



HR SOFTWARE IMPLEMENTATION

Deconstructed



HELLO!

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Information Technology





1.

ABOUT LANTERIA

HR software for SharePoint and Office 365





FOUNDED IN 2006

over 16 years of experience

200 000+ USERS

around the Globe

250+ COMPANIES

use Lantertia HR



- » Leading Developer of HR & Resource Management Solutions
- » Performance Appraisal & Assessment Systems
- » Learning Management Solutions
- » Mature HR Solution designed with “Best Practices”
- » Seamless SharePoint Integration & Automation
- » Microsoft Gold Partner & Preferred Business Application
 - ◇ Work with SP 2013, 2016, 2019 & Office 365

CLIENTS



AWARDS





2.

PROJECT VOCABULARY





HRIS Project Implementation Common Vocabulary

- » HRIS
 - » Stakeholder
 - » Product Owner
 - » Contributors
 - » Environment
 - » Platform
 - » Methodology
 - » Software Release
 - » Business Process
 - » Artifact
 - » Template
 - » AS-IS
 - » TO-BE
- 

3.

GETTING STARTED



Project Beginnings

Congratulations!

You just got your HRIS implementation project approved...





AS-IS: Collecting History

What is it:

Collective documentation of the existing HRIS environment in the company as of today

What is recorded/collected:

- » Ownership/Leadership
 - » Processes
 - » Data construct
 - » Technical Platform + Integrations
 - » Existing documentation
- 




TO-BE: Setting a Target

What is it:


How HRIS application should be configured and function in its new state

What is to be defined/built:

- » Ownership/Leadership
 - » Processes
 - » Data tables & migration/history preservation
 - » Technical Platform + Integrations
 - » Existing documentation
- 



Pre-Planning


- » The goal of identifying existing systems and processes is to isolate the fine details between the current (AS-IS) and future (TO-BE) states
 - » This can be known as the **GAP**
 - » **GAP** can be compared to the original requirements the business users identified to support acquiring a new solution
 - ◇ add/subtract as necessary
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4.

PROJECT PREP




Project Initiation: Staff Up

- » Assembling the Project team
 - ◇ Stakeholders
 - ◇ Business process owners
 - ◇ Leadership
 - ◇ Employees
 - ◇ Contributors
 - ◇ Technical (Systems, Development, Support)
 - ◇ Third party vendors
- 



Project Initiation: Guidebook

- » Determine Project Framework
 - ◇ Methodology
 - ◇ Teams
 - ◇ Schedule
 - ◇ Costs
 - ◇ Communications
 - » Document Repository
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5.

PROJECT START


Build Your Sandwich

- » Translate build objects from project plan into timeline
 - ◇ Work Breakdown Structure (WBS)
 - ◇ Make work assignments
 - ◇ Identify dependencies
- » Commence work
- » Weekly check-ins for status





Confirmation of Build


- » Testing
 - ◇ Unit
 - ◇ Systems
 - ◇ User Acceptance
 - » Make it through all three stages to sign off on build component
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6.

PROJECT DELIVERY



Transfer Knowledge

- » Training
 - ◇ Administrator
 - ◇ User
 - » Documentation
 - ◇ FAQ sheets
 - ◇ User Guides & Videos
- 

Project Delivery

- » Release Plan
 - ◇ Data Protection
 - ◇ Disaster Recovery
 - ◇ Standard Operating Procedures (SOP)
- » Communication Plan
 - ◇ Leadership
 - ◇ Employees






7.

WE'RE LIVE!





In Production

- » Review project experience
 - » Identify items for future enhancement releases
 - » Regularly review open issues using triage method
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Q&A

Questions about SharePoint or Lanteria solutions?



THANKS!

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