

Deploy Workday seamlessly with this change management checklist for large enterprises.

Congratulations on choosing Workday. Before you get started on your deployment, let's set you up for success. With this checklist as your guide, you'll get up and running smoothly.

PLANNING

- Get your change management team together, including change readiness, engagement, communications and training resources.
- Take a close look at potential bumps in the road, both qualitative and quantitative, and consider the best way to solve for them should they arise.
- Identify who your stakeholders are. Determine what groups will need change management support and which individuals will make or break your program.
- Create an overall change management strategy, which includes strategies for change readiness, stakeholder engagement, communications and training.
- Determine your success metrics and how you will measure them along the way and after go live.
- Start communicating with HR and finance and bring them into the planning process.
- Create and socialize your change management plan. Provide guidance to the teams who will make process decisions, configure Workday and support your people and processes once you are live.

DESIGN AND TESTING

- Conduct a change impact analysis. Make sure stakeholders know what is changing and how it will impact them. Determine what to highlight in communications and training and whether there are changes that warrant further action or discussion.
- Assemble a trusted and knowledgeable change network champion to help roll them out.
- Identify communication channels, protocols and major messages.
- Create a detailed communications plan to track development and delivery of communications.
- Start developing communications both broad and targeted, integrating them with enterprise-wide messages for more relevance and impact.
- Start getting your people on board with organized events, such as planned discussions and Workday demos.
- Develop a training strategy including what types of materials are needed, who will be supported and how you will deploy the training.
- Complete a training needs analysis. As a result of your findings, develop a curriculum plan and design templates for end-user training materials.

3-4 MONTHS FROM GO LIVE

- Conduct a readiness assessment and check in mid-project to find out what people are thinking and feeling. Make adjustments as necessary.
- Engage your key individual stakeholders. Empower those who are your champions and address concerns of those who aren't quite there yet.
- Involve your change network in the change management program and use their eyes and ears to ensure that you are on track.
- Begin developing end user training materials (job aids, demos and process training).
- Execute communications. Listen and adapt to feedback.

2-3 MONTHS FROM GO LIVE

- Continue to execute broad and targeted communications, leveraging your change network for locally relevant delivery.
- Outline a road map for continued success and adoption of Workday, including how you will handle support for future updates.
- Complete the development of end user training materials.

1-2 MONTHS FROM GO LIVE

- Continue to release communications, including stakeholder reminders about the deployment schedule and what pre-go live actions to take.
- Are you ready? Execute a readiness assessment prior to go live and address any gaps in awareness and support.
- Translate training materials as needed and finalize Workday links and pointers to training.
- Conduct train the trainer sessions for classroom training cascades, if applicable.

0-1 MONTH FROM GO LIVE

- Train end-users, including HR, finance, managers and employees.
- Promote your Workday go live and reinforce the limited transaction windows in effect.

POST GO LIVE

- Monitor Workday usage, including requests for support (HR, finance, call centers) and take action as needed.
- Follow up with an adoption assessment post go live. Determine what actions you need to take to meet your goals.
- Celebrate your success!

Need support? We've got you covered.

Contact us at workday.solutions@alight.com to speak with one of our change management experts.

