



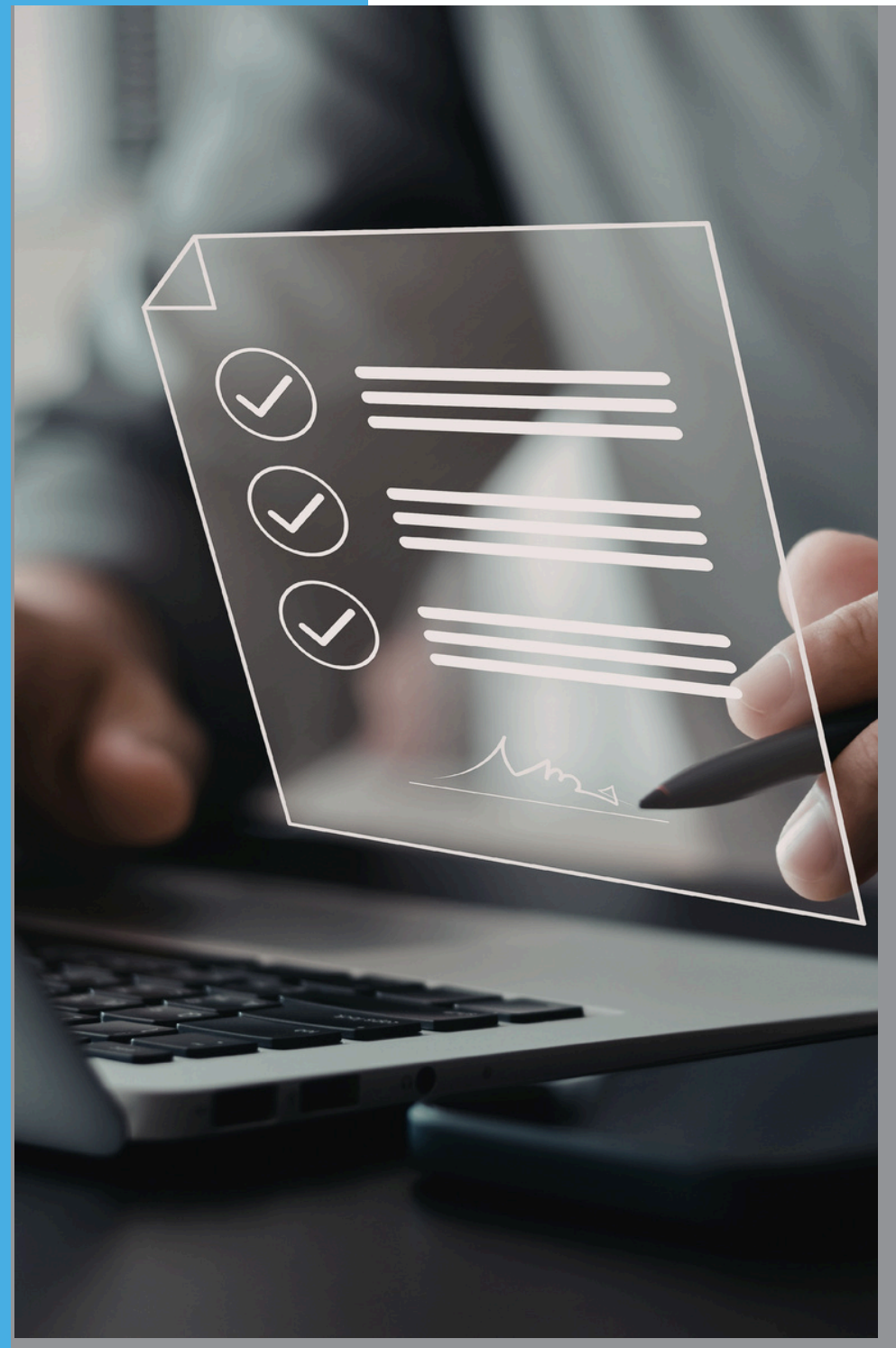
# 10 QUESTIONS TO ASK

## BEFORE STARTING AN HCM SYSTEM IMPLEMENTATION

*Preparation, alignment,  
and planning are the  
foundations of every  
successful HR technology  
implementation.*



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**The decisions you make before kickoff can have a greater impact on project success than the technology you choose.**

Implementing a new HR system is one of the most **significant investments** an organization can make. Whether you're replacing a legacy platform, consolidating systems after growth or acquisition, or modernizing your HR technology landscape, implementation success depends on much more than selecting the right software.



**Before launching your next HR technology initiative, answer these 10 critical questions.**

01

What business problem are we trying to solve?



Organizations often begin with a software evaluation before clearly defining the problem they're trying to address. While new technology can provide powerful capabilities, implementation efforts should always be tied to specific business objectives.

Are you looking to reduce administrative work? Improve the employee experience? Standardize processes across locations? Increase reporting visibility? All of the above?

**Clearly defining desired outcomes creates alignment and helps guide decisions throughout the project.**

02

Have we fully documented our current processes?



You can't effectively design future-state processes without understanding your current state.

Documenting workflows helps uncover inefficiencies, duplicate efforts, workarounds, and process inconsistencies that may otherwise be carried into the new system. This exercise also helps identify opportunities for improvement before configuration begins.

**The goal isn't simply to recreate existing processes in a new platform, it's to build better ones.**

03

Which processes should change,  
and which should stay?



Not every process needs to be reinvented during implementation. However, organizations should be intentional about determining which workflows are delivering value and which are creating friction.

Implementation projects provide a unique opportunity to **challenge assumptions**, eliminate unnecessary steps, and **adopt best practices** supported by the technology.



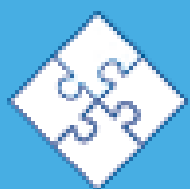
**Challenge**



**Eliminate**



**Adopt**



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04

Who will own key decisions?



Implementations involve HR, payroll, IT, finance, operations, and leadership teams. Without clearly defined ownership, projects can stall as decisions become delayed or conflicting priorities emerge.

Establishing governance early helps ensure stakeholders understand their responsibilities and know how decisions will be made throughout the project lifecycle.

Clear ownership often translates directly into faster progress and fewer roadblocks.

**Stakeholders**



**Decision Makers**



**Project Team**

05

Is our data ready?



Data migration is frequently underestimated. The following fields all need to be reviewed and validated before migration begins:

- ✓ Employee Records
- ✓ Organizational Structures
- ✓ Job Data
- ✓ Historical Transactions
- ✓ Reporting Fields

Inconsistent or incomplete data can create downstream issues that impact user adoption, reporting accuracy, and overall confidence in the system. Investing time in data preparation before implementation pays dividends long after go-live.

06

What systems need to integrate?



HR technology rarely operates in isolation.

Many organizations rely on a combination of payroll, benefits, recruiting, workforce management, learning, finance, and third-party applications. Understanding integration requirements early helps avoid costly surprises and ensures information can flow seamlessly between systems. Common integrations to consider:

 **Payroll** |  **Benefits** |  **Recruiting (ATS)** |  
 **Timekeeping** |  **Finance/ERP** |  **Learning (LMS)**

The sooner integration needs are identified, the easier they are to plan for and support.

07

Do we have the right  
resources aligned?



Even when working with an implementation partner,  
**internal involvement is essential.**

Subject matter experts will be responsible for validating requirements, making key decisions, participating in testing, and supporting change management activities. Organizations should carefully assess resource availability before committing to project timelines.

**One of the most common causes of project delays is simply underestimating the internal effort required.**

08

How will we prepare our employees for this change?



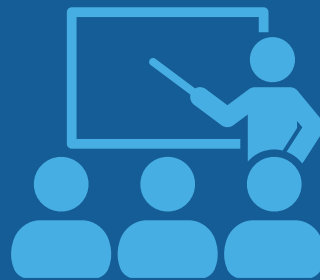
Technology implementations are ultimately people projects.

Employees, managers, recruiters, payroll administrators, and HR teams all need to understand how the new system will impact their day-to-day responsibilities. Adoption can suffer without a structured plan for the following:

**Communication**



**Training**



**Change Management**



09

How will success be measured?



Before implementation begins, organizations should establish measurable outcomes that define project success. These may include:



**Reduced Manual Processes**



**Faster Hiring Cycles**



**Improved Compliance**



**Improved User Satisfaction**



**Increased Employee Self-Service Adoption**



**Stronger Reporting Capabilities**

Having clear success metrics helps maintain focus and provides a framework for evaluating results after go-live.



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10

What happens after go-live?



Many organizations view go-live as the finish line. In reality, it is the starting point for realizing value from the investment.

Post-go-live support, optimization planning, governance processes, and regular system reviews help ensure the platform continues to evolve alongside business needs. Organizations that prioritize continuous improvement often achieve significantly greater long-term returns from their HR technology investments.

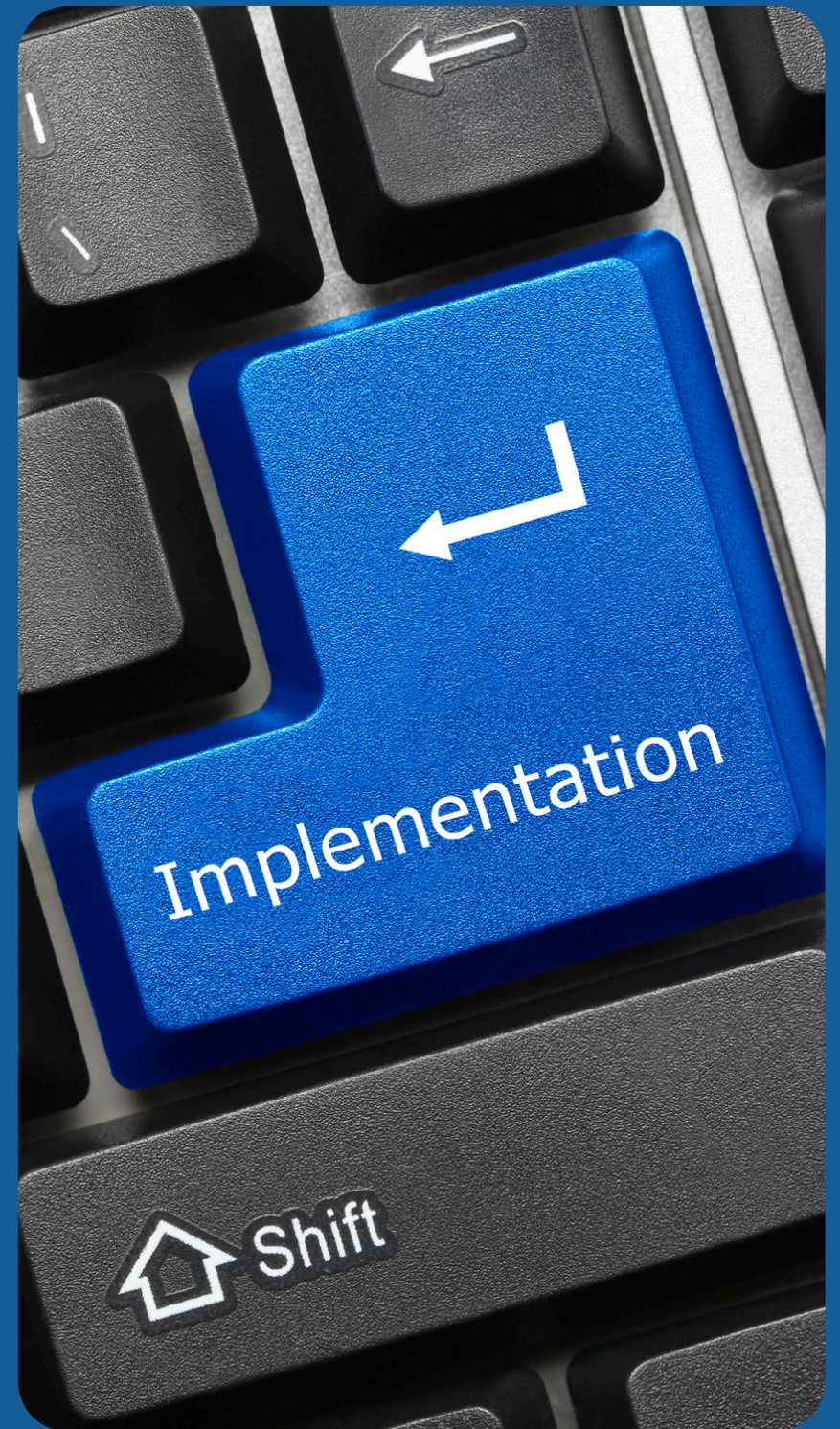
**A successful launch is important, but sustained adoption and optimization are what ultimately drive business results.**

# Start Strong to Finish Strong

By addressing these questions before kickoff, HR and business leaders can:

- Reduce Risk
- Improve Decision-Making
- Create a Foundation for a Smoother Implementation Experience

While technology matters, the work that happens before implementation begins often determines whether a project simply goes live or truly delivers value.



## Let's Build Your Implementation Strategy Together

HRchitect has guided organizations through thousands of HR technology projects, helping them reduce risk, avoid costly mistakes, and build implementation strategies that set them up for long-term success. Whether you're evaluating a new HCM platform, preparing for implementation, or optimizing an existing system, our experts can help.

**Schedule a Consultation Today:**  
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