

# GUILFORD

## COLLEGE

### 9/23/22 Workday Project Status Report

Guilford College will begin using Workday for Finance, Human Resources, and Payroll next summer. The overall project status is on track and on target to meet the proposed Go-Live date of **July 7, 2023**.

The Workday implementation project kicked off five weeks of Discovery Sessions starting in June. Collaborative Solutions, our implementation partner, used those sessions to meet with key users in Finance, HR, Payroll, and IT to document our current systems, identify pain points, and begin mapping our data into Workday.

We're currently in the Plan phase of the project, and our Team is in the process of populating the Finance, HR, and Payroll workbooks which will be used to build the Foundation Tenant. We're diligently working on completing this phase **by October 28, 2022**.

Once the Plan Phase is complete, we'll begin the Architect and Configuration Phase. During this time, Collaborative Solutions will have Alignment sessions with our Team to begin identifying change impacts by stakeholder areas. This will help us develop a deeper understanding and knowledge of Workday's functionality and system. Our key deliverables will include the completion of deployment workbooks for configuration, data conversion, design decisions, and business requirements.

#### **Upcoming Communication & Engagement:**

The Change Management team will help prepare Guilford's Community and equip them with the tools they need to transition smoothly to the new Workday system. Workday change management efforts will include communications, training, and regular updates to keep our Community informed and prepared. Our goal is to be transparent and communicative throughout the project implementation and thereafter.

#### **Change management will consist of the following:**

- Guilford Workday Journey Website will serve as the central portal for updates and resources for the project.
- Steering Committee
- Encourage ongoing and transparent communication and engagement between managers and direct reports about major changes and potential impacts on their work
- Provide ongoing communication across the college through various channels, including:
  - Website & Email updates
  - Project team and engagement sessions
  - Department meeting updates
  - Sneak-peaks/Road Shows
  - Training for Key User Groups
  - Survey