

8 TIPS TO MAKE YOUR WORKDAY DEPLOYMENT A SUCCESS



Assess Workday's impact on your business

Know your organisation and landscape. Who are the people and what are the processes and technologies that will be impacted by the deployment of Workday. Don't forget country-specific legal, data privacy, and wider regulatory concerns.



Implement a strong governance structure

Well-defined governance structures owned by an empowered project stakeholder will allow for quick decision making and effective issue resolution. For global deployments, ensure each impacted region (or business) is appropriately represented at key governance meetings. Understand the key tasks, tools, deliverables, and associated dependencies required for successful delivery.



Assemble the team

Workday projects often fall into trouble due to issues with availability of key customer team members. Make sure you know when your team will be required and plan appropriately. Key stages such as Design, Customer Confirmation, Testing and Go-Live require a high availability of SMEs. Phases like training, data analysis and privacy / security, and testing can overlap—so it's important to plan for this.



Set design principles

Define and document a strong set of design principles prior to your Design Workshops. Make sure these are owned by your "Project Sponsor", understood by your project team, and you have set up a clear and appropriate governance structure to manage any deviation from those principles that will have the most impact on end-users.



Prepare and protect your data

High quality, timely, and secure data extraction is paramount to the success of any Workday project. Work with your business owners and IT teams to identify sources of data and assess quality and risk early. Think about the data you need from employees and review your job catalogue to make a good start, via a dedicated SME who is responsible for data collection, privacy, and error resolution.



Plan early for integrations impacts

Workday has an extensive integration framework and technical adaptors for integrating with numerous IT systems (e.g. Payroll, Active Directory, Benefits, etc.). The challenge is setting up effective working practices between vendors, managing design and testing securely. Begin conversations early and ensure contractual data privacy governance is in place with all third parties.



Factor in time for testing

Planning and executing a high-quality test strategy will save time in the long run. Key areas for testing should be data, core org design, business processes, integrations and Security. Make sure you invest in assigning a test manager to manage the process and look to automate and protect data privacy where possible, especially when Proxy is required.



Plan for post-deployment

Start thinking about how you will manage and maintain your Workday solution post go-live from the start of your project. This will inform your strategy around roll-out, training, resourcing and design. Look for a specialist Workday Post Deployment Services partner to help you manage security, faults, implement changes, and support you in delivering more value from your Workday Investment.

// We knew success wasn't only based on the deployment, but how we were going to set up support processes for the system afterwards. Kainos and Smart gave us great peace of mind.

Michelle Graves — HRIS Director

**WYNDHAM
• DESTINATIONS**

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