



Change Champion Network

1st Monthly Meeting – Oct 15th, 2019



Agenda

- 1) Change Champion Reminders & Action Items
- 2) Workday Project Overview
- 3) Hi-level Change Themes
- 4) Agents of Change
- 5) October Communications
- 6) Support Overview
- 7) Next Steps



Change Champion Monthly - FAQ

- ✓ This meeting is being recorded, the recordings and materials will be posted to the Change Champion page on the Elara Website
- ✓ All participants will be muted throughout the session
- ✓ Please write your questions by using the GoToMeeting Chat feature
- ✓ Meeting duration is approximately 1 hour + Q&A
- ✓ Questions not answered during the call will be posted to the Change Champion Dashboard in a few days

Change Network Reminders & Action Items

Workday Navigation Deck

- Please complete your delivery before 11/6

Elevator Speech

- Remember! Can be printed, emailed, and should be shared with team members

Next Change Meeting

- Will be scheduled for 11/6

It's okay not to have the answer

- Change Leadership has setup touchpoints throughout each week to review and respond to feedback on the champion portal

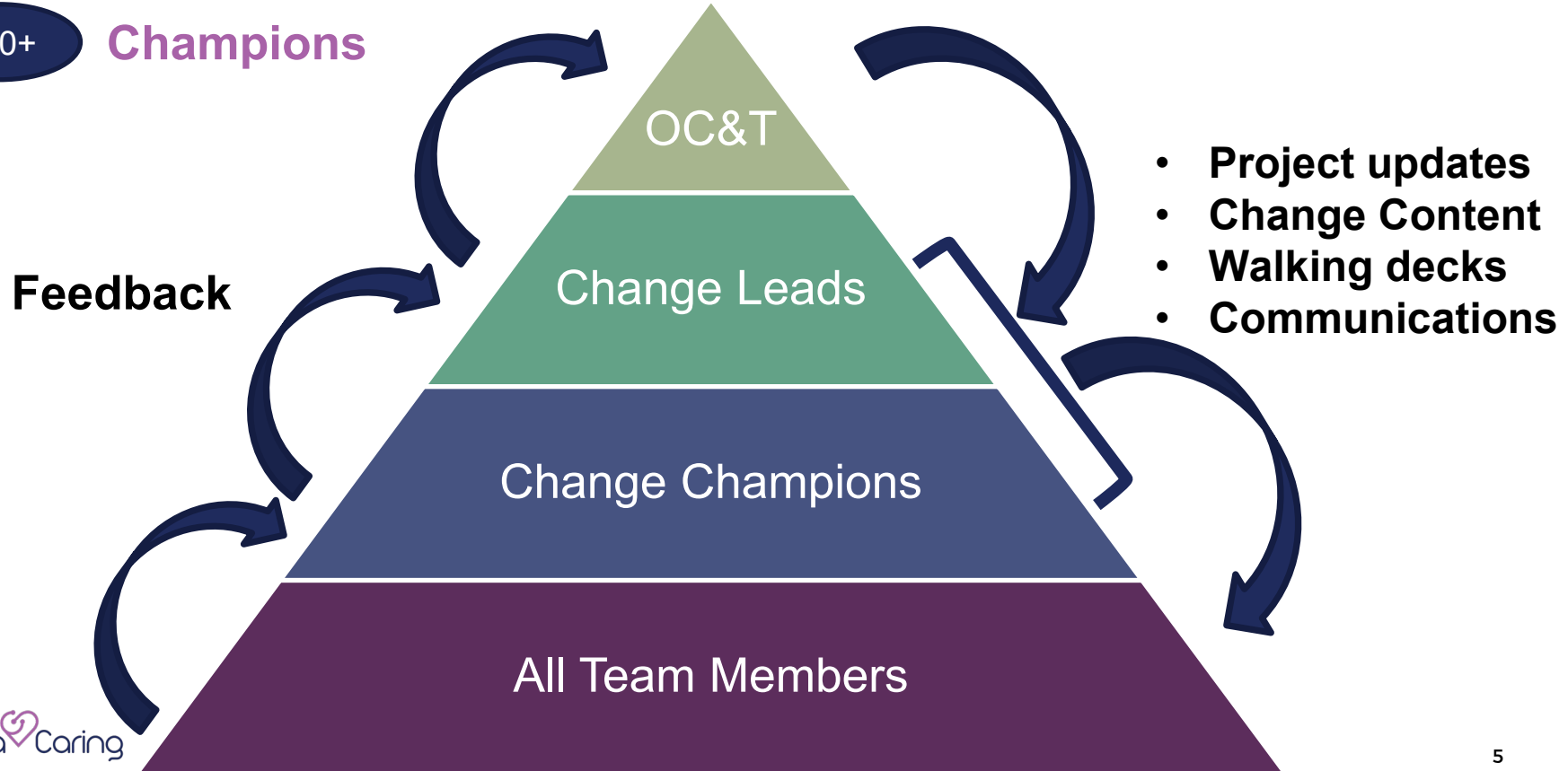
Champion registration and survey completion

- Complete the champion registrations and the individual readiness survey by end of day today

The Change Champion Feedback Loop

150+

Champions

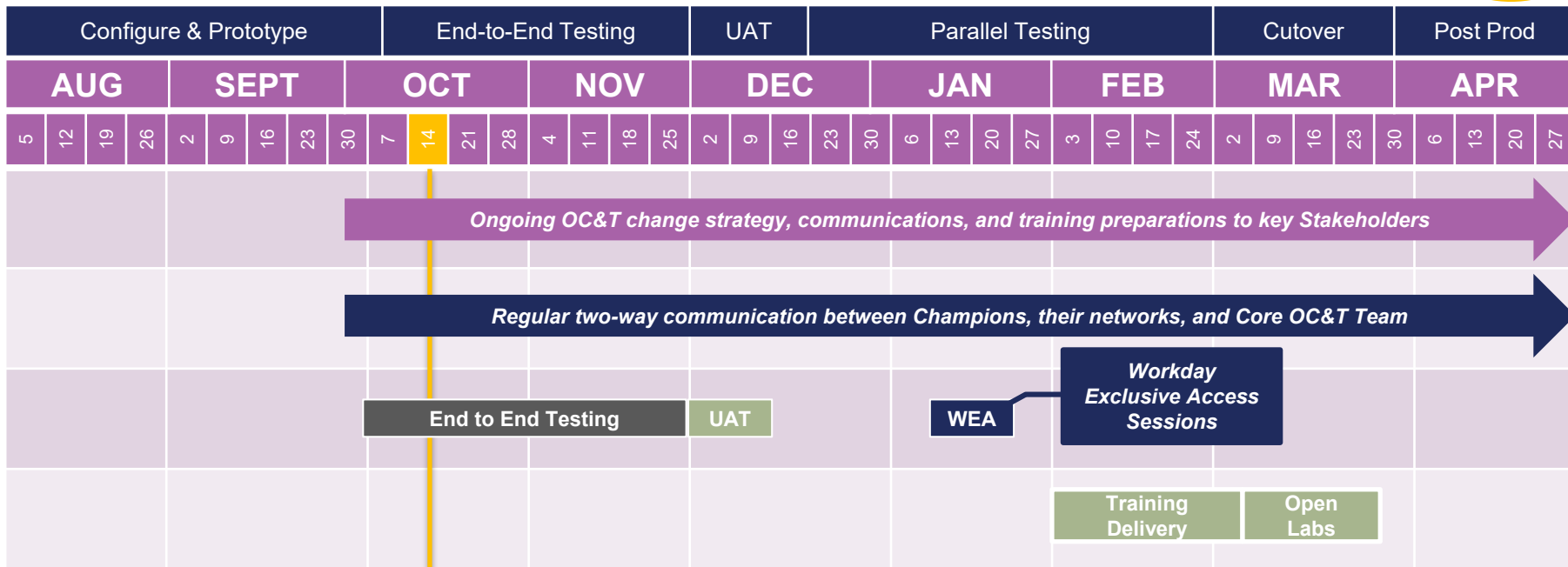


Workday Project Overview

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OC&T Project Timeline

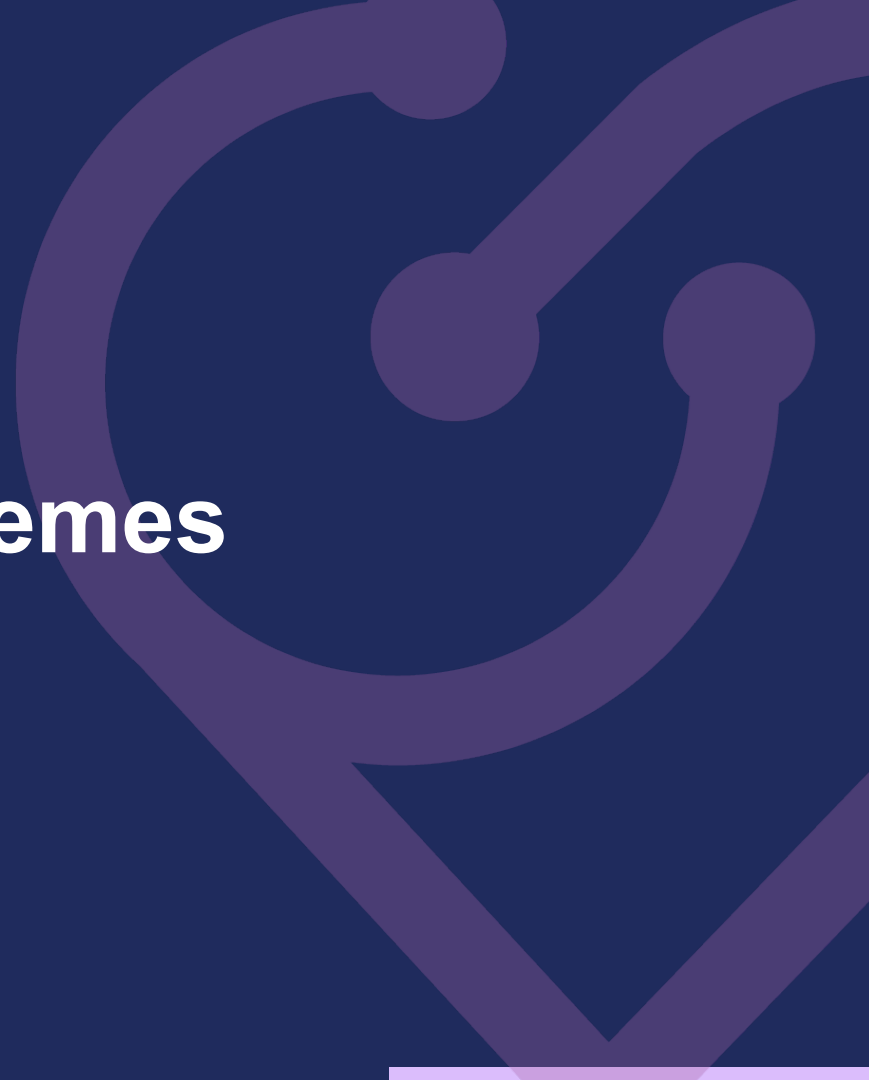
Go Live
Mid 2020



Legend	
	OC&T Leadership Efforts
	OC&T Leadership & Change Network Efforts
	Potential for Change Network Participation
	No Involvement*

Hi-level Change Themes

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Hi-level Change Themes

Discussion Point	How should I communicate?
Go-Live for Workday?	<ul style="list-style-type: none">• We are targeting mid-2020 to roll-out Workday. When the “go live” date is confirmed, the Project Team will notify the Champion Network prior to the public announcement. Please do not communicate any “go live” dates for HCM until you receive confirmation from the Project Team.
What systems will Workday be replacing?	<ul style="list-style-type: none">• Workday will replace all existing HRIS, benefits and talent acquisitions systems, including both instances of Ultipro, HUB for Benefits, ICMS, and ClearCare, in one integrated platform. However, Workday is more than a replacement system!• The Workday platform expands our systems support into areas currently managed through manual, paper-intensive processes.• Leave and vacation tracking, talent management, and time keeping for our office support staff are just a few of the processes that will be automated in Workday.
Where will I enter time?	<ul style="list-style-type: none">• Time tracking will be addressed on a system by system basis to be communicated at a later date.

Agents of Change

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October Communications

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HR Communication – Oct 16th

- 1) Announcement of end-to-end testing
- 2) Change Strategy:
 - ✓ Communication
 - ✓ Training
 - ✓ Change Champion Network
- 3) What's new with Workday
- 4) Spotlight:
 - ✓ User Roles and Business Process
- 5) Workday Term
 - ✓ Cloud-based Application

Manager Communications – Week of Oct 21st

- 1) Workday Announcement mid 2020
- 2) Systems being unified by Workday:
 - ✓ Payroll ✓ Talent
 - ✓ Recruiting ✓ Leave
 - ✓ Compensation ✓ Benefits
 - ✓ Performance
- 3) What's new?
- 4) What can you expect?
- 5) Callout to the Change Network

Support for Change Champions

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'Open Office Hours'

Open forum

- Informal meeting for questions, review of walking decks, general feedback
- Join at any time throughout the meeting

Next Open Office Hours Meeting

- Intended to be scheduled for 10/28
- Duration will be 1 hour

Change Champion Resource Portal

Coming soon...



Change Champion Feedback Network Portal

<https://app.smartsheet.com/dashboards/p9qhm5w6PJq4h9HmVhx7JP3M4h5H5HwXRwVfc251>



Change Champion Network Feedback Portal

1



Submit Feedback



2



Pending Feedback

3

Q&A Report

QAID#	Feedback	Response
QAID4110007	Why Workday?	Workday will provide the unified platform required to support our company through rapid growth and transformation. It will also empower our business leaders with the actionable date needed to make informed decisions and enable our team members with the HR tools needed to lead groups and manage personal data.
QAID4110008	What if I miss a meeting Change Champion meeting?	It's ok if you miss a meeting, but we do ask that you pair up with another Champion for updates and activities. PowerPoint presentations will be sent out after each meeting.

Elara Caring

17

Feedback so far?



Next Steps

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Next Steps

2nd Monthly CCN Meeting – November 6th

Agenda: Agents of Change Part 2 & Exclusive Access



- **Call to Action:**

- Share the Elara Elevator Speech with team members
 - This is printable, can be emailed, and posted around your office
 - Use it to reinforce your discussions with fellow team members
- Deliver the Workday Navigation Walking deck to team members you represent by 11/6
- Review the Agents of Change content provided so far to reinforce your efforts

- **Questions?**

- Add them to the Smartsheet tracker:
 - <https://app.smartsheet.com/dashboards/p9qhm5w6PJq4h9HmVhx7JP3M4h5H5HwXRwVfc251>



Thank You Change Champions!

One Team. One Mission.

Powered by Workday