

VOLKSWAGEN'S SUCCESSFUL ROAD TO ADP WORKFORCE SUITE IMPLEMENTATION WITH GROUPEX SOLUTIONS

Their four best practices



Chattanooga

"There really were no major challenges in the ADP WorkForce Suite implementation. It was a very seamless process."

— Technical Assistant Manager, HR Systems Information Technology Process

The Volkswagen Chattanooga manufacturing facility began production in April 2011 and currently assembles the Volkswagen Passat, Volkswagen Atlas and Volkswagen Atlas Cross Sport, employing approximately 3,800 team members. In January of 2019, Volkswagen Chattanooga and GroupeX Solutions kicked off a time and attendance implementation. In May of 2019, the system went live on time and on budget with a high level of user adoption and satisfaction. The following are four drivers that put Volkswagen on the road to a successful implementation.

Engaging the business in the sales cycle

The statement of work sets the foundation for the project. Successful projects include key subject matter experts in the statement of work creation process to ensure:

- **Consistent understanding** of the vision of success and alignment of project scope and business goals
- **Reduction in delays** caused by project change orders
- **Reduction in additional costs** associated with scope creep
- **Efficient and effective transition** from sales to implementation

Defining the team

Select experienced business subject matter experts and key decision makers from upstream and downstream time collection processes. Involve a top-level HR manager to make helpful and important decisions on the spot. This will enable:

- ➔ Stronger adherence to timelines
- ➔ Expedited resolution and reduction of open questions or issues during requirements
- ➔ Reduced costs associated with change of scope
- ➔ Informed decision making around requirements and quality validation during testing

Change management

Create a change management and communication plan to update stakeholders across the company and provide a holistic view of the project to ensure:



A complete understanding of business needs



Overall buy-in of the system across the organization



Support for user adoption of new technology



Alignment of resources within the business to support the change

Scope management

Ensure the project includes all the work required and only the work required. Keep the project scope under control to:



Understand deliverables and expectations of the project



Prioritize and manage workflow



Identify risks and create plans to mitigate risks



Reduce unplanned work to save time and money



Into the future

Volkswagen plans to optimize their ADP WorkForce Suite and will be improving visibility into the Time Off Request workflows for employees. They have also added Scheduling and Absence Compliance Pack North America.

Discover how we can meet your organization's time and attendance needs.

Visit workforcesoftware.com/workforcesuite/time-and-attendance to learn more.