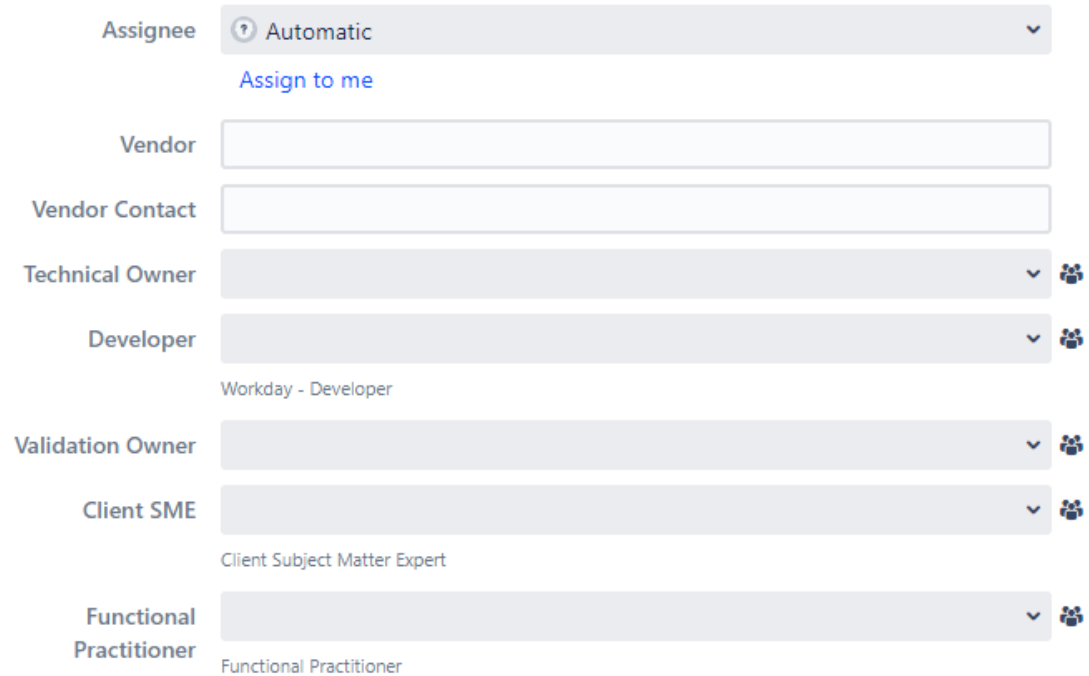
Create Screen – Details

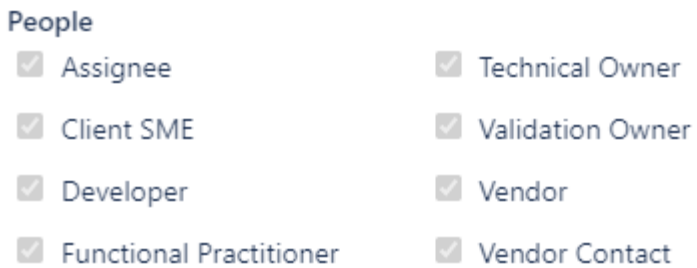




Integration

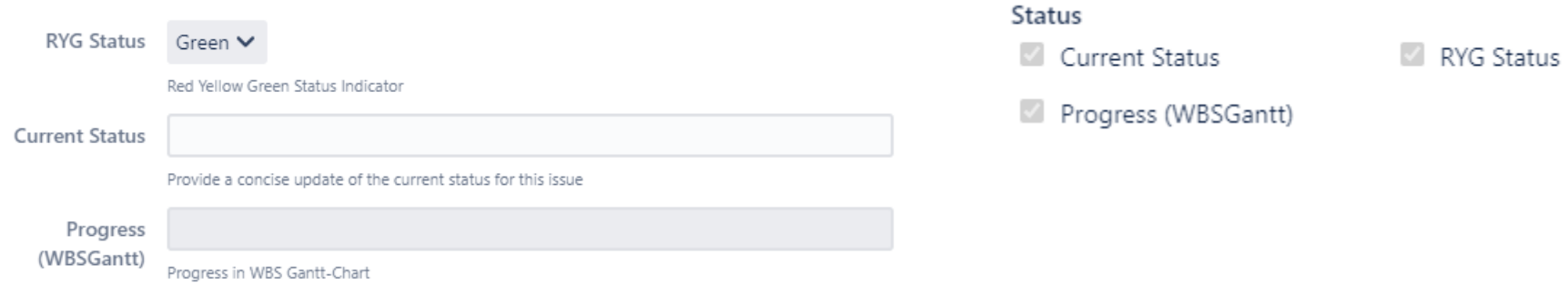
Create Screen – People





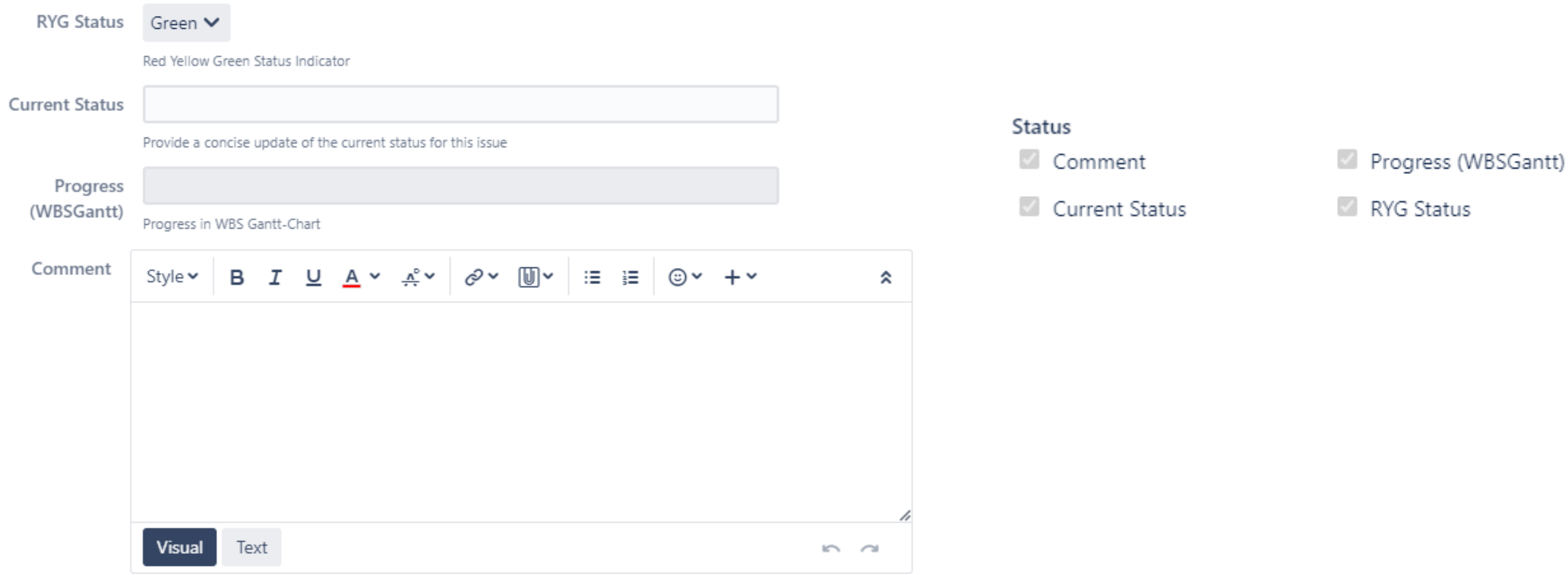
Integration

Create Screen – Status



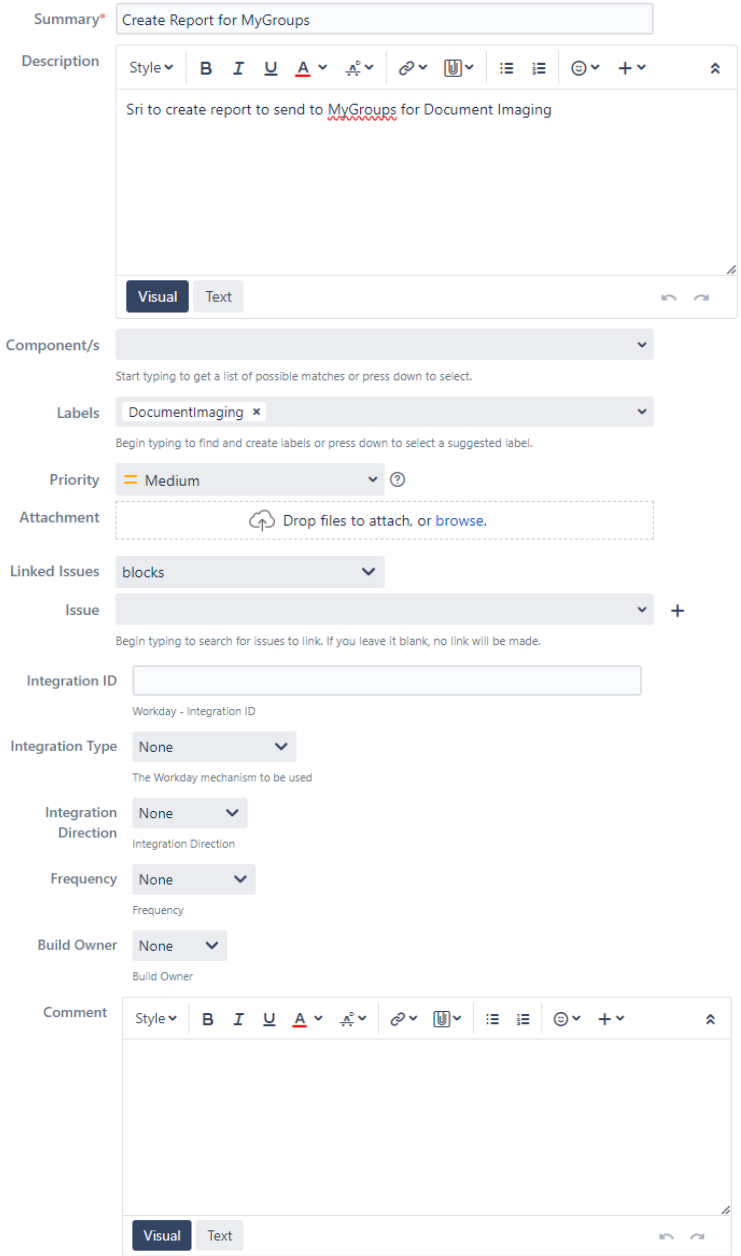
Integration

Edit Screen - Status



Integration

Edit Screen – Basic Info

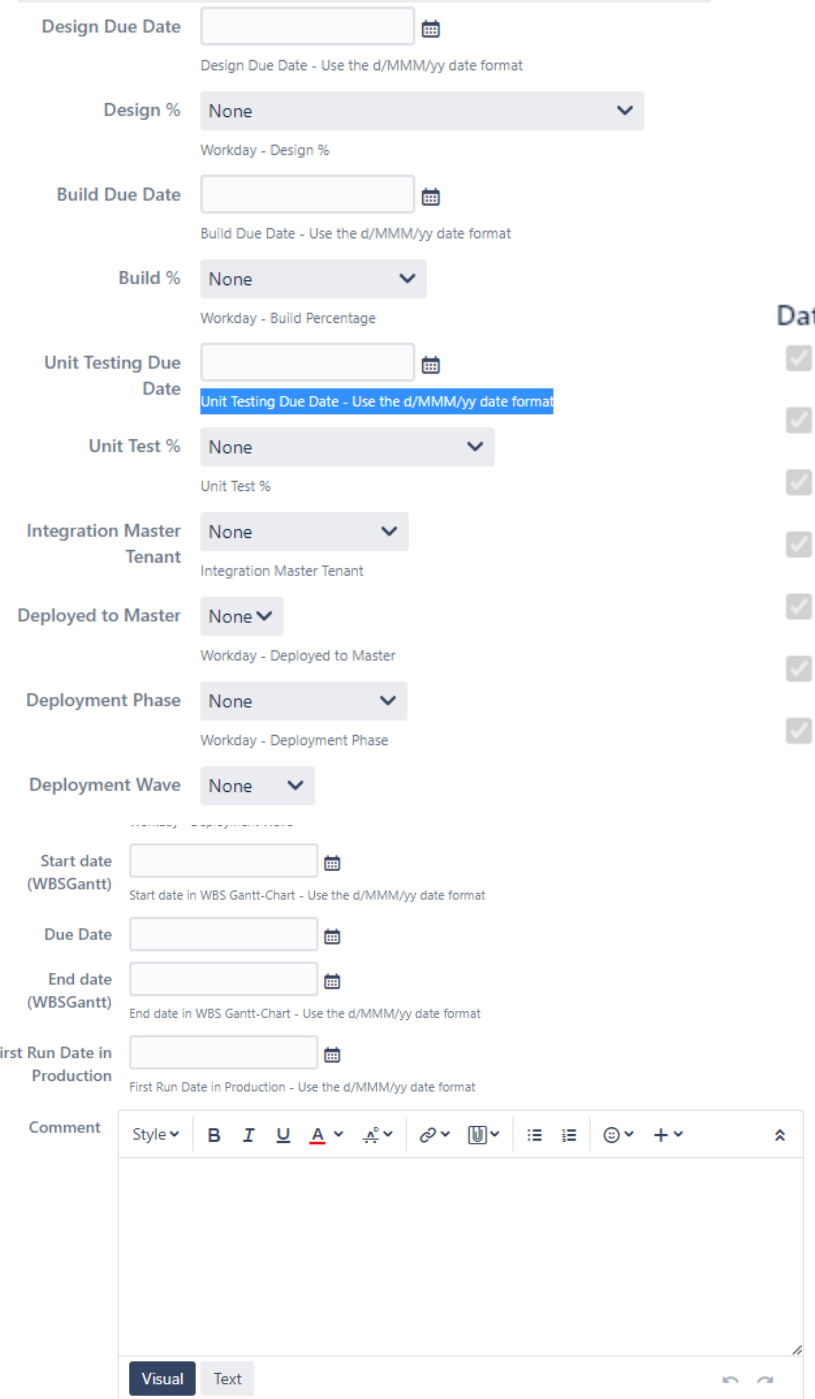


Basic Info

- [x] Attachment
- [x] Build Owner
- [x] Component/s
- [x] Description
- [x] Frequency
- [x] Integration Direction
- [x] Integration ID
- [x] Integration Type
- [x] Labels
- [x] Linked Issues
- [x] Priority
- [x] Summary

Integration

Edit Screen – Dates & Development



Dates & Development

- Build %
- Build Due Date
- Deployed to Master
- Deployment Phase
- Deployment Wave
- Design %
- Design Due Date
- Due Date
- End date (WBSGantt)
- First Run Date in Production
- Integration Master Tenant
- Start date (WBSGantt)
- Unit Test %
- Unit Testing Due Date

Integration

Edit Screen – Details

Complexity: None

Workday - Complexity

Dependency

Dependency

Bridge Integration Needed: None / No / Yes

Workday - Bridge Integration Needed

Specs Available: None / Yes / No

Specs Validated: None / Yes / No

Source System

Target System

Required for Compliance: None / Yes / No

Current Process: None

Workday - Current Process

Comment

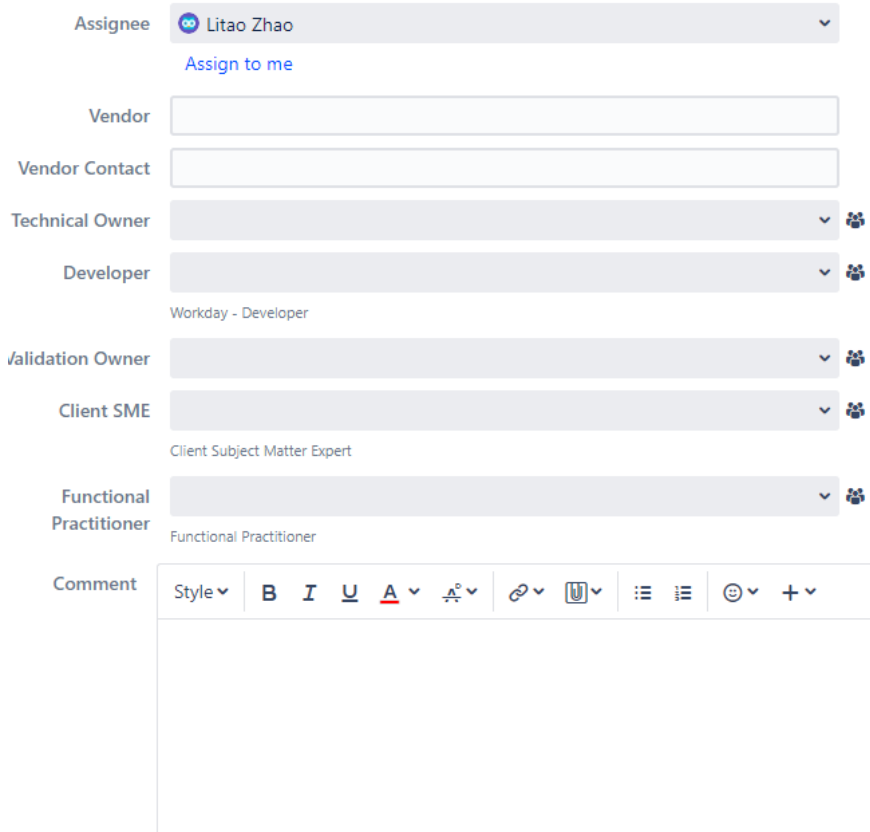
Style | B | I | U | A | Visual | Text

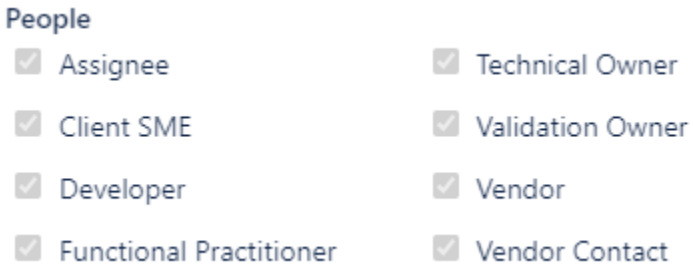
Details

- [x] Bridge Integration Needed
- [x] Complexity
- [x] Current Process
- [x] Dependency
- [x] Required for Compliance
- [x] Source System
- [x] Specs Available
- [x] Specs Validated
- [x] Target System

Integration

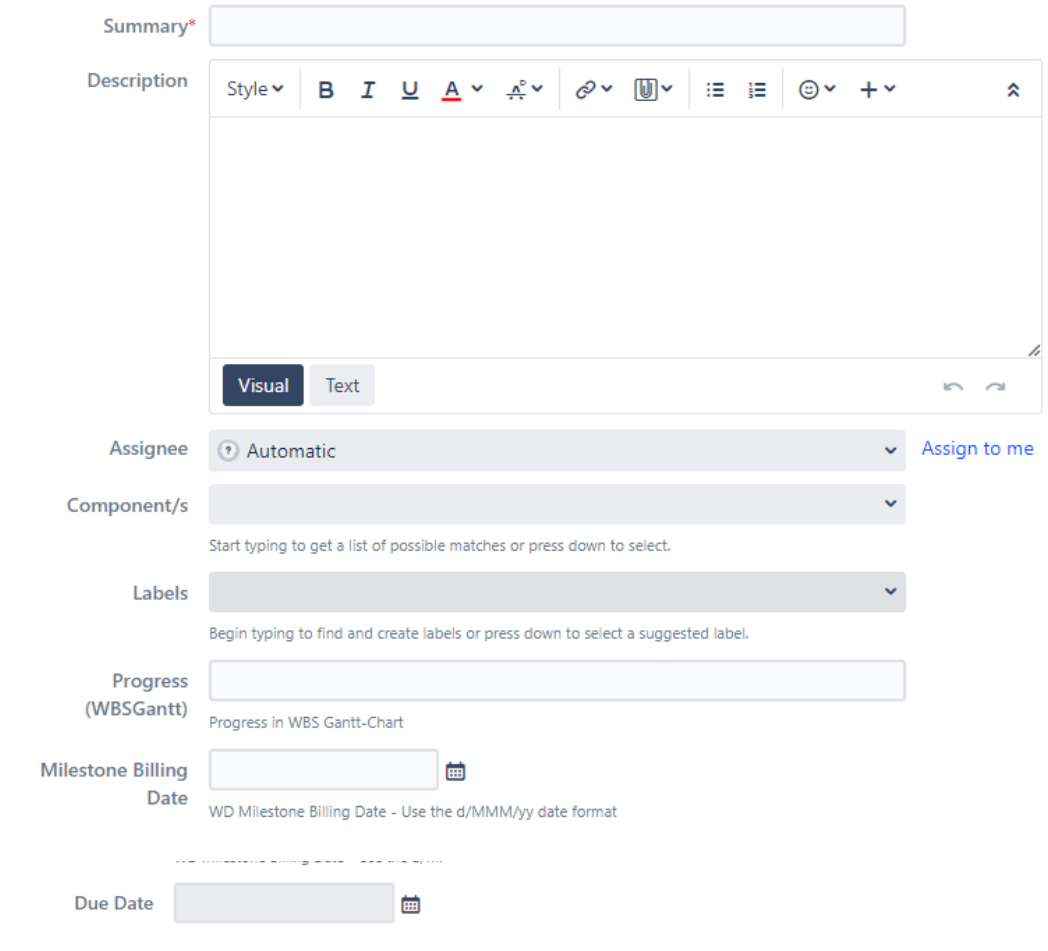
Edit Screen – People

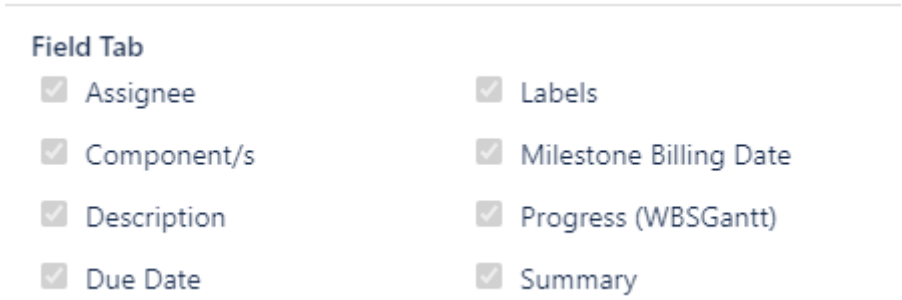




Milestone

Create Screen





Milestone

Edit Screen

Summary* UVA WD Extend SIS App - MTP

Description

Style

Visual Text

Assignee Leslie Obourn Assign to me

Component/s Extend ×

Start typing to get a list of possible matches or press down to select.

Labels Extend × HE × MTP ×

Begin typing to find and create labels or press down to select a suggested label.

Progress (WBSGantt) 100

Progress in WBS Gantt-Chart

Milestone Billing Date

WD Milestone Billing Date - Use the d/MMM/yy date format

Due Date

Comment

Style

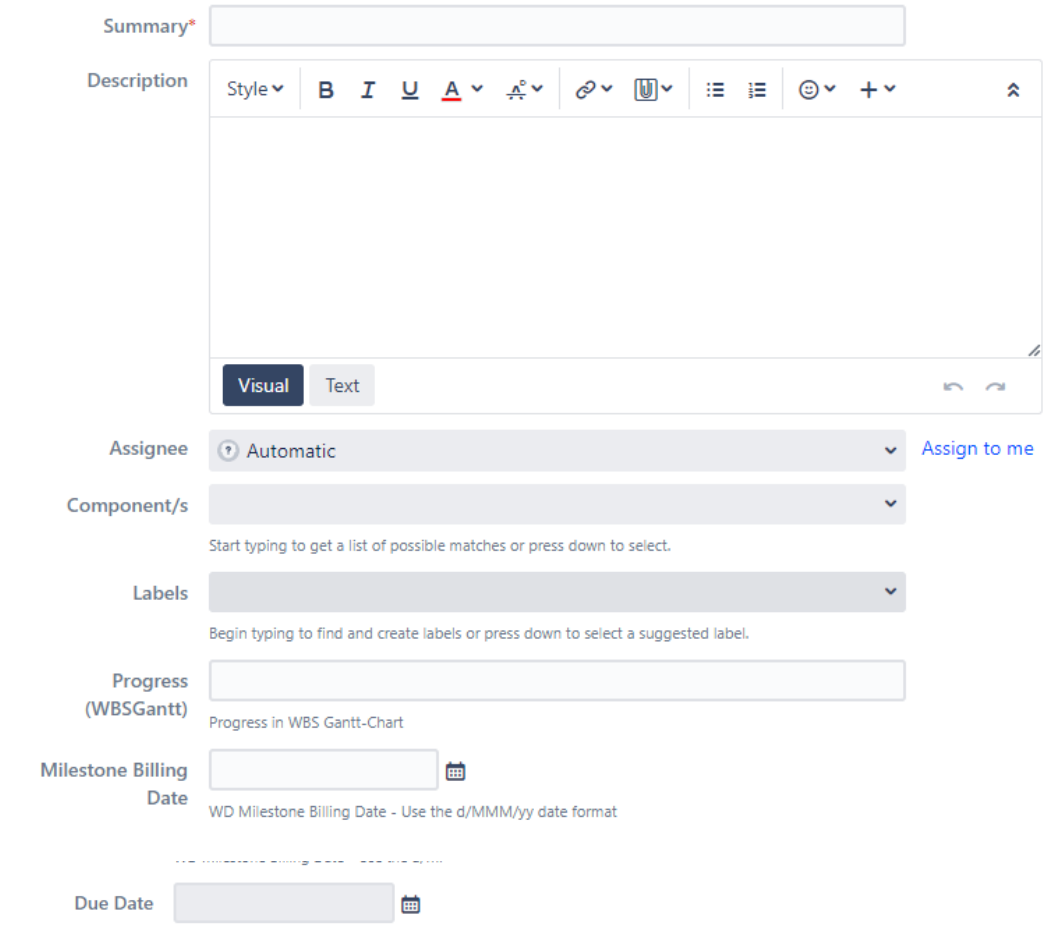
Visual Text

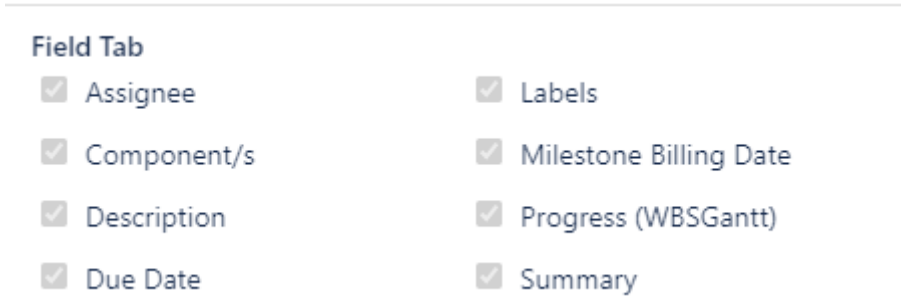
Field Tab

- [x] Assignee
- [x] Comment
- [x] Component/s
- [x] Description
- [x] Due Date
- [x] Issue Type
- [x] Labels
- [x] Milestone Billing Date
- [x] Progress (WBSGantt)
- [x] Summary

Milestone

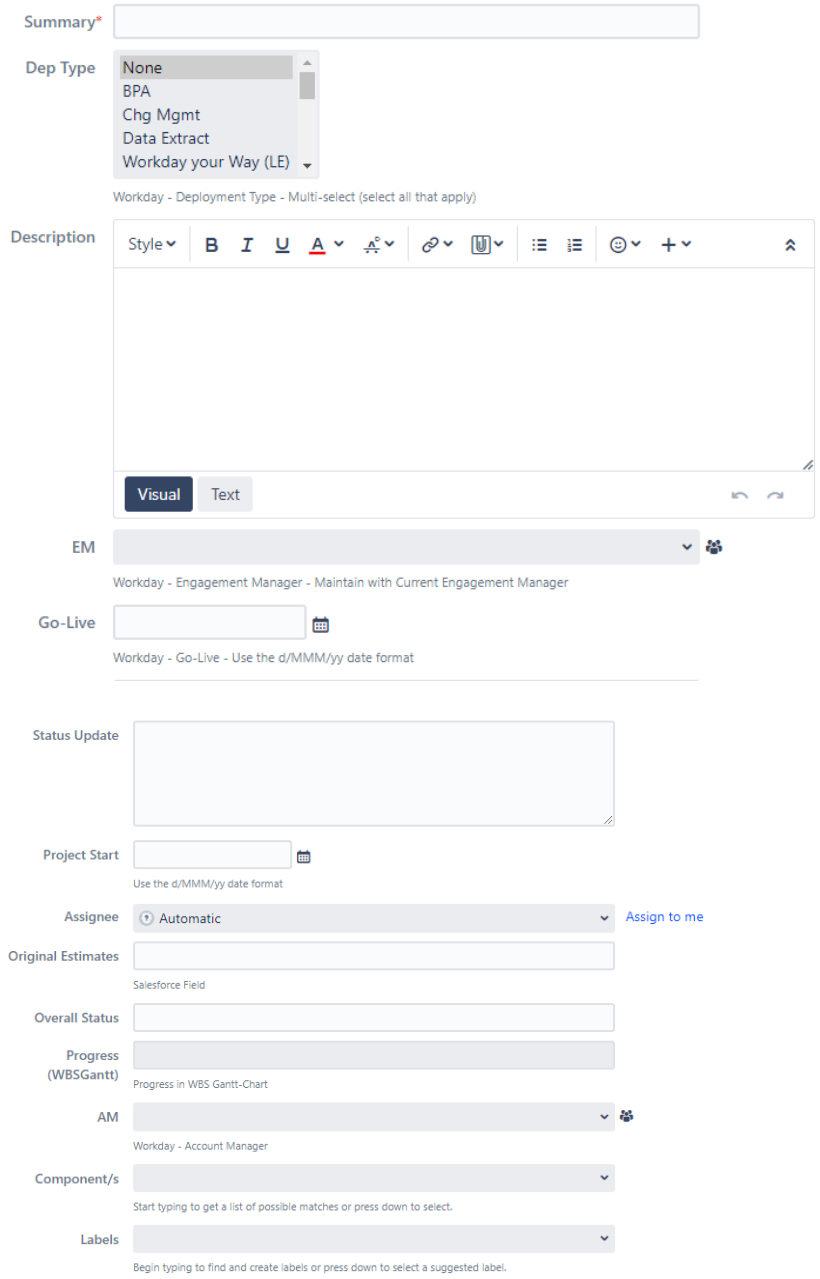
Create Screen





Project

Create Screen



Field Tab

- [x] AM
- [x] Assignee
- [x] Component/s
- [x] Dep Type
- [x] Description
- [x] EM
- [x] Go-Live
- [x] Labels
- [x] Original Estimates
- [x] Overall Status
- [x] Progress (WBSGantt)
- [x] Project Start
- [x] Status Update
- [x] Summary

Project

Edit Screen

Summary* WD Extend - University of Virginia

Dep Type
Launch (LDP)
Opt
Phase 1
Phase 2
Phase 3+

Workday - Deployment Type - Multi-select (select all that apply)

Description

Style

Visual Text

EM

Workday - Engagement Manager - Maintain with Current Engagement Manager

Go-Live

Workday - Go-Live - Use the d/MMM/yy date format

Status Update

Project Start

Use the d/MMM/yy date format

Assignee Leslie Obourn Assign to me

Original Estimates

Salesforce Field

Overall Status

Progress (WBSGantt) 98.153

Progress in WBS Gantt-Chart

AM

Workday - Account Manager

Component/s Extend ×

Start typing to get a list of possible matches or press down to select.

Labels Extend × HE ×

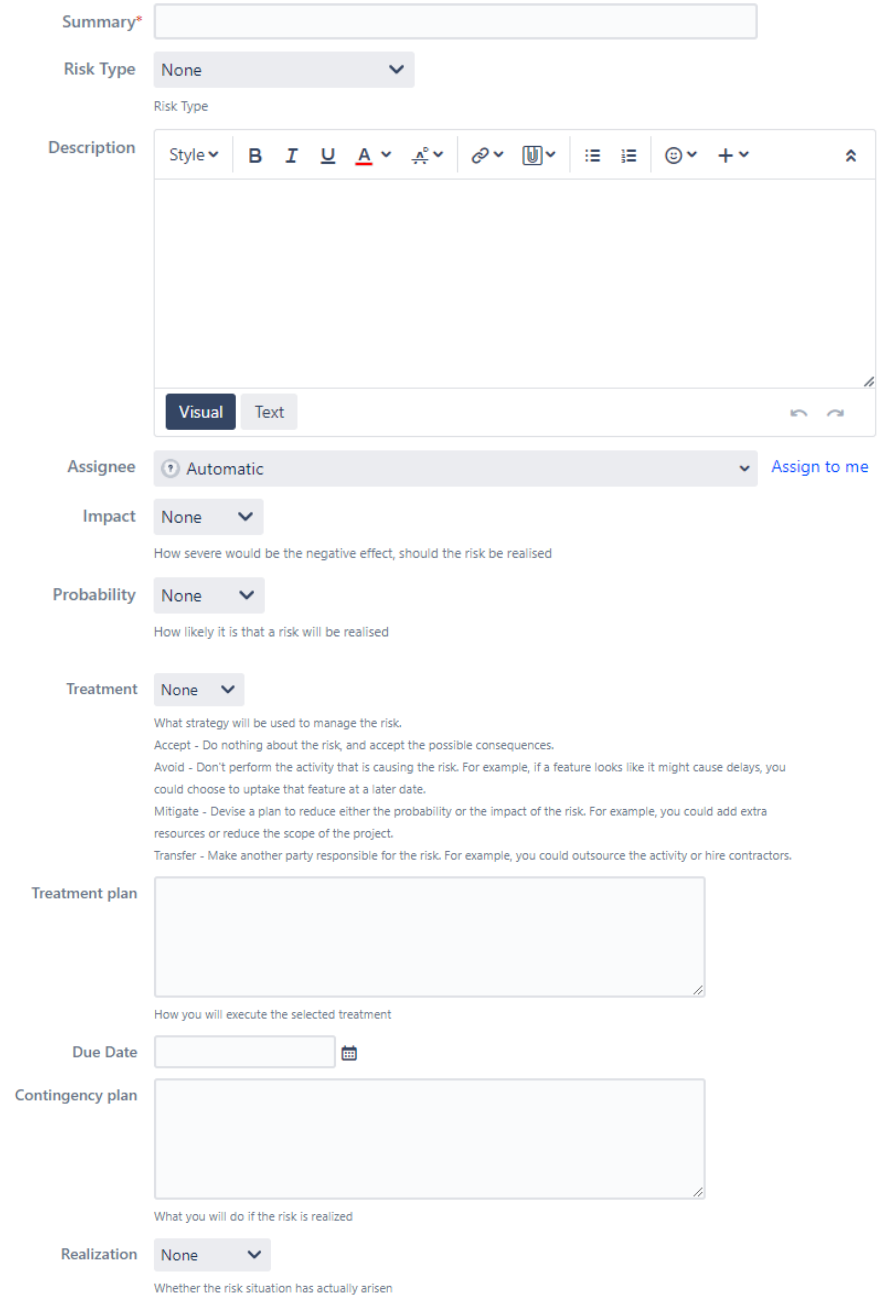
Begin typing to find and create labels or press down to select a suggested label.

Field Tab

- [x] AM
- [x] Assignee
- [x] Comment
- [x] Component/s
- [x] Dep Type
- [x] Description
- [x] EM
- [x] Go-Live
- [x] Issue Type
- [x] Labels
- [x] Original Estimates
- [x] Overall Status
- [x] Progress (WBSGantt)
- [x] Project Start
- [x] Status Update
- [x] Summary

Risk

Create Screen



main

- [x] Assignee
- [x] Component/s
- [x] Contingency plan
- [x] Description
- [x] Due Date
- [x] Impact
- [x] Labels
- [x] Probability
- [x] Realization
- [x] Risk Type
- [x] Summary
- [x] Treatment
- [x] Treatment plan

Risk

Edit Screen

Summary* Workday deployment scorecard health

Risk Type WD-DHP

Risk Type

Description

Style

Is the Workday deployment scorecard health escalated because SCI or the client has a specific ask or need from Workday?

Visual Text

Assignee Leslie Obourn Assign to me

Impact Minor

How severe would be the negative effect, should the risk be realised

Probability Unlikely

How likely it is that a risk will be realised

Treatment Accept

What strategy will be used to manage the risk.

Accept - Do nothing about the risk, and accept the possible consequences.

Avoid - Don't perform the activity that is causing the risk. For example, if a feature looks like it might cause delays, you could choose to uptake that feature at a later date.

Mitigate - Devise a plan to reduce either the probability or the impact of the risk. For example, you could add extra resources or reduce the scope of the project.

Transfer - Make another party responsible for the risk. For example, you could outsource the activity or hire contractors.

Treatment plan 2/1 - UVA has a post production support contract through March 2023 for Extend Support

How you will execute the selected treatment

Due Date

Residual Impact None

The impact of the risk remaining after any treatment will have been applied.

Residual Probability None

The probability of the risk remaining after any treatment will have been applied.

Contingency plan

Contingency plan

What you will do if the risk is realized

Realization Not realized

Whether the risk situation has actually arisen

Component/s

Start typing to get a list of possible matches or press down to select.

Labels PPS ×

Begin typing to find and create labels or press down to select a suggested label.

Comment

Style

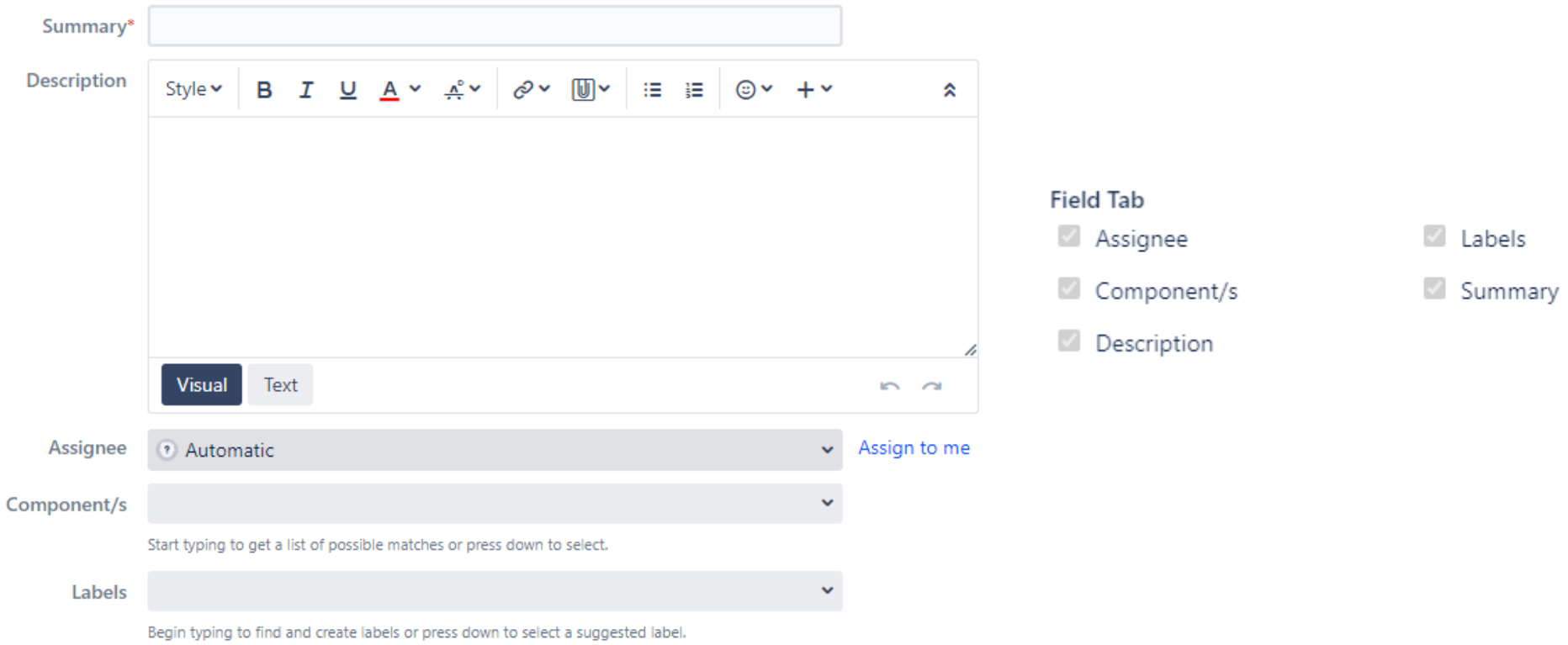
Visual Text

main

- Assignee
- Comment
- Component/s
- Contingency plan
- Description
- Due Date
- Impact
- Labels
- Probability
- Realization
- Residual Impact
- Residual Probability
- Risk Type
- Summary
- Treatment
- Treatment plan

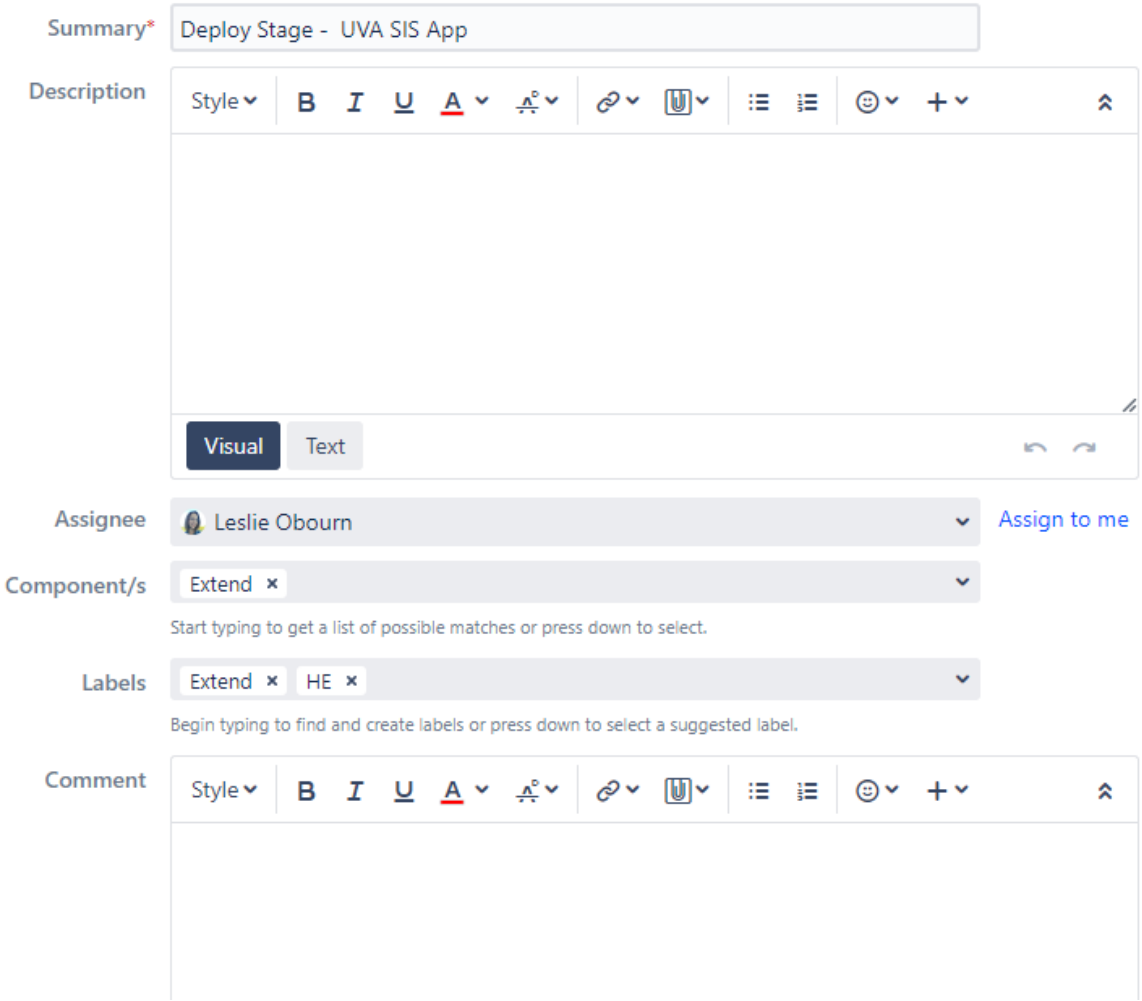
Stage

Create Screen



Stage

Edit Screen

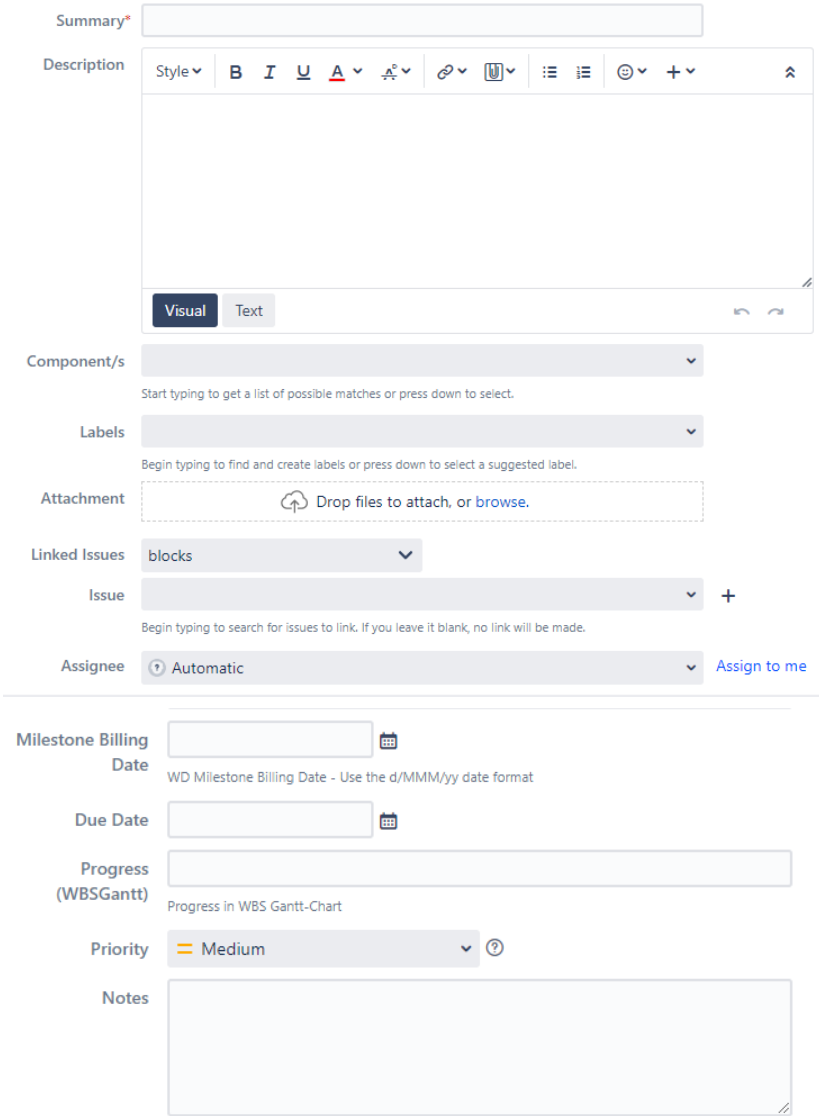


Field Tab

- Assignee
- Comment
- Component/s
- Description
- Issue Type
- Labels
- Summary

Task

Create Screen

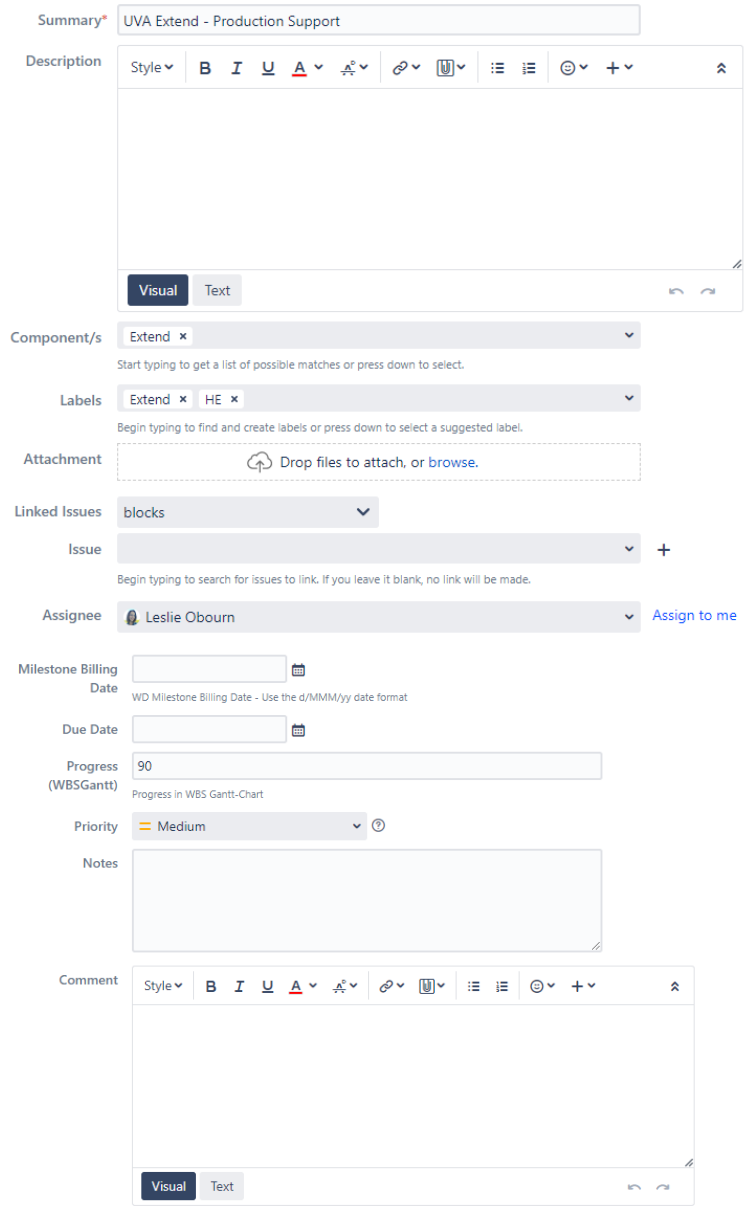


Field Tab

- [x] Assignee
- [x] Attachment
- [x] Component/s
- [x] Description
- [x] Due Date
- [x] Labels
- [x] Linked Issues
- [x] Milestone Billing Date
- [x] Notes
- [x] Priority
- [x] Progress (WBSGantt)
- [x] Summary

Task

Edit Screen

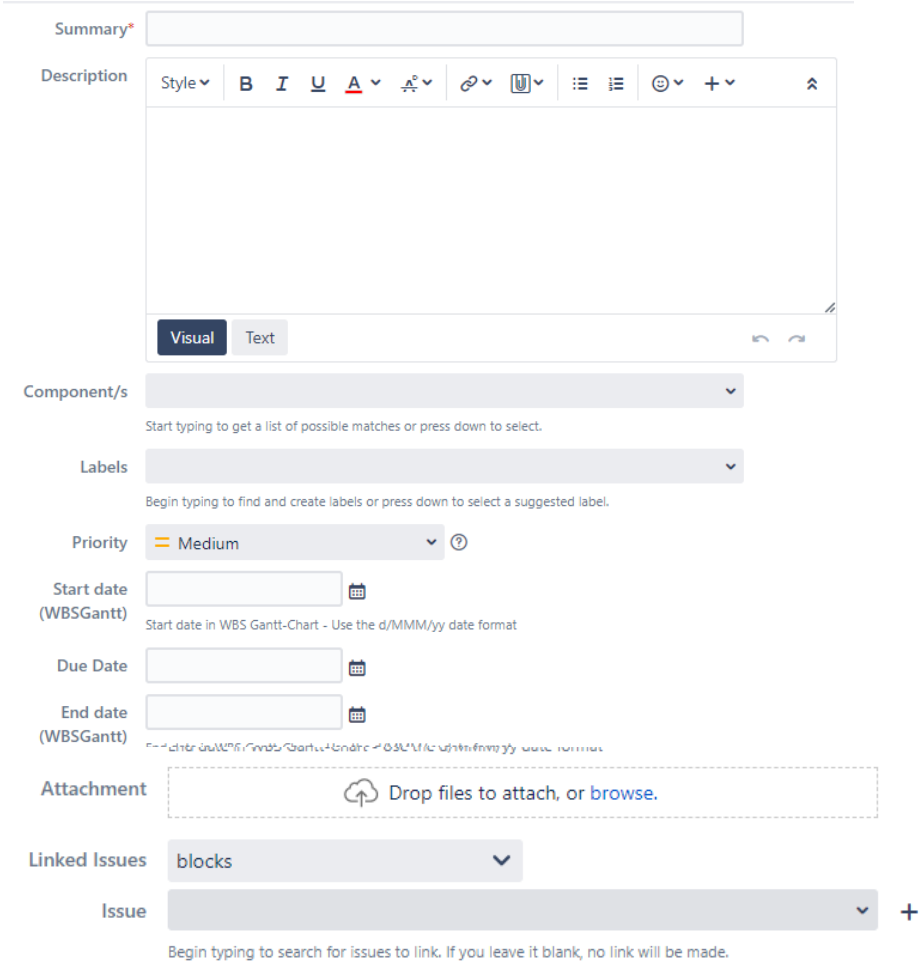


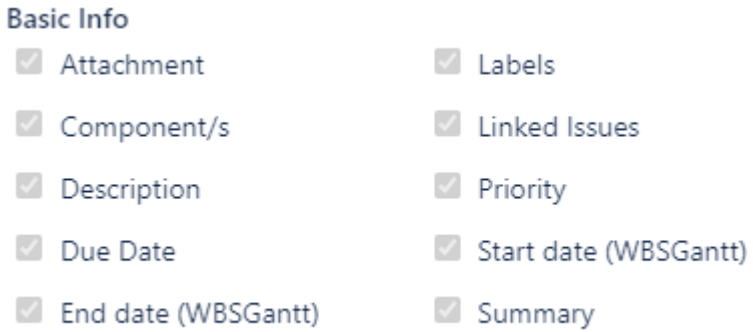
Field Tab

- [x] Assignee
- [x] Attachment
- [x] Comment
- [x] Component/s
- [x] Description
- [x] Due Date
- [x] Issue Type
- [x] Labels
- [x] Linked Issues
- [x] Milestone Billing Date
- [x] Notes
- [x] Priority
- [x] Progress (WBSGantt)
- [x] Summary

Test

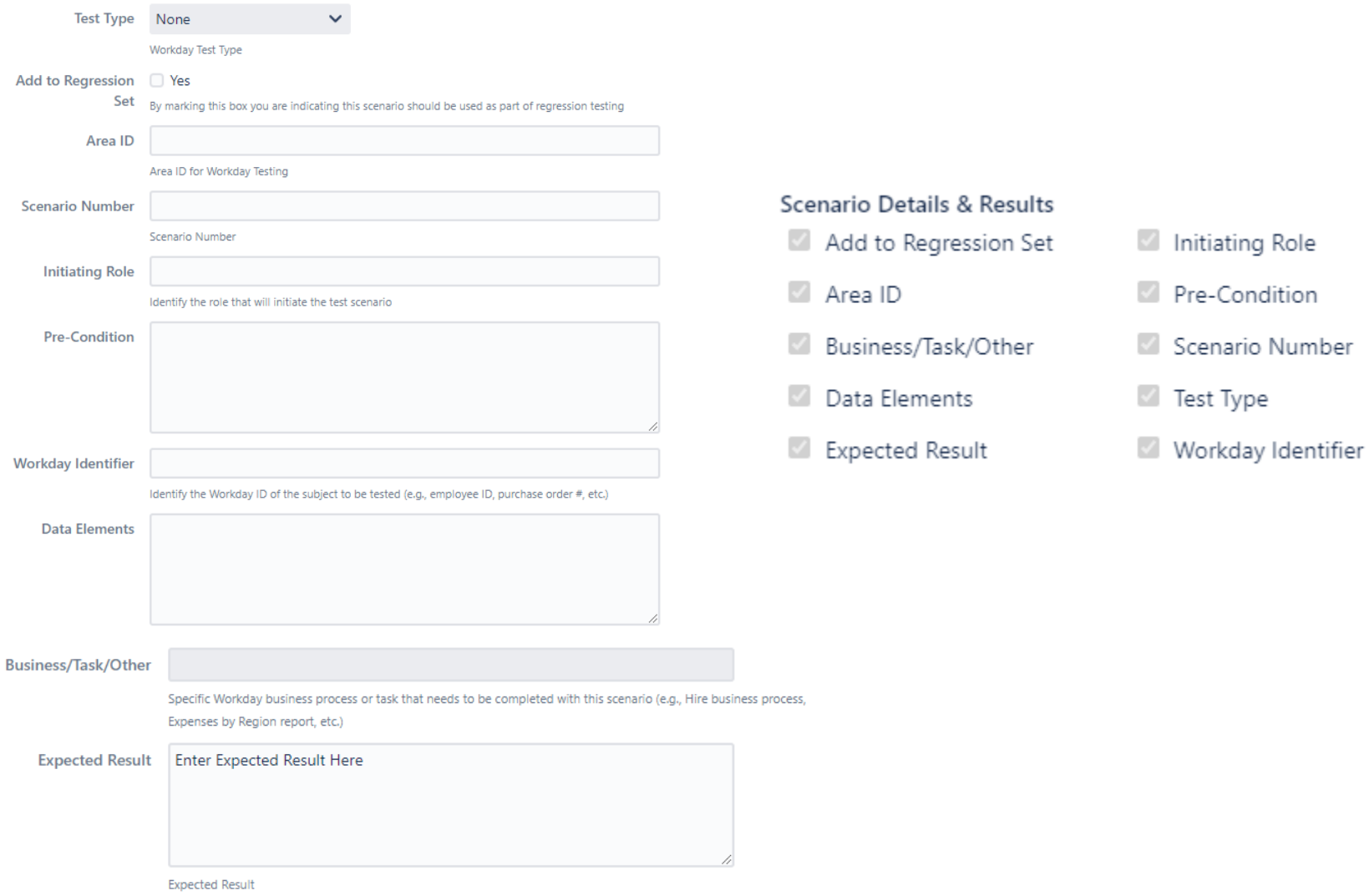
Create Screen - Basic Info





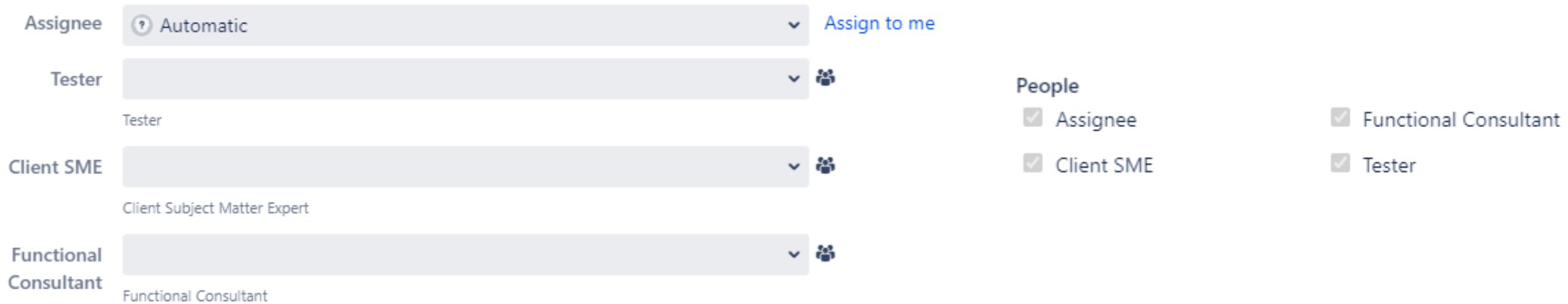
Test

Create Screen – Scenario Details and Results



Test

Create Screen – People



Test

Create Screen – TSG Info

General Scenario ☐ Yes

This is a generic scenario recommended by Accenture

Tracking Number

Tracking Number from the Accenture Test Scenario Generator

Version Number

Version Number

Test Scenario Type None

Test scenario type from the Accenture Test Scenario Generator

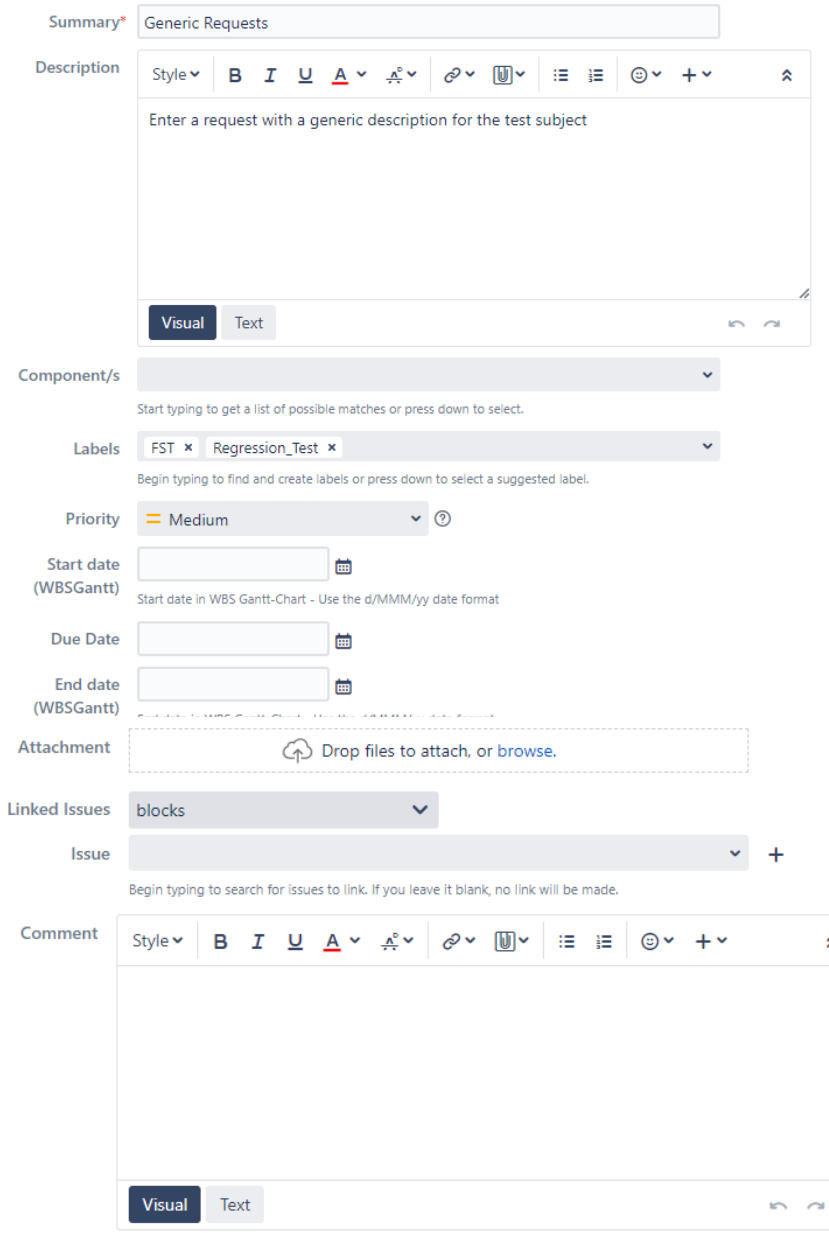
TSG Info

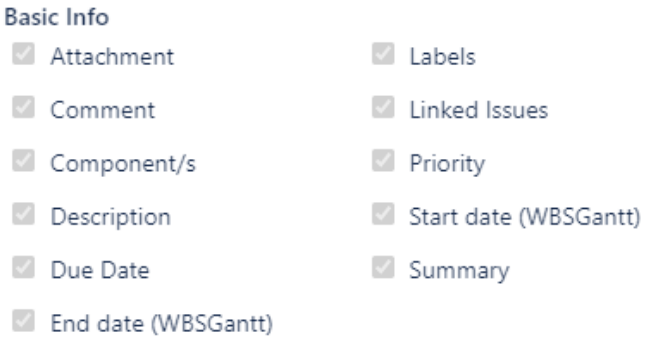
☑ General Scenario ☑ Tracking Number

☑ Test Scenario Type ☑ Version Number

Test

Edit Screen - Basic Info





Test

Edit Screen – Scenario Details & Results

Test Type: Unit Test

Workday Test Type

Add to Regression Set: ☐ Yes

By marking this box you are indicating this scenario should be used as part of regression testing

Area ID

Area ID for Workday Testing

Scenario Number

Scenario Number

Initiating Role

Identify the role that will initiate the test scenario

Pre-Condition

Workday Identifier

Identify the Workday ID of the subject to be tested (e.g., employee ID, purchase order #, etc.)

Data Elements: Person: Ava Thorsted

Business/Task/Other

Specific Workday business process or task that needs to be completed with this scenario (e.g., Hire business process, Expenses by Region report, etc.)

Expected Result: Enter Expected Result Here

Expected Result

Actual Result: Was able to request generic and have comments go back and forth between System Admin and Ava

Capture test results including details that will help someone replicate the scenario. NO Personally Identifiable Information should be included.

Failure Reason: None

Identify the root cause of the test scenario failure

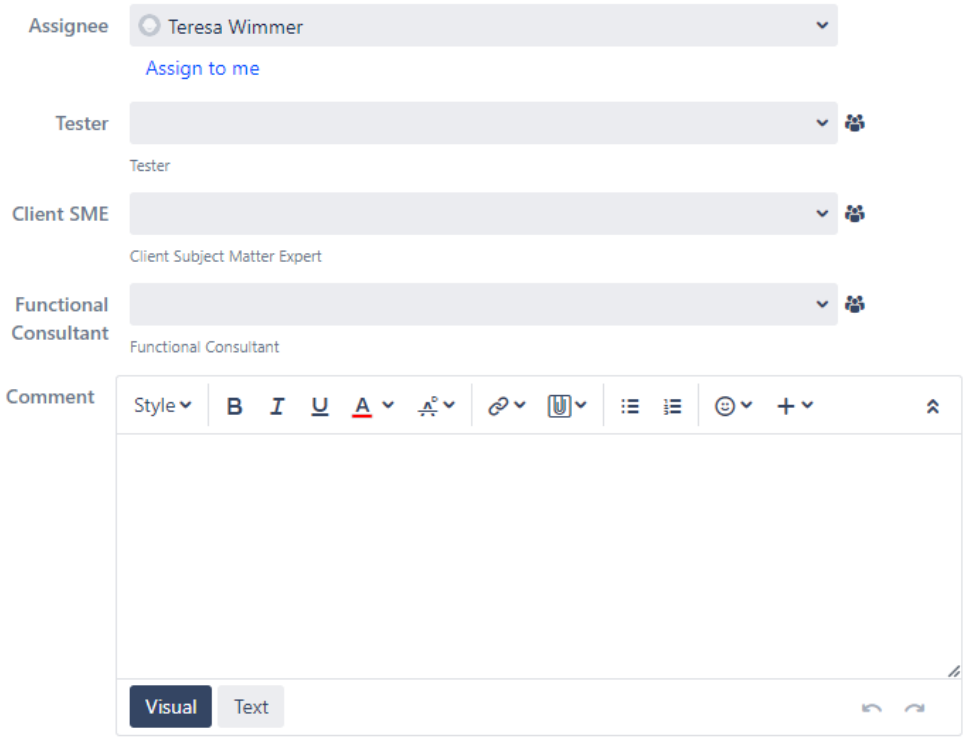
Comment: Style

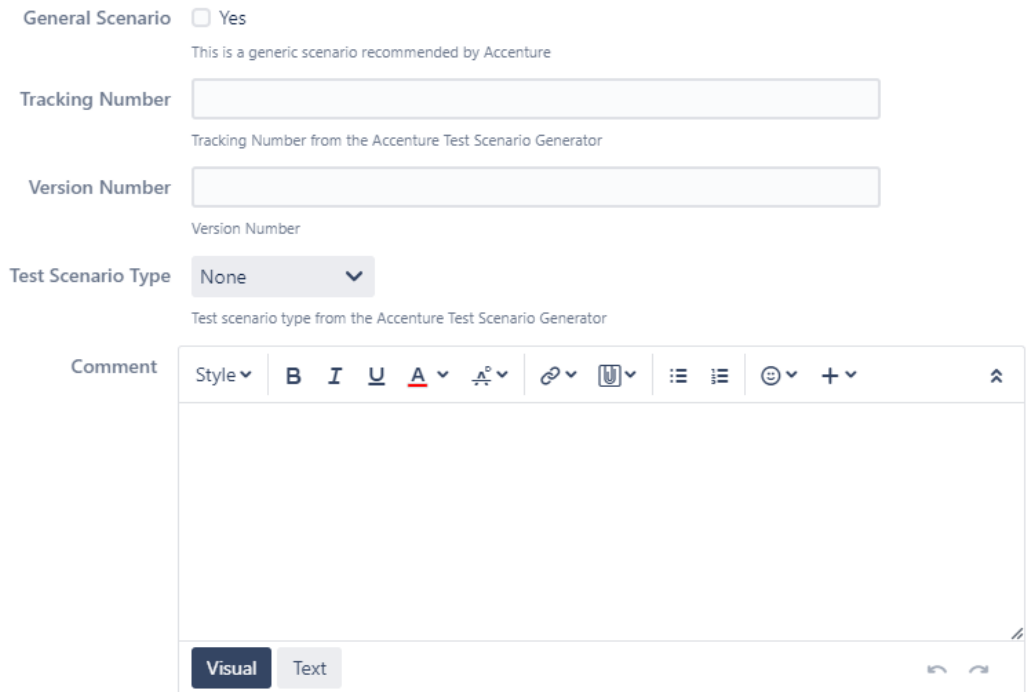
Scenario Details & Results

- ☑ Actual Result
- ☑ Add to Regression Set
- ☑ Area ID
- ☑ Business/Task/Other
- ☑ Data Elements
- ☑ Expected Result
- ☑ Failure Reason
- ☑ Initiating Role
- ☑ Pre-Condition
- ☑ Scenario Number
- ☑ Test Type
- ☑ Workday Identifier

Test

Edit Screen – People



Test

Edit Screen – TSG Info