Deploy Workday seamlessly.
No matter the size of your organization, this change management checklist can be your guide.

Congratulations, you've made the first step towards success by choosing Workday. Whether you are just getting started or already live and looking to roll out additional functionality, we want to help you achieve your goals. While we know Workday is an intuitive, user friendly SaaS solution, your teams will experience change throughout your journey. Use this checklist to outline the foundation of your change management program.

PLANNING

☐ Get your change management team together. We recommend including change readiness, engagement, communications and training staff.

☐ Take a close look at potential bumps in the road, both qualitative and quantitative, and determine the best way to troubleshoot them should they arise.

☐ Identify your stakeholders. Determine which individuals or groups will need change management support.

☐ Create an overall change management strategy, which includes elements of change readiness, stakeholder engagement, communications and training.

☐ Determine your success metrics and how you will measure them along the way, and once you are live.

☐ Start communicating with your HR and finance teams as early as possible and bring them into the planning process.

☐ Figure out who key individuals are that will be making process decisions and configuring Workday. Provide guidance about how they can support the change and encourage their team members along the way.

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CONFIGURATION DESIGN AND TESTING

☐ Before you start, make sure you understand what is changing and how it will impact stakeholders. Acknowledge this impact in communications and provide training, if necessary.

☐ Assemble a trusted and knowledgeable change network to champion the changes and help roll them out.

☐ Identify the most effective communications channels, protocols and major messages.

☐ Create a detailed communications plan to track development and delivery of communications.

☐ Begin development and execution of company–wide and targeted communications.

☐ Start getting people onboard with organized events, such as planned discussions and Workday demos for those in HR, finance and other departments as needed.

☐ Develop a training strategy that addresses what types of materials are needed, for whom, and how you will deploy the materials.

☐ Conduct a detailed training needs analysis and create a curriculum including design templates for end–user training materials that can be used throughout the company.

END TO END TESTING

☐ Conduct a readiness assessment mid–project and complete a pulse check to find out what people are thinking and feeling. Make adjustments as necessary.

☐ Involve your change network in the change management program. Use their eyes and ears to ensure that you are on track.

☐ Engage your key individual stakeholders. Empower your champions with information and address concerns for those who aren't quite there yet.

☐ Execute communications. Rely on your change network to fine–tune locally relevant delivery.

☐ Develop end–user training materials.

☐ Outline a roadmap for continued success and adoption of Workday, including how you will support updates.

DEPLOYMENT

- [ ] Continue to execute communications, including preparation of stakeholders for limited transaction windows or pre–go live actions to take.

- [ ] Execute a pre–go live readiness assessment and plan to 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.

GO LIVE

- [ ] Train end–user audiences as appropriate (HR, finance, managers and employees).

- [ ] Promote your Workday go live and provide support.

POST GO LIVE

- [ ] Monitor Workday usage, including requests for support (HR, finance, IT) and take action as needed.

- [ ] Execute a post go live adoption assessment. Determine what actions need to be taken to achieve complete success.

- [ ] Celebrate your successes, both big and small!

Need support? We've got you covered.

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

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