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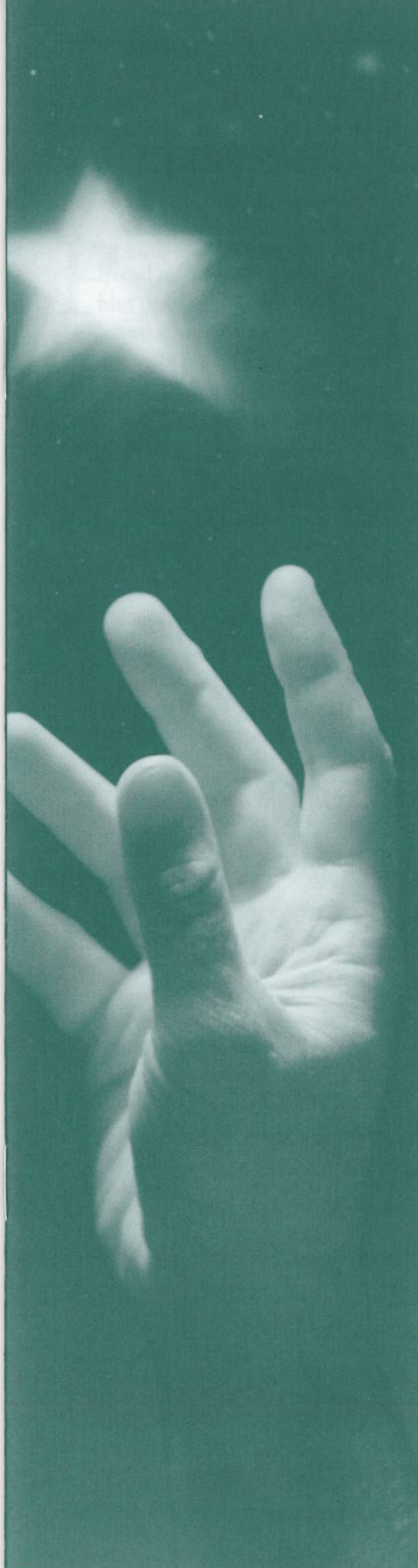


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Ready, Set, Implement Your HRIS

INEXPENSIVE SOLUTIONS FOR SMALL AND MEDIUM SIZED BUSINESSES

Implementation of an HRIS can be an emotional journey, but the rewards are worth the effort, and a solid methodology provides an element of control which tempers the emotional aspect. It is a natural reaction to feel overwhelmed by the upcoming challenge of the Implementation. But take a deep breath, you may be more ready than you think! An implementation doesn't need to be the roller-coaster ride that you are anticipating.

A Methodology

There is comfort in a methodology. It is a thorough approach that provides the assurance that no critical steps will be missed - a tried-and-true recipe, if you will, for the implementation. Every HRIS implementation is different because organizations' needs are unique, but a methodology is a generic set of steps that you will advance through during the course of the implementation.

There are many different methodologies. What is most important is that you are following one, and certainly one that is best practice for your selected vendor, and suitable for the size and complexity of your organization.

The following steps are touch-points in an implementation, which may or may not be included in your chosen methodology.

Mapping Out the Current State: Before the Beginning

Before you even get started, it is helpful to have mapped out your current processes and data stores.

Perhaps this step was part of your original business case, as stakeholders struggled in their own way to limp along with a prior HRIS solution - whether it was software that you outgrew or a solution pieced together with Excel spreadsheets. If this was not done, it is never too late to do!



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Mapping out your current state will provide a starting point to understanding where you are headed and what needs to be done to get there.

Clear Definition of Requirements: The Beginning

Often, the hardest part is just getting started. Keep in mind that you have already taken a first step if you have defined your requirements at a high level or prepared a Request for Proposal. These requirements just need to be drilled down a level deeper in order to provide scope for the implementation. Ensure that you can clearly describe your organization's specific HR functional and reporting needs.

Being able to provide clarity around your requirements at the point in the methodology where it is required will add an element of efficiency to the project, as it will mitigate the risk of having to back-track during the implementation.

Mapping out the Future State: the Vision

This may be one of the most critical steps in an implementation, in terms of ultimately transitioning to the new HRIS. Throughout the implementation, your vision of the future state may be your life-line, propelling you through any hurdles that are encountered along the way.

A vision of the future state provides an emotional level of comfort. In a time of great change, it is an element of familiarity against which you will compare any deviations throughout the implementation. Often the biggest fear of change is rooted in "the unknown", but a mapped-out future state addresses that.

The future state is derived based on both your communication of the requirements and an understanding of the HRIS product and how it can meet those requirements.

The Build: One Step at a Time

When expectations are realistically set as to the level of involvement that will be required from you during the build stage, then it is easier to manage your time to be able to make yourself available.

Whether your methodology requires your involvement for detailed requirements definition solely upfront or throughout the build, it is good to establish your level of involvement.

continued on page 15

Ready, Set, Implement Your HRIS ... continued from page 14

HRIS Training: Getting There

This is often the turning point in an implementation, where it all comes together. The configuration has been built, it looks familiar, and you are eager to get on it, play around, explore. But there is also so much to learn, so many intricacies to the HRIS, so much to absorb. Training is an exciting time, and it is good to harness that positive energy, for release in the final stage of the implementation.

Testing: The End is in Sight

Once you get to the testing stage, a feeling of empowerment will likely have occurred. It is as if a transition has taken place with delivery of the database. You have something tangible to work with,

even if it happens to be a small part of the ultimate build. You will take solace in pounding away at it to ensure that it will meet your requirements.

Be sure to budget for the time commitment that will be required so that it does not seem daunting. The positive side is that rigorous testing provides you with a sense of assurance that you will be "safe" once you go live.

By this point, the transition is almost complete, and it is evident that the vision of the future state is ringing true.

In Summary

Do you know the real reason why that Payroll person down the hall never has a hair out of

place? It's because her registers are balancing to the penny. But she wouldn't have arrived at that "place" without having gone through the implementation. And in the not too distant future, your manner too will be perfectly composed as you effortlessly produce stats from your HRIS to support business decisions and the development of HR programs that are strategic and align with corporate objectives.

So take a deep breath. Ready, set ... implement! ■

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Recognizing Those Who Make the Difference ... continued from page 2

IPM is fortunate to have this small group of dedicated individuals, but every chapter needs more members on board.

Now is the time to evaluate your commitments. If you have a few hours per month to spare and want to make a difference in your own community as well as benefit all members, consider volunteering with IPM Associations and contact me at nat@workplace.ca.

We at National Office will do as much as we can to make this a truly rewarding and enjoyable experience!

Volunteering with a Professional Association ... continued from page 7

have the opportunity to speak in front of an audience at regional events. This provided me practice in public speaking which has assisted me in my daily work when I have had to make group presentations.

I have also been afforded the opportunity, over the last several years, to work with a number of fantastic individuals and have developed some great friendships. Current and past members of the committee get together a few times each year outside of committee meetings to catch up with each other and to enjoy the company of the friends we have made.

As can be noted from the numerous benefits outlined above, my volunteer experience with the

Ottawa Chapter of IPM has been both very positive and very rewarding. There has been more in it for me than I originally imagined. I would suggest to anyone out there who has thought about taking on a volunteer position with this organization to take the leap. The benefits are plentiful and the experience will be both satisfying and memorable.

If you have not yet considered the possibility of volunteering, perhaps now is the time. There is opportunity out there, so go after it. You will not be disappointed by what it gives you in return. ■

Jaime Moore, RPT is HR Advisor with Canadian Commercial Corporation in Ottawa