

# Implementation Steps

Implementing the HCL for Workday HCM and ServiceNow requires six 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. Configure Workday to POST change data to HCL API endpoint
2. Establish connection to the 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 the 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	Wk5	Wk6	Wk7
1.1 Kickoff Call							
1.2 Configure Workday HCM							
2.1 Connect 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 2 runs							Close