

Implementation Steps

Implementing the HCL requires seven steps, each with a series of subordinate associated tasks. Generally, these steps fall into one of the following domains: get access, configure, deploy, and test.

The 6 Steps for Implementation:

1. Establish connection to the UKG Pro web service endpoints
2. Establish connection to ServiceNow endpoints
3. Configure the HCL meta-data blocks
4. Perform a one-time initial run to establish parity
5. Validate test results
6. Deploy to production

Sample Implementation Timeline

The project begins after execution of contractual agreements at an agreed upon date. The effort will begin with a kick-off call that includes all relevant stakeholders and close upon migration and validation of the HCL solution into a production environment.

The timeline for a sample project is mapped below with each task indexed to one of the primary 6 Steps. During kickoff, a more detailed project plan will be shared via an agreed upon mechanism (Powerpoint, Smartsheet, JIRA, etc.).

Track	Wk1	Wk2	Wk3	Wk4
1.1 Kickoff Call				
1.2 Establish connection to UKG endpoints				
2.1 Establish connection to ServiceNow				
3.1 Configure HCL blocks				
4.1 One-time parity run				
5.1 Perform test runs, validate results				
6.1 Deploy to production				Launch
6.2 Hypercare, monitor at least 1 week				End