# Creating a Value-Optimized Implementation

Must-Have Tips Straight from the Experts

**workforce** SOFTWARE

## Address Before Project Begins

✓ **The Data Blocker:**
Analyze your IT team's bandwidth and share the timeline of your project. If there are any timing constraints, address those as soon as possible and notify your implementation team.

✓ **The People Blocker:**
Proactively communicate. Continuously share an expected level of involvement in the project with all team members across all roles. Plan for increased workload during the testing phase.

✓ **The Knowledge Blocker:**
Ensure business rules are clearly documented and accessible to the implementation team. Establish a quick decision-making process for resolving interpretation of requirements disagreements.

## Resolve With Strong Governance

✓ **The Short-Term Thinking Blocker:**
Ensure the implementation team understands and documents project success metrics in the SOW. Establish strong governance early and consistently emphasize key success metrics.

✓ **The Education Blocker:**
Assign team member ownership of the WorkForce Suite and provide necessary training to support the application. Create a process to regularly review release notes for new features.

## Avoid Through Transparency

✓ **The Fear of Change Blocker:**
If you don't have an internal change management team, you can outsource this to a **WorkForce Software implementation partner.** Educate and communicate with an executive message about the project's importance and role expectations across all departments.

✓ **The Testing and Training Blocker:**
Proactively block off team members' calendars during the testing phase. Continuously monitor testing progress and notify your implementation team if you are behind. Assess all internal team members' training progress to ensure they are trained adequately before going live.

### 6 Steps to a Value-Optimized Implementation

1. Identify Key Success Metrics
2. Communicate Success Metrics Across Departments
3. Document Success Metrics in SOW
4. Validate Progress With Steering Committees
5. Establish Measurement Cadence
6. Continually Review & Modify Metrics After Go-Live

❯ **Read more** about how to solve for value-blockers in this implementation checklist.