



Getting Started with UKG Pro Launch Services

What to expect — and how to expedite your success

As you begin your UKG Pro® deployment, we want to ensure you're getting the most from your new solution by getting you up and running as quickly and efficiently as possible, with minimal disruption to your organization. A well-managed deployment, completed on time and within budget, gets you off to a strong start and lays the foundation for success. While process and software functionality are important elements of a successful deployment, our focus is on your ability to reach full, effective user adoption that allows you to maximize the value of your investment.

Launch services you can count on

From your project manager and application consultants, your UKG® Services team is here to guide you through each step of the deployment and configuration process. We'll help you meet your requirements and get you up and running through a guided, strategically directed experience.

Ensuring success from the start

Our experts facilitate a streamlined deployment through every phase, partnering with you to design a plan that meets your success criteria based on your organization's size, industry, and specific business needs. We'll outline your team's contributions to the project's success, allowing you to manage expectations within your organization. We'll also incorporate quality checkpoints to ensure your ongoing satisfaction and minimize schedule delays.

A plan that measures your satisfaction and expedites your success

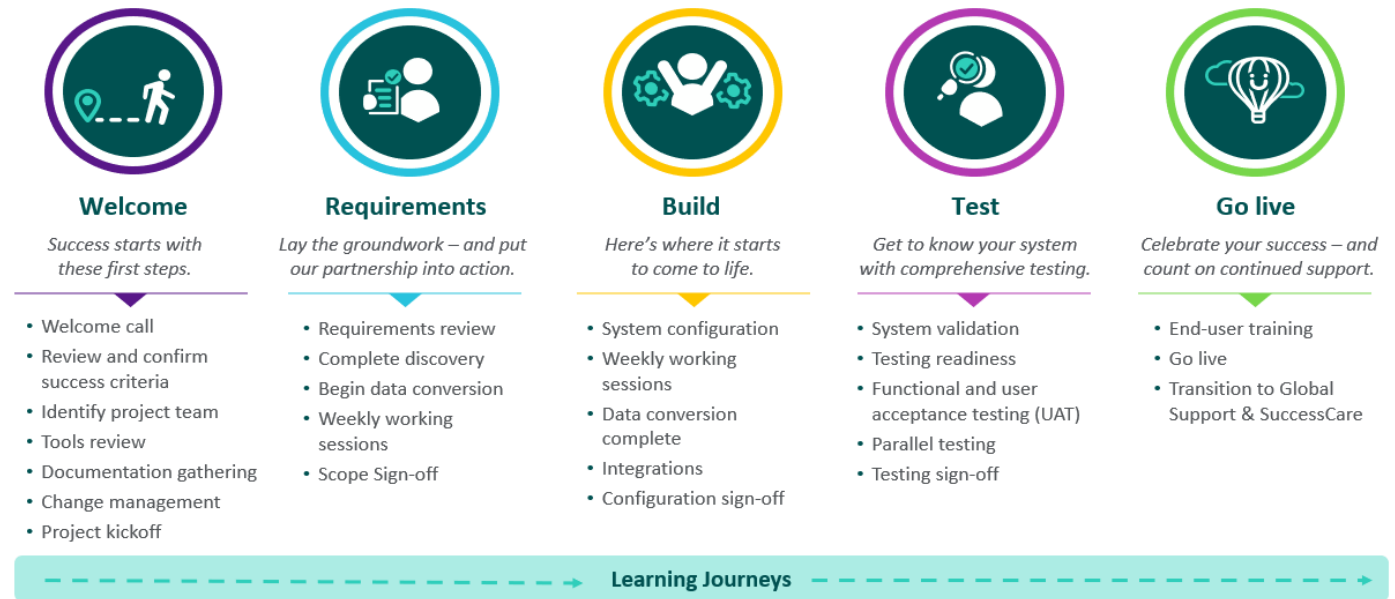
The project plan for your launch will include specific goals and milestones. These milestones are defined throughout the project, enabling the project manager to review the scope and quality before progressing to the next phase of the project. At key moments, we'll check in and ask for your feedback to assess progress.

Moving toward your goal: a successful go-live

Beginning with the welcome phase, each stage is structured to prepare you for what comes next as you move toward a successful solution go-live. On the next page, we've outlined the launch process from start to finish.

Launch process overview

The UKG Pro launch methodology comprises **five key phases** designed to help ensure a fast, efficient rollout of your UKG solution.



Our deployment goal is to help you realize value from your UKG solution quickly and efficiently. To achieve this, we'll work with you to roll out your core modules first. Depending on your purchase, these typically include HR, payroll, and time. After these modules are completed, the focus shifts to deploying any additional modules you have purchased as well as configuring additional functionality in the core modules.

Getting started

Welcome phase: Success starts with these first steps

In your welcome phase — the foundation of your deployment — you'll meet your onboarding team that will guide you through essential activities for preparing for a successful launch. During this phase, you'll attend the welcome call, select your project team, complete documentation checklist items, and attend readiness check-in meetings with your onboarding representative. The following tasks will prepare you for a productive kickoff call and lay a solid foundation for a streamlined deployment:

- Attend welcome call
- Define your internal project team
- Access project tools and resources
- Gather required documentation checklist items
- Attend check-in meetings
- Get started with learning in the UKG Community
- Complete change management course
- Schedule kickoff