



**Just signed up with IDI?**

**Here's what you can do  
while you're waiting  
for implementation to  
start...**



- ✓ Make a list of the SMEs and other stakeholders you want involved in the process.
- ✓ Be thinking about your employees' workflow and how they might be interacting with the system on a day to day or weekly basis.
- ✓ Start thinking about different "day in the life" scenarios about how employees get paid and expected results to test after HCM systems are stable.



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- ✓ Have unions? Start gathering your contracts.
- ✓ How do you classify the different pay codes you track time to? How about non-worked codes or any premium pay? Start making a list.
- ✓ What kind of reporting will you need? Start gathering examples to share.
- ✓ Create a login in our [Client Portal](#) in *IDI Resource Center* to access more information (e.g., union survey, checklists, setup requirements).



**Just signed up with IDI?**

**We will coordinate a full team virtual call/meeting to kick off your project...**



- ✓ All project team members will be introduced.
- ✓ We will review the scope of the project.
- ✓ We will discuss projected timelines.
- ✓ Known hurdles will be covered.
- ✓ We will begin the analysis process.
- ✓ Next steps will be setup - the design phase of your project is launched!