

Creating Your Project Team for Kronos Workforce Ready

A successful implementation starts with a strong partnership — a partnership that inspires the project team’s full engagement and empowers everyone to understand goals, success criteria, and project timelines, and fosters an open line of communication between your internal team and Kronos®. Staffing your project team properly is critical to achieving a successful implementation.

On the Kronos side, our services team is designed to understand your goals, provide guidance and support, and share best practices throughout every phase of your implementation.

The Kronos services team comprises the following members:

- Project manager
- Payroll application consultant
- Timekeeping application consultant
- HR application consultant
- Integration consultant*

*Do you have data from another system that you need to track in your solution, or data that needs to be reported out? If so, our integration consultant will partner with you on configuring the desired setup.

Key players to identify when developing your team:



Project Manager

The pillar of your internal team



Executive Sponsor

Your internal project champion



Training Lead

Your system supervisor



Technical Lead

The lead IT representative

Additional team members

Depending on the modules you purchased, you may need to recruit the following team members as well. These members will be critical in your core implementation as well as any additional modules you purchased.

- **The timekeeping subject matter expert**

Has a firm understanding of your operational costs and scheduling and managing your employees, which will help drive informed decisions when planning, assessing, and building out your Kronos solution.

- **The payroll subject matter expert**

Provides the implementation team guidance on payroll and timekeeping processes and procedures.

- **The HR subject matter expert**

Like your payroll and timekeeping subject matter experts, has a solid understanding of your business’s HR policies and procedures.

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Project Manager

Your project manager is the pillar of your internal team, and the primary team member supporting Workforce Ready® for your business post-implementation.

- Assembles and manages internal project team
- Completes all Discovery documents in collaboration with subject matter experts
- Assists in the development and monitoring of a detailed project schedule
- Partners with Kronos project manager, working through project status meetings and working to identify risks or concerns as needed
- Secures access to additional internal and user staff as needed to support specific areas of expertise not represented by the project team
- Effectively communicates risks or concerns to internal management as collective partners to find a resolution
- Updates project team about any additional organizational initiatives that could impact or delay the Kronos implementation
- Ensures internal business procedures are documented and users are trained



Executive Sponsor

The executive sponsor is your internal project champion, supporting your internal team throughout your implementation.

- Commits time to be engaged prior to starting the project and remains committed during the full lifecycle of the implementation, including phase reviews and milestone sign-offs
- Assists in forming and mentoring the project team; removes obstacles and generates support among all stakeholders to maintain the timeline and success of the project
- Supports the standardization of policies and ensures all sites are taken into consideration
- Attends all scheduled status meetings



Training Lead

The training lead acts as a system super user, facilitating user adoption throughout your organization. The training lead attends all relevant product training that enables him or her to develop custom procedures that will support your end-users with the rollout of your Kronos solution.

- Develops end-user documentation to support end-users as they begin to use the new system
- Attends all training and achieves fluency with the system
- Attends all regularly scheduled status meetings as well as critical milestone and phase review meetings



Technical Lead

The technical lead is a representative from IT, contributing valuable technical insight during every phase of the implementation.

- Responsible for extracting historical paycheck information from legacy systems for upload into the Kronos system
- Partners with the Kronos project team to ensure a holistic view of your organization's technical environment
- Works with the Kronos integration consultant through development of interfaces and reporting needs involving other systems
- Monitors and reports on project technical status; resolves and/or escalates technical project issues
- Defines and sets up applications relating to system administration
- Participates in system and unit testing
- Attends all regularly scheduled status meetings as well as critical milestone and phase review meetings

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Plan for success

Refer to this sample table as a guide for constructing your internal team. Bear in mind that one person might occupy multiple roles. For example, Tom Smith (below) is the project manager *and* the training lead for his business.

Internal Team Player Responsibilities						
Champion	Project Manager	Training Lead	Technical Lead	HR SME	Payroll SME	Timekeeping SME
John Smith	Tom Smith	Tom Smith	Judy Smith	Lucy Smith	Holly Smith	Holly Smith

Once your internal team is in place, it's time to set expectations for success. Start by reviewing roles and responsibilities with your team. Next, make sure your subject matter experts, project manager, training lead, and technical lead have a shared understanding of how the build-out of your Kronos solution is being constructed for your business. To achieve consensus, hold regular check-ins with your internal team, require team attendance at status meetings with the Kronos team, and confirm that training is being reviewed.

The information you need to feel confident about your implementation

Visit [Kronos Workforce Ready Implementation Services](#) online today to learn more about your Kronos implementation process.

Connect with Kronos customers, partners, and product experts on the [Kronos Community](#).



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