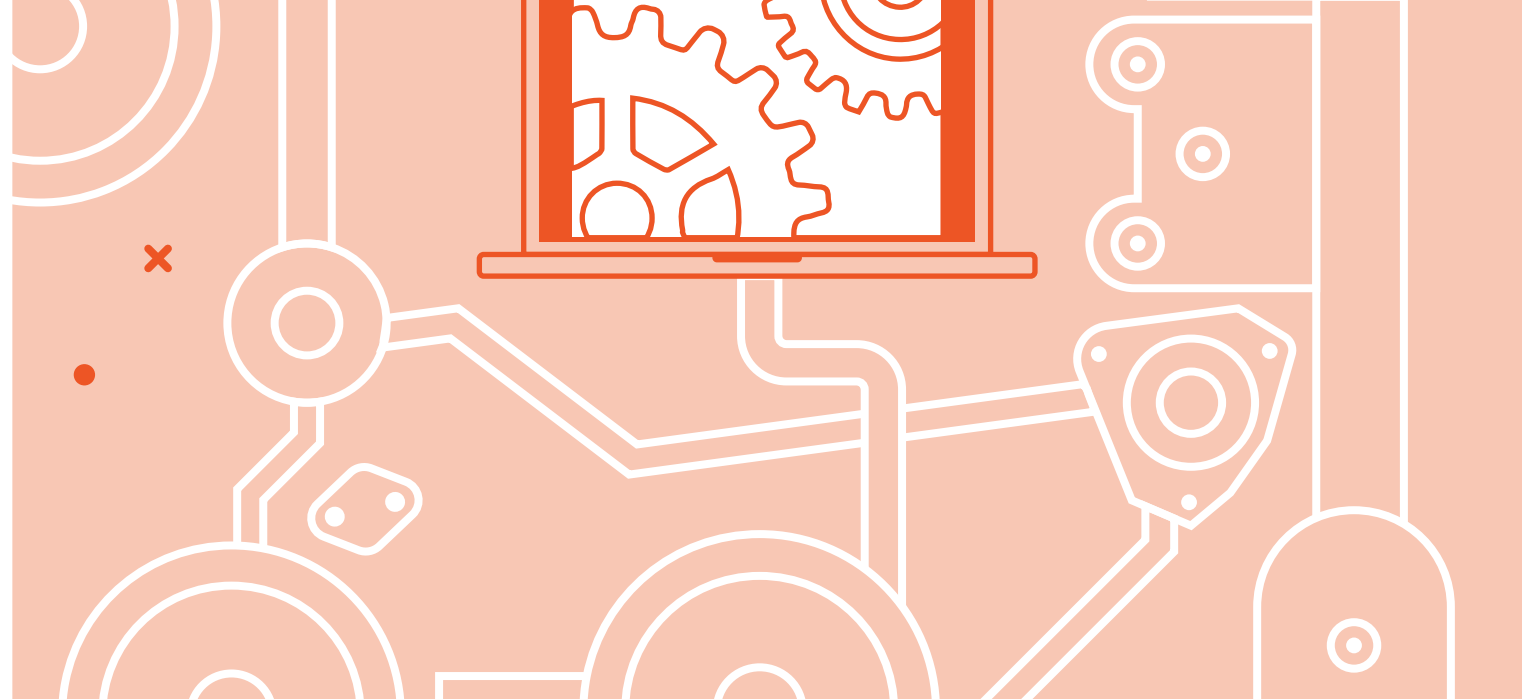


TECH INTEGRATION

SIMPLIFIED:

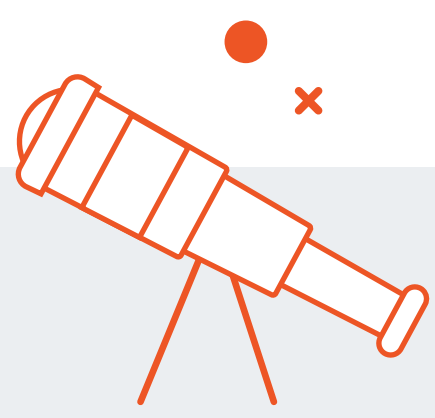
How to Create an Effective IMPLEMENTATION BLUEPRINT

Modern business is fueled by big data, smart analytics and innovative technologies, but scaling up your capabilities can be difficult if your organization isn't prepared. Without a clear implementation blueprint, even the simplest tech integration can suffer major setbacks, delays and misalignments.



If your company is planning a software implementation, be sure to consider these essential questions to help keep the project on time and under budget.

LOOKING BACK SO YOU CAN MOVE FORWARD QUICKLY



Coming to an implementation with a clear vision for your historical records lets the project hit the ground running and keeps timelines from bogging down early.



Where does your historical HCM data currently exist?



What formatting changes are needed to make your historical data work with your new HCM system?



Who is responsible for gathering, auditing & cleaning the data?

SECURING CROSS-FUNCTIONAL COMMITMENT

Building a cross-functional team of experts and resources can help track important milestones and hold the organization accountable to deliver.



What are your vendor's roles and responsibilities?



How much time will your subject matter experts need to dedicate to the implementation?



What kinds of complexities exist in your company's core competency areas?

ALIGNING EXPECTATIONS WITH GOALS

Communicating your expectations upfront is crucial to identifying your key organizational needs, prioritizing your efforts and ensuring your implementation team works efficiently.

- What are the **minimum acceptable outcomes** you expect from your implementation?
- What's your **ideal frequency** for checkpoints and communication?
- What should the **turnaround** be on questions—both from your vendor and from you?
- What **role** does each member of your buying team play in the handoff between sales and implementation?

BALANCING REQUIREMENTS WITH BEST PRACTICES

Partnering with a strong HCM vendor can help ensure your implementation blueprint matches your organization-specific needs—they'll guide you toward best practices during each phase of the project.

- What sorts of industry standards & organization-specific processes are essential to your implementation?
- Are there any opportunities to leverage your vendor's knowledge to improve your processes or capitalize on best practices?



FOCUSING ON CHANGE MANAGEMENT

TO MAXIMIZE ADOPTION

Even the best HCM system on the market is pointless if your employees don't actually use it, so be sure to understand next steps and create a clear plan for post-implementation support.

-  What are your internal teams' responsibilities as you transition from implementation to support?
-  What kind of parallel payroll support is offered by the vendor for your first pay cycles on the new system?
-  What training, promotion and adoption materials will you roll out to your wider organization?
-  Which resources can your vendor provide or help you develop post-integration?



If you're looking for help creating a detailed implementation blueprint, **reach out to the HCM experts at Kronos** for a personalized consultation.