July 16, 2025

To: HR Campus Partners
From: CASK, CHR & ITS
Re: UCR/Cask Weekly Project Update: Avanti, HRSD Phase 1

Dear Colleagues,
We are currently in week eight (8) of roughly twenty-three (23) the first implementation phase of ServiceNow's HR Service Delivery in support of the Avanti Program at UC Riverside.

As it stands we are currently in a state of Green, and look to maintain that through this week.

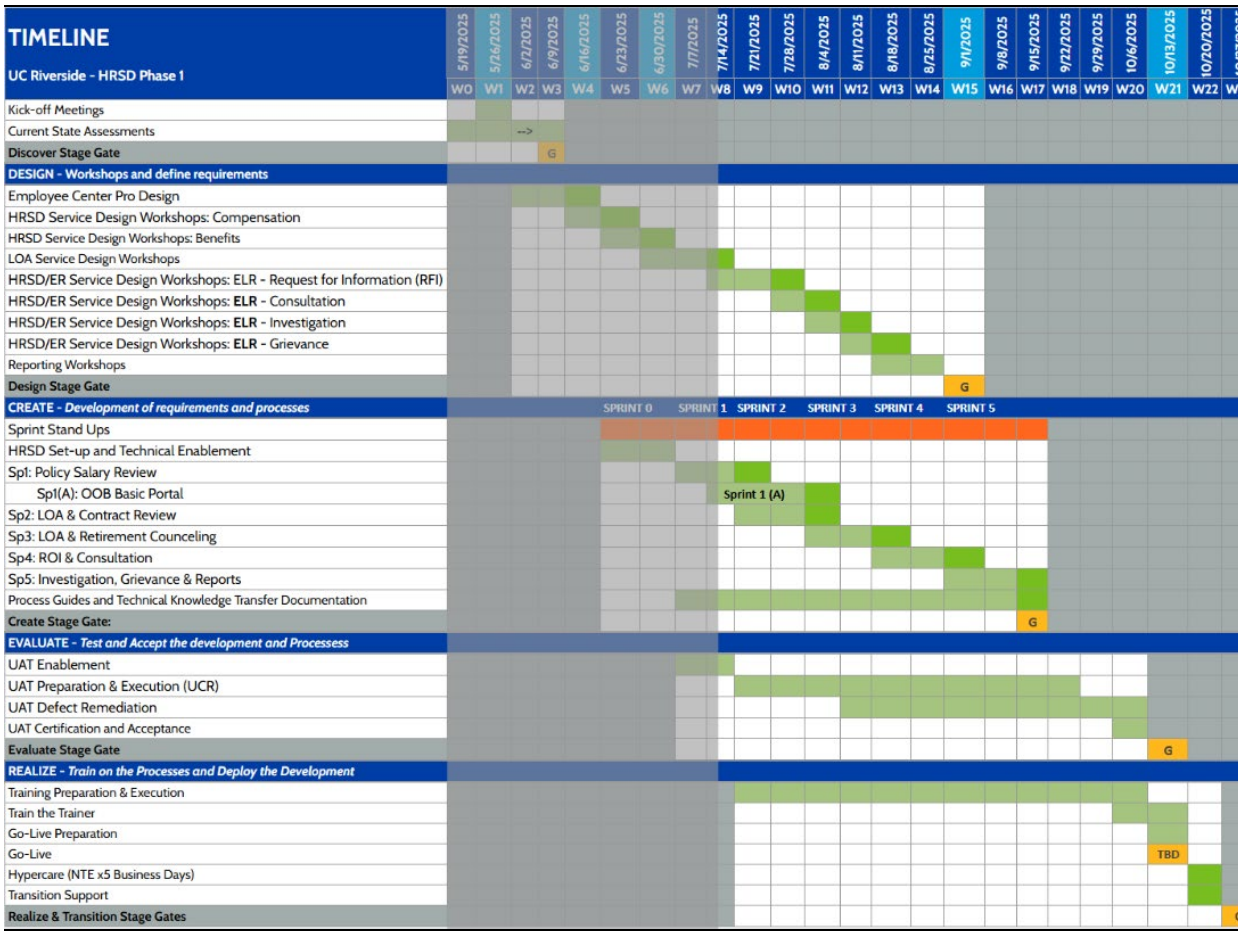
Major Update -

1. Sprint 1's goals were split into two separate sprints:
    - Sprint 1: Policy Salary Review
        - We are currently in the latter half of Sprint 1, with Demo expected next Wednesday (7/23).
    - Sprint 1A: Out of Box, Basic Portal
        - Sprint 1A has started slowly and will ramp-up at the end of this week and into the next, and will remain off cycle.
2. Final Requirements Confirmed:
    1. Policy Salary Review
    2. Contracts Review
    3. Retirement Counseling
    4. Out of Box Basic Portal

Project Related Links:
Avanti Project Information

Upcoming Sessions This Week			
SCRUM	**Daily Stand-Ups**	What did you accomplish yesterday? What will you accomplish today? What's blocking you from completing either?	**Daily through development @ 9:30am PT**

		Will all stories be completed within the timebox?	
LOA	**LOA Workshop**	Working session to review system capabilities and define requirements for the new services to be built.	**7/14 @ 10am PT**
Program	**ServiceNow Team Sync**	Weekly Sync on ServiceNow Project State, blockers, and next steps	**Tuesdays @ 9:15am PT**
Program	**HR Leave Admin**	A Session for the overall program leads to discuss current state	**Tuesdays @ 10am PT**
LOA	**LOA Agent Workshop (1/2)**	Discussion and advisement regarding the purpose and best practice use of Agent Workspace for HR Case management	**7/15 @ 1pm PT**
LOA	**LOA Agent Workshop (2/2)**	Discussion and advisement regarding the purpose and best practice use of Agent Workspace for HR Case management	**7/16 @ 10am PT**
UAT	**UAT Guidance**	TBD	**7/17 @ 10am PT**
LOA	**LOA Story Approval and Requirements Lock**	The Cask delivery team will share the design of services based on documentation and current state assessment, workshops, completed homework & action items, and decisions made to date.	**7/17 @ 1pm PT**
ELR (All)	**ELR Workshop - Demo & Security Considerations**	Working session for demo, discovery and requirements gathering for the new services to be built.	**7/18 @ 10am PT**
SCRUM	**Sprint 2 Refinement**	Story Refinement for Sprint 2: LOA (1/2) and Contract Review	**7/18 @ 12:30pm PT**



If you have any questions or concerns, please do not hesitate to reach out to hrpolicy@ucr.edu