

MEMO

DATE: September 30, 2024

TO: Adaptive Planning Users

FROM: Teri Kinnunen, Manager, Corporate Planning

SUBJECT: Adaptive Planning – Unplanned Outage Update

Further to the memo dated September 25, 2024 regarding the unplanned Adaptive Planning outage, we would like to provide an update at this time.

Over the past week, a considerable amount of time and effort from Workday, external contractors and internal resources has been spent reviewing, assessing and determining an appropriate approach for restoring the data loss in Adaptive Planning. It has been determined that Workday does require additional time to complete the full data restore but this additional time will ensure that all data, including Adaptive Planning reports, will be fully restored as per the backup taken on Monday, September 23, 2024 at 11:00 p.m. This means that any data that was updated or reports modified or created in Adaptive Planning on Tuesday, September 24, 2024 was lost and those data changes would need to be re-entered by departments.

At this time, we are estimating that the full data restore in Adaptive Planning will be complete by end of day **Friday, October 4, 2024**. Any changes to that deadline will be communicated and we again ask our Adaptive Planning users to remain out of Adaptive Planning until the restore is complete. In the meantime, if you are looking to view financial data for the Approved Budget 2024-25, the First Quarter 2024-25 Projection, or Actuals you can still view that data within Workday within various reports.

We understand that individuals may need additional time to complete their Second Quarter 2024-25 Projection updates and therefore, we will be extending the close of the “Q2 Projection 2024-25” version in Adaptive Planning to **Monday, October 21 @ 8:00 a.m.**

If the Corporate Planning Team can be of any assistance in re-entering your data changes that may have been lost or assist in expediting your data entry, please contact adaptive@algonquincollege.com and we can discuss potential options.

Questions or concerns can be directed to the Corporate Planning Team by contacting Teri Kinnunen (kinnunt@algonquincollege.com).