



HRIS IMPLEMENTATION CHECKLIST

1. Choose the right people for their roles:
 - > Project manager
 - > Implementation team
 - > Management sponsorship or an executive champion
 - > Steering committee
2. Build a business case for the project
3. Seek an executive champion
4. Consider hiring a consultant to lead the project
5. Decide between immediate conversion and parallel conversion
6. Training schedule and plan
7. Consider corporate culture.

Contact us today learn more about how we can be your full service implementation team.

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