

The 6 Steps to a — **SOFTWARE** — Implementation

Check out this brief overview of a typical project timeline for an implementation of SAP Time and Attendance Management by WorkForce Software. Then, talk to your system integrator for more.

1

Planning the Plan

Your SI and you will establish a common understanding of the project including: key objectives, expectations, constraints, or project risks. You will define a Project Plan.



2

Defining Requirements

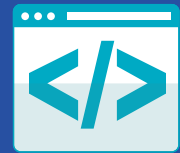
You will work with your SI to identify the major requirements needed to design the configuration. These can include: Pay rules, union regulations, and more.



3

Designing the Build

You will receive a Solution Design Document (SDD) that details the functionality to be delivered. The document is reviewed, validated, and approved.



4

Building the Design

Your SI goes to work configuring, unit and QA testing your overall solution and its interfaces. Staff training begins and the deployment plan is now agreed upon.



5

Stand and Deliver

It's advised that you perform User Acceptance Testing and end-user training before delivery. Your SI's Project Manager is key to keeping your milestones on track.



6

Go Live and Go Home

Once end-user training is complete, you're ready to take the driver's seat. Only some final preparations and data conversion before sign-off and you can go live.

