The ever-evolving circumstances around COVID-19 are requiring UA System institutions to navigate uncertain and unprecedented situations. During this challenging time, the Project One team wants to reaffirm that the implementation of Workday is still on schedule for a Cohort 1 Go-Live on July 1. The project schedule and activities have not changed, and we are focused on supporting institutions while remaining agile.

Our team will be working remotely for the foreseeable future, but our availability to institutions will remain unchanged. Since UA System institutions are located all over the state and the Project One team is split between two offices, we have been fully utilizing virtual meeting and collaboration tools since day one and have made a seamless transition to working remotely. While our work locations may have changed, our ways of working have not.

The Project One team, Project Coordinators, Change Champions, testers, and subject-

matter experts will continue to utilize virtual collaboration tools such as:

- Zoom - meetings, working sessions, messaging
- SharePoint - document sharing
- Jira - Workday change requests
- Octane - testing runs and defects

We know your work location may change in the near future, but your continued participation and dedication to the Workday implementation is critical for our success.

Current Project Stage - Test

The next round of testing, User Acceptance Testing, will begin March 30, via Zoom, as planned. Institutions may need to leverage virtual collaboration tools within their testing teams to successfully complete tests if your teams are also working away from campus.

Zoom Video Conferencing Tips

The Project One team utilizes Zoom for all virtual meetings. Downloading the [Zoom Client for Meetings](#) to your desktop will result in the best experience when joining Project One sessions.

We have created a [Workday virtual background](#) to be used in Zoom video calls if you don't want to show off your work space. To add this background, from the Zoom menu select Preferences > Virtual Background > then click the + sign to upload an image. Make sure the "mirror my video" box is unchecked.

Thank you for continuing to make Project One a priority during these challenging times. Please do not hesitate to contact myself or any member of the Project One team if you need assistance with virtual collaboration tools.

Sincerely,

Steven Fulkerson

Vice President / CIO

University of Arkansas System