Project Orientation
Design Phase Kick-Off

November, 2016
HUMAN CAPITAL MANAGEMENT

• Build a solid foundation
  • Essential requirement for sound HR service delivery
  • Improve efficiency of core HR processes
  • Support global and local compliance

• Enablement through engagement
  • Build and develop a high performing workforce
  • Right person, for the right job, at the right time
  • Increase performance through development, empowerment and rapid communication
  • Provide a transparent and analytical view on the workforce
HUMAN CAPITAL MANAGEMENT

Enablement through Engagement

Build a Foundation

- Employee Central
- EC Payroll
- EC Time
- Benefit Focus

Performance and Goals
Onboarding
Succession Development
Compensation
Learning
DESIGN WORKSHOPS

Process

1. Prepare
2. Conduct
3. Document
4. Validate (Playback)

Follow-up
Follow-up
# Design Workshops

## Workshop Inputs

<table>
<thead>
<tr>
<th>Best Practices</th>
<th>Policy and Regulations</th>
<th>BPR As-Is process Index</th>
<th>Data Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>Purdue Policies</td>
<td>Pain Points</td>
<td>Data requirements</td>
</tr>
<tr>
<td>Common Sense</td>
<td>Regulatory Rules</td>
<td>Current Processes</td>
<td>Source and Timing</td>
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<tr>
<td>System considerations</td>
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</table>

## Workshop Documents

<table>
<thead>
<tr>
<th>Process Flows</th>
<th>Presentation using project template with focus on:</th>
<th>Questionnaire/workbook:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roles with future organization in mind</td>
<td>Pain points / gaps</td>
<td>Complete before / during / after workshops</td>
</tr>
<tr>
<td>Process recommendation based on best practice recommendation</td>
<td>Policies to be challenged</td>
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<tr>
<td></td>
<td>Consider fewer or no approval routings</td>
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## Workshop Output

|---------------------------------|---------------------------------------------------|---------------------------|-----------------------------------|

**BPR**

Business Process Reengineering
Design Workshops

Workshop Participants

- Leader:
- Moderator:
- Scribe/Documentation
  - <Name (First Last), Role>
- Subject Matter Experts
Design Workshops

Workshop Norms

1. One conversation at a time
   - Turn off cell phones
     - If you expect an important call - announce it up front and step out

2. Participate

3. Communicate positively in your home department

4. Work to gain consensus – if not:
   - Add to “Parking Lot” or
   - Document as an issue

5. Surface differences - silence means acceptance

6. Listen actively & respectfully
## DESIGN WORKSHOPS

### Documentation

<table>
<thead>
<tr>
<th>Documentation Includes:</th>
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<tbody>
<tr>
<td>Process Flow with Roles</td>
</tr>
<tr>
<td>Action Item Resolutions</td>
</tr>
<tr>
<td>Design Decisions</td>
</tr>
<tr>
<td>Process Decisions</td>
</tr>
<tr>
<td>Prototype Requirements</td>
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</table>
PROCESS VALIDATION / PLAYBACK

• Final process
• Prototype, when applicable
• Stakeholders could be included in the playback session(s)
Changing Our Culture

Building a Culture of Trust and Accountability

• What does it mean to you when you hear that our future business processes are based on trust and accountability?

• What are the obstacles that would prevent us accomplishing our process goals?

• How can you help?