Workforce Go! HCM
Deployment Services Sample Project Milestone Summary

Deployment Milestones	Milestone Description	Estimated Client Hours
Workforce Go! HCM Planning		
Planning	Provide client with project documents, templates and checklists	
Planning	SFTP and Smartsheet setup and overview with client (Kick off call)	0.5
Planning	Workforce Go! HCM instance creation, company setup and profile review	
Planning	Workforce Go! HCM login for e-learning videos	
Planning	Client implementation team completion of required e-learning training sessions	2
Workforce Go! HCM Discovery \ Design		
Discovery \ Design	Discovery and data collection facilitation. Client will update the discovery document for each module purchased	
Discovery \ Design	Workforce Go! HCM Payroll discovery	2
Discovery \ Design	Workforce Go! HCM Time & Labor Management discovery	2
Discovery \ Design	Workforce Go! HCM People (HR) discovery	2
Discovery \ Design	Prepare discovery meeting documentation package and client functional requirements for items not included in the standard deployment of the Workforce Go! HCM	
Discovery \ Design	Accounting \ ERP Integration discovery	
Discovery \ Design	Finalize configuration design and deployment blueprint	
Discovery \ Design	Finalize project plan and scope change requests for presentation to client sponsor	
Discovery \ Design	Client review and approval of solution design meeting	2
System Configuration \ Build	Workforce Go! HCM solution build	
Workforce Go! Tax Management Services Setup		
System Configuration \ Build	Client gathers and submits documents for Tax setup	0.5
System Configuration \ Build	IRS setup	
System Configuration \ Build	State setup	
System Configuration \ Build	Local setup	
System Configuration \ Build	Test online access for all accounts	
System Configuration \ Build	Prepare power of attorney forms required by jurisdictions	
Workforce Go! HCM Payroll Module Configuration		
System Configuration \ Build	Bank account setup	
System Configuration \ Build	Signature	
System Configuration \ Build	Company Employer Identification Number (EIN)	
System Configuration \ Build	Delivery destination review	
System Configuration \ Build	Originating banks	
System Configuration \ Build	Vendor setup	
System Configuration \ Build	Pay period profile	
System Configuration \ Build	Payroll setup - labor distribution and cost center tracking	
System Configuration \ Build	Configuration of client specific payroll requirements identified in discovery that are not included in the standard deployment of the Workforce Go! HCM	
System Configuration \ Build	Training of the client implementation team for the payroll module	2
System Configuration \ Build	Training Acknowledgement	

Deployment Milestones	Milestone Description	Estimated Client Hours
Workforce Go! HCM Time & Labor Management Module Configuration		
System Configuration \ Build	Labor Management - timesheet approval workflow	
System Configuration \ Build	Accruals	
System Configuration \ Build	Pay rules	
System Configuration \ Build	Email notifications alert, reminders, etc.	
System Configuration \ Build	Configuration of client specific time and labor requirements identified in discovery that are not included in the standard deployment of the Workforce Go! HCM	
System Configuration \ Build	Training of the client implementation team for the time and labor management module	2
System Configuration \ Build	Training Acknowledgement	
Workforce Go! HCM People (HR) Module Configuration		
System Configuration \ Build	Performance management - performance appraisal	
System Configuration \ Build	Performance management - definition and measurement of core values, competencies and goals	
System Configuration \ Build	Benefit plan setup	
System Configuration \ Build	Configuration of client specific HR requirements identified in discovery that are not included in the standard deployment of the Workforce Go! HCM	
System Configuration \ Build	Training of the client implementation team for the HR module	2
System Configuration \ Build	Training Acknowledgement	
Workforce Go! HCM Benefits Enrollment Module Configuration		
System Configuration \ Build	Employee self-service, benefits overview and enrollment \ open enrollment life event enrollment \ auto-enrollment	
System Configuration \ Build	Configuration of client specific Benefits Administration requirements identified in discovery that are not included in the standard deployment of the Workforce Go! HCM	
System Configuration \ Build	Training of the client implementation team for the Benefits Enrollment module	2
Workforce Go! HCM Carrier Connection Service		
System Configuration \ Build	Carrier connections and forms. Client assists in completing the data collection sheets	1
Workforce Go! HCM Performance Management Module Configuration		
System Configuration \ Build	Performance management - performance appraisal	
System Configuration \ Build	Performance management - definition and measurement of core values, competencies and goals	
Workforce Go! HCM Accounting \ ERP Integration		
System Configuration \ Build	Integration setup	
System Configuration \ Build	Integration training	1
System Configuration \ Build	Client acknowledgement of integration training	
Workforce Go! HCM Data Migration		
System Configuration \ Build	Client prepares the documents needed for data migration	
System Configuration \ Build	Employee personal data	1
System Configuration \ Build	Employee base compensation	1
System Configuration \ Build	Employee tax filing status\exemptions	1
System Configuration \ Build	Employee deductions	1
System Configuration \ Build	Employee direct deposit	1
System Configuration \ Build	Employee benefit plan detail	1
System Configuration \ Build	Employee dependents	1
System Configuration \ Build	Quarterly pay history	4
System Configuration \ Build	Client validation of all imports	6

Deployment Milestones	Milestone Description	Estimated Client Hours
System Configuration \ Build	Client review and approval of system configuration	
Workforce Go! HCM Test \ Verify System Readiness		
Test \ Verify System Readiness	End User Training	2
Test \ Verify System Readiness	Client testing	6
Test \ Verify System Readiness	Workforce Go! HCM testing review	
Test \ Verify System Readiness	Process documentation (Client creates documentation to support their infernal processes during testing)	4
Test \ Verify System Readiness	Client signoff for go live readiness	
Workforce Go! HCM Deploy and Support - GO LIVE!		
Deploy and Support	First payroll processing	3
Deploy and Support	First GL posting	1
Deploy and Support	Second payroll processing	3
Deploy and Support	Commencement meeting	
	Total Estimated Client Participation	57