

Change Agent Network Monthly Meeting

March 15, 2024



Agenda Slide

- Workday Demo – Time Tracking
- Interactive Discussion
 - **What do you think of the Workday Time Tracking?**
- Questions from your colleagues
 - **May not be able to answer all**
- Critical Path Update
- Key Messages, Next Steps, & Questions
- Important Dates



Time Tracking Demo



Susan McVicker and Michelle Trapani,
Accenture Lead Consultants

Time Tracking Details

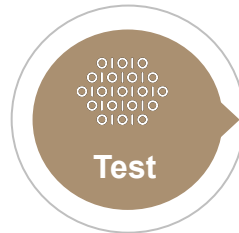
- The mobile app is available on the Apple App Store and Google Play, where it automatically updates as Workday adds new features to the app
- All functionalities are contingent on the access control settings of the employee or manager accessing the app
- When you install the app, you can decide whether to enable push notifications. You can manage your notifications in the app notification settings

Interactive Discussion: **What do you think of the Workday Time Tracking?**



Change Management Alignment

Change management activities complement each stage of the Workday methodology



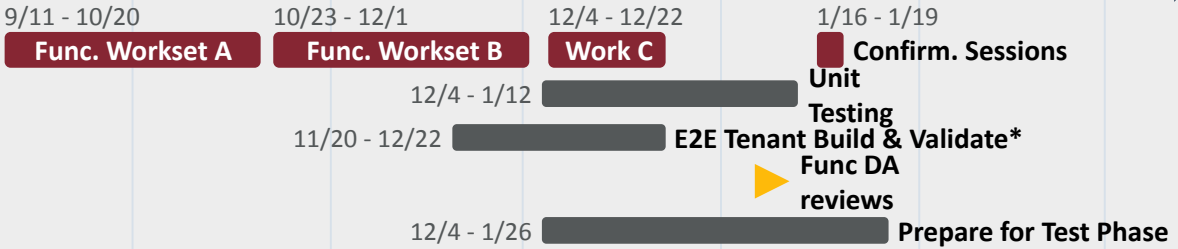
Awareness	Desire & Knowledge		Ability	Reinforcement
<ul style="list-style-type: none"> Stakeholder ID Stakeholder Interviews Readiness Survey Ambassador Network Planning CM Kick Off Project Announcement 	<ul style="list-style-type: none"> CM Project Strategy Communication Plan Ambassador Network Change Impact Assessment 	<ul style="list-style-type: none"> Outreach Activities Communications Training Needs Assessments End User Training Plan Training Materials Development 	<ul style="list-style-type: none"> Outreach Activities Communications Sustainability Plan Final Training Materials Pilot Training Programs Learning Resource Repository Training Delivery 	<ul style="list-style-type: none"> Outreach Activities Communications End User Support Training Delivery Open Lab/Drop in Sessions Post Go-Live Training
<p>Vision Key Features</p>	<p>Changes Benefits</p>	<p>New Processes Audience Impact</p>	<p>Preparedness Training & Readiness</p>	<p>Go-Live Activities, Support Plan Resources</p>

We are here!

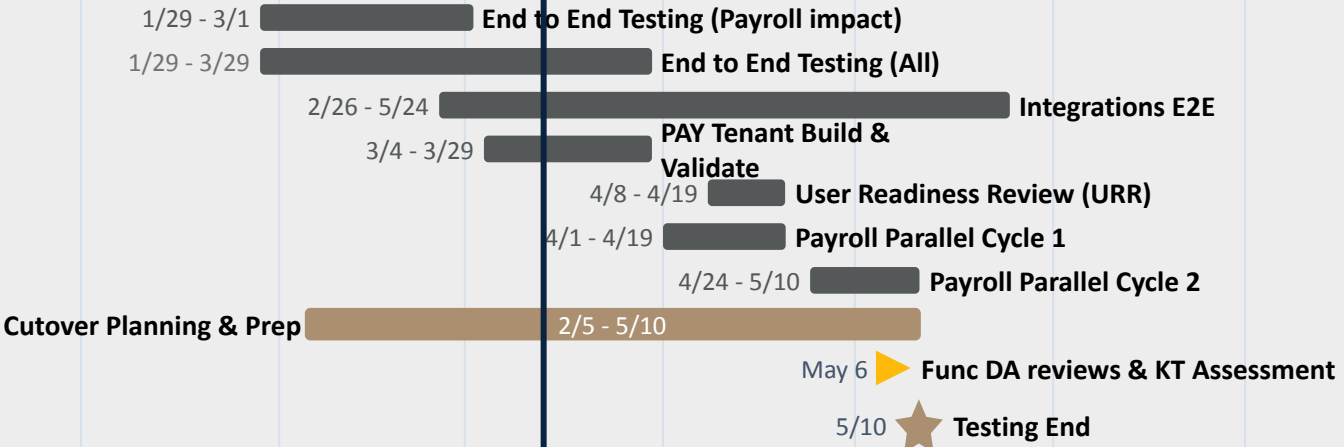
Sep | Oc | Nov | Dec | Jan | Feb | Ma | Apr | Ma | Jun | Ju

Critical Path

Architect & Configure



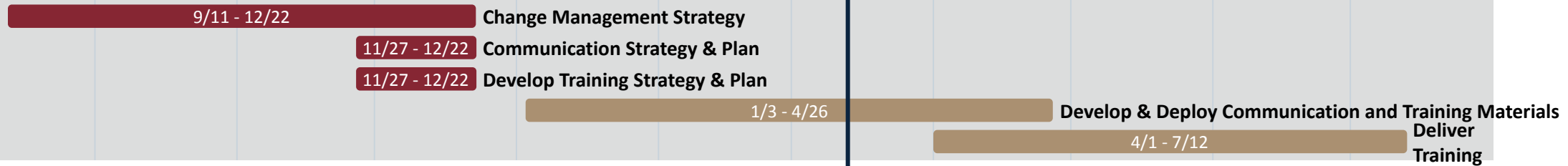
Testing



Deploy & Post Production



Change Management



URR Training

Instructor Led Courses

- Participate in Instructor Led Courses
- Provide feedback on effectiveness of Materials
- Offer suggestions for improvement
- If possible, help with edits

Self-Paced Materials

- Use Prepared Materials to complete tasks
- Provide feedback on effectiveness of Materials
- Offer suggestions for improvement
- If possible, help with edits

Union Workday URR Sessions – April 2024

Sunday 14

Monday 15

Tuesday 16

Wednesday 17

Thursday 18

Friday 19

Saturday 20

URR Trainer Kickoff
sessions (2)

URR All
Participants
(2)

Union Workday
Training Tenant
access available

First Day URR

URR

Sunday 21

Monday 22

Tuesday 23

Wednesday 24

Thursday 25

Friday 26

Saturday 27

URR

URR

URR

URR

URR

Union Workday Training Sessions – April & May 2024

Sunday 28

Monday 29

Tuesday 30

Wednesday 1

Thursday 2

Friday 3

Saturday 4

Start Training

Training

Training

Training

Training

Sunday 5

Monday 6

Tuesday 7

Wednesday 8

Thursday 9

Friday 10

Saturday 11

Training
Faculty Busy
Time

Training

Training

Training

Training

Questions from your Colleagues?

(Feel free to put your answers in the chat.)

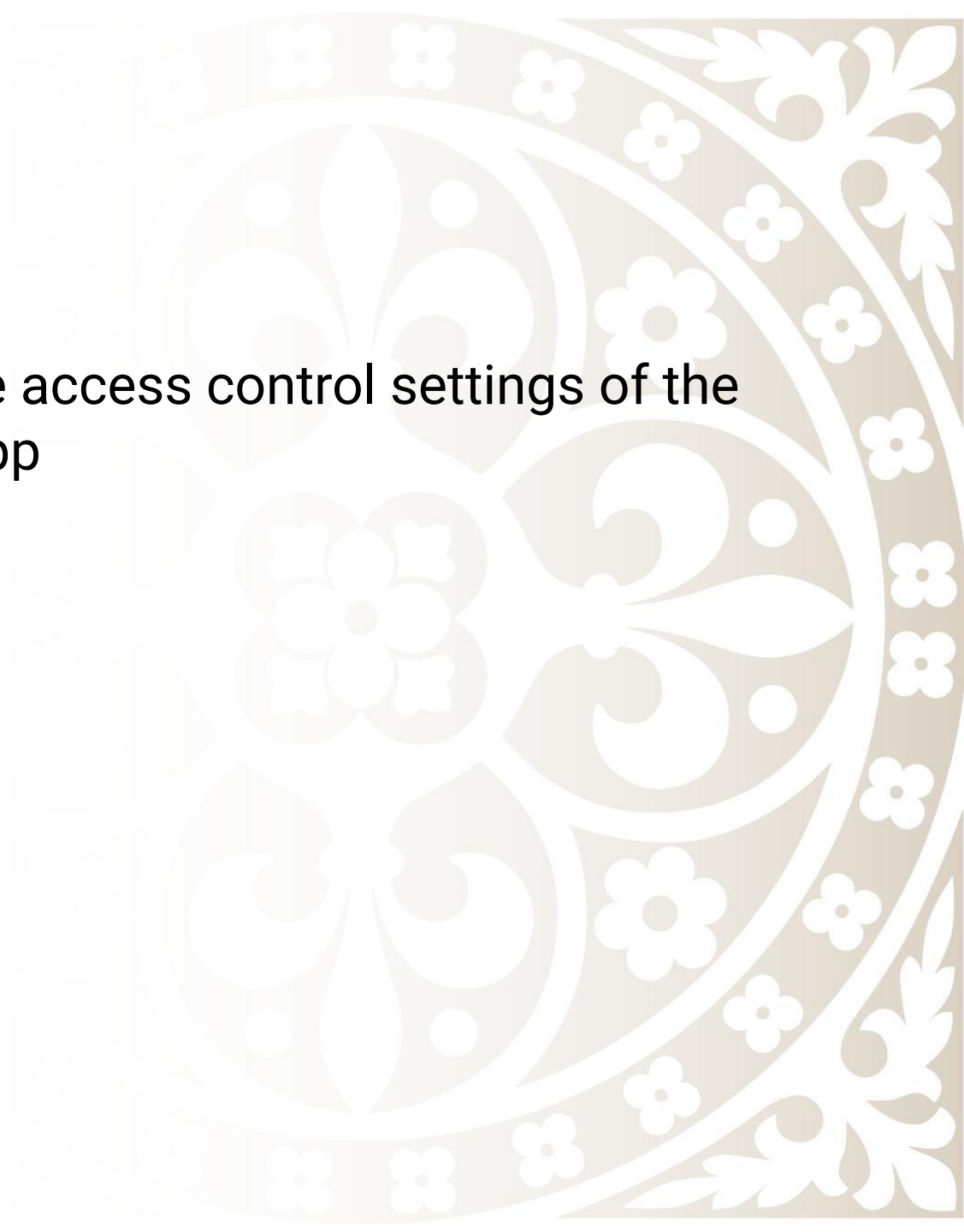
Key Messages



Key Messages

- **Contingent Functionalities**

- All functionalities are contingent on the access control settings of the employee or manager accessing the app



Important Dates

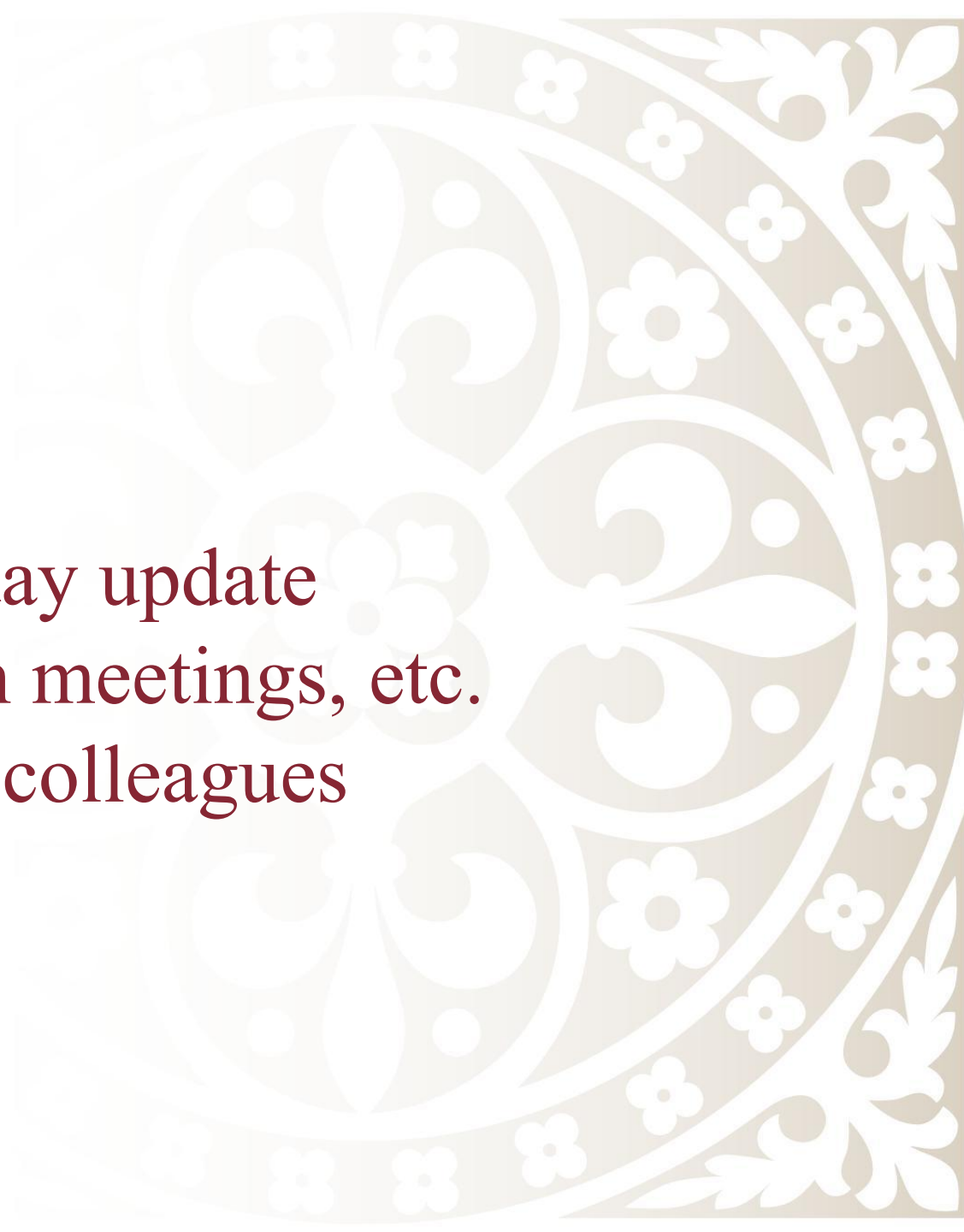
- **Workday Essentials Training April 9 & 10**
- **URR Trainer Kickoff April 15**
- **Training Window Opens April 29**
- **April Change Agent Meeting April 12 2-3:30 (Olin 115)**
- **URR TTT Sessions April 18-26**
- **URR Debrief Meeting TBD**
- **Faculty Session April 9**
- **All Hourly need to trained by June 22**

Next Steps



Next Steps

- Review follow-up email
- Review the monthly Workday update
- Share key messages at team meetings, etc.
- Collect any questions from colleagues



Questions?



Questions?

- **What questions do you have about...**
- **the Change Agent Network**
- **Workday**
- **Change Management**
- **your role as a Change Agent**



Thank you!

