POWERING YOUR WORKDAY

## Overview

This document provides the order and timing of the Integration Discovery Sessions for each day.

**Assumptions:**

- **Integration Discovery Sessions are delivered/facilitated on-site by a Solution Architect**
- **The client project team is prepared to answer all of the discovery questions below for each integration during the sessions.**

# Discovery Questions for each Session:

1) Establish Contact Person
2) Establish Transmission Method
3) Collect Current Spec and documentation if any.
4) How many files for each integration?
5) Any reports created after the fact for each Vendor integration
6) Manual, SQR, EBS process, how is it currently coded? Does it generate multiple files and reports?
7) Is the Integration transformed or sent to a sub system for additional processing?
8) How many down system systems rely or require data from this integration.
9) Discuss the downstream system from a functional view ( to get a better understanding of what we will have to provide)
10) Is the system a part of this project, to be modified or changed at the same time as the Workday project.
11) Are the other systems aware of the Workday project and aware that their data is going to come from a new system?
12) Are the other systems prepared to Test the new file and have been informed of the testing that will be coming?

13) Is the internal list completed?
    a) If Payroll is being deployed has the GL and fin systems been included in the list?
    b) If Payroll is time tracking and being used in Workday or outside Workday?
    c) If an integration is to feed a downstream database that feeds all downstream systems as the rationalization been started to understand what is required for this feed.
    d) How many downstream systems require a feed?  Can one supply all or individual?
    e) Do you have a change control process in place currently?
    f) How is change managed at this time for current integrations, (process only)?
    g) Do you have a current testing process for changes?

# Agenda

## Monday 10/27/14 – Location:  District Office Teleconference Room

| Hour | Topic | Required Attendees |
|---|---|---|
| 8:30 - 9:00 | Welcome & Introductions | **Manish, Nancy**<br>**Brian, Richard**<br>**Sheri, Vi, Pat, Alla, John S** |
| 9 - 10:30 | Payroll Integrations | **Manish, Nancy**<br>**Kim, Linda J and others**<br>**Sheri, Vi, Pat, Alla, John S, Richard** |
| 10:30 – 12:00 | Authentication & Data Synchronization | **Manish, Nancy**<br>**Brian, Richard and others**<br>**Sheri, Vi, Pat, Alla, John S** |
| 12: 00 - 1:00 | Lunch on you own | |
| 1:00 - 2:30 | Banking Integrations | **Manish, Nancy**<br>**Linda J, Sahar and others**<br>**Sheri, Vi, Pat, Alla, John S, Richard** |
| 2:30 – 4:00 | Discovery Review and Discussion of Deployment Methodology<br>Overflow and/or Cleanup of open issues | **Manish, Nancy**<br>**Brian, Richard and others**<br>**Sheri, Vi, Pat, Alla, John S** |

## Tuesday 10/28/14 - Location:  District Office Teleconference Room

| Hour | Topic | Required Attendees |
|---|---|---|
| 8:30 - 9:00 | Review & Prepare | **Manish, James** |
| 9:00 - 10:30 | Benefits Integrations (can be extended if needed) | **Manish, Nancy**<br>**Tim C, Wendy, Kim and others**<br>**Sheri, Vi, Pat Alla, John S, Richard** |

| Hour | Topic | Required Attendees |
|---|---|---|
| 10:30 – 12:00 | Open | |
| 12:00 - 1:00 | Lunch on your own | |
| 1:00 – 2:30 | Procurement Integrations<br>Vendor Accounts | **Manish, Nancy**<br>**Linda B, Sahar and others**<br>**Sheri, Vi, Pat, Alla John S, Richard** |
| 2:30 – 3:30 | Colleague Student Integration | **Manish, Nancy**<br>**Sheri, Eric, Brian, Richard** |
| 3:30 – 4:00 | Custom Integrations<br>Overflow and/or Cleanup of open issues | **Manish, Nancy**<br>**Brian, Richard**<br>**Sheri, Vi, Pat, Alla, John S** |

## Wednesday 10/29/14 - Location: District Office Teleconference Room

| Hour | Topic | Required Attendees |
|---|---|---|
| 8:30 - 9:00 | Review & Prepare | **Manish, James** |
| 9:00 – 10:30 | Overflow and/or Cleanup of open issues from Monday/Tuesday | **Manish, Nancy**<br>**Brian, Richard**<br>**Sheri, Vi, Pat, Alla, John S** |
| 10:30 – 12:00 | Open | |
| 12:00 – 1:00 | Lunch on your own | |
| 1:00 – 4:00 | Open | |