

Workday Project Charter

Vision/Mission

The mission of the Workday project is to transform, modernize, and simplify administrative processes, decision making, and institutional knowledge at Union in order to improve workflows, ensure data accuracy and transparency, and develop solutions that allow us to respond quickly and effectively to the needs and challenges of the College.

Project Goals

- **Establish a single system of record** for Union's human resources, payroll, and financial data; eliminate need for multiple platforms, custom configurations, and “work arounds”
- **Streamline business processes** through modern technology which reduces – and, where possible eliminates - manual steps and use/distribution of paper reports/inputs
- **Develop data discipline:** adhere to data governance best practices, including data stewardship and data protection
- **Improve access to information** for efficient analysis and decision making for all users on campus at all levels
- **Improve the Union College employment experience** of faculty, staff and work study student through the use of various self-service options (including mobile)

Guiding Principles

- **“Get in the box, and stay in the box” – but be smart about flexibility**
 - Minimize customizations; customization should be a last resort after extensive review
 - What’s best for the College, not what’s best for me or my department alone
 - Be open to business process change
- **Design for the future, not for the present**
 - Be creative - consider available options and do not just automate what already exists
- **Design for the rule, not the exception**
- **Eliminate waste and reduce administrative burden by focusing on efficiency**
- **Identify potential risks and opportunities early and make decisions swiftly and through established governance**
- **Embrace teamwork and hold each other accountable**
 - Create an inclusive environment for each team member to participate, share ideas, and ask questions
 - Be nice to one another!
 - Be sympathetic to concerns, but focus on what’s best for the College

Team Etiquette

- When on a Zoom call with the team or consultants, please keep your camera on unless you need to step away for a few minutes.