

Change Ambassador Kick Off

Workday
Implementation
August 31, 2022



Agenda

Welcome

Introductions

Workday Project Overview

OCM Overview

Change Network Overview

Next Steps



Introductions

- Please state your name
- Department/Area
- One thing you know about Workday
- One thing you hope to gain from Change Ambassador Network *training or participation*

A graphic of a chalkboard with a black surface and a white border. The text "HELLO MY NAME IS" is written in white, hand-drawn, chalk-like letters. The word "HELLO" is on the top line, "MY NAME" is on the second line, and "IS" is on the third line.

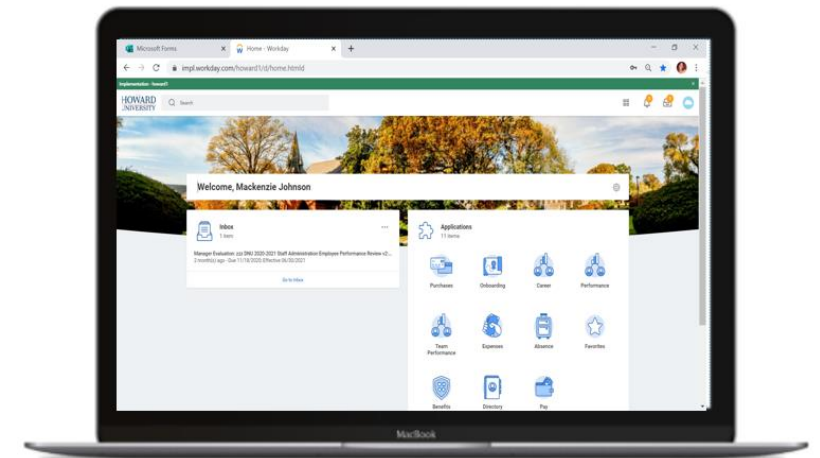
HELLO
MY NAME
IS



Project Overview – What is Workday

A leading provider of enterprise cloud applications - the only company that provides a **single unified, enterprise cloud-based software system for human capital, payroll and financial management functions**

A pioneer in building **products to reduce manual tasks and the administrative burden** that many large organizations face





Project Overview – When

Workday will be implemented in 2 phases

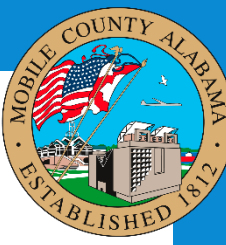
Phase 1: Financials

Go-Live Date: August 2022

Phase 2: HCM and Payroll

Go-Live Date: January 2023





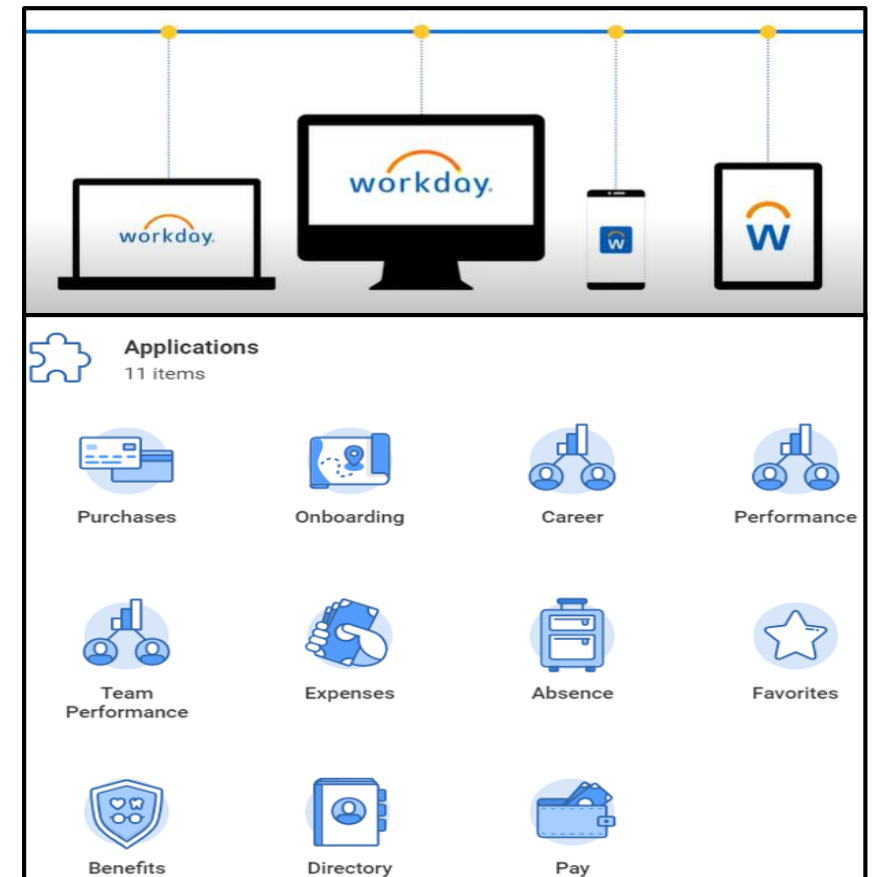
Project Overview – Why We Chose Workday

- To **integrate, streamline, and improve financial and human resources administrative functions**
- To create a **unified financial and business experience**
- Improve **efficiency and effectiveness** with technology investments
- Simplify and optimize **employee self-service** options
- Automate personnel action requests by implementing **manager self-service** functionality
- **Eliminate** tracking of employee **data in excel spreadsheets**
- Provide actionable employee and finance information to leadership
- **Eliminate paper driven filing systems**
- Provide a mobile user experience



Project Overview – How Workday Will Benefit You

- *Integrated* - **A single system for Finance, HR, and Payroll processes**
- *Convenient* - **Real-time access to information and reports**
- *Accessible* - **24/7 on-demand access via desktop, laptop, tablet and mobile**
- *Easy to use* - Graphical interface that looks and works like your favorite website
- *Simpler* - Streamlined automated processes that **reduce manual processes and paper forms**
- *Quicker* - **Reduced transaction processing time**





Project Overview – New Technology Implementations

Workday Implementation 2022-2023

Phase 1: Financial Management

- Financial Accounting
- Budgets
- Business Assets
- Banking & Settlement
- Customer Accounts
- Procurement
- Supplier Accounts
- Travel & Expenses
- Inventory
- Reporting
- Projects

Phase 2: Human Capital Management

- Core HCM
- Benefits
- Compensation
- Talent Management
- Performance Management
- Payroll
- Time Tracking
- Absence
- Learning

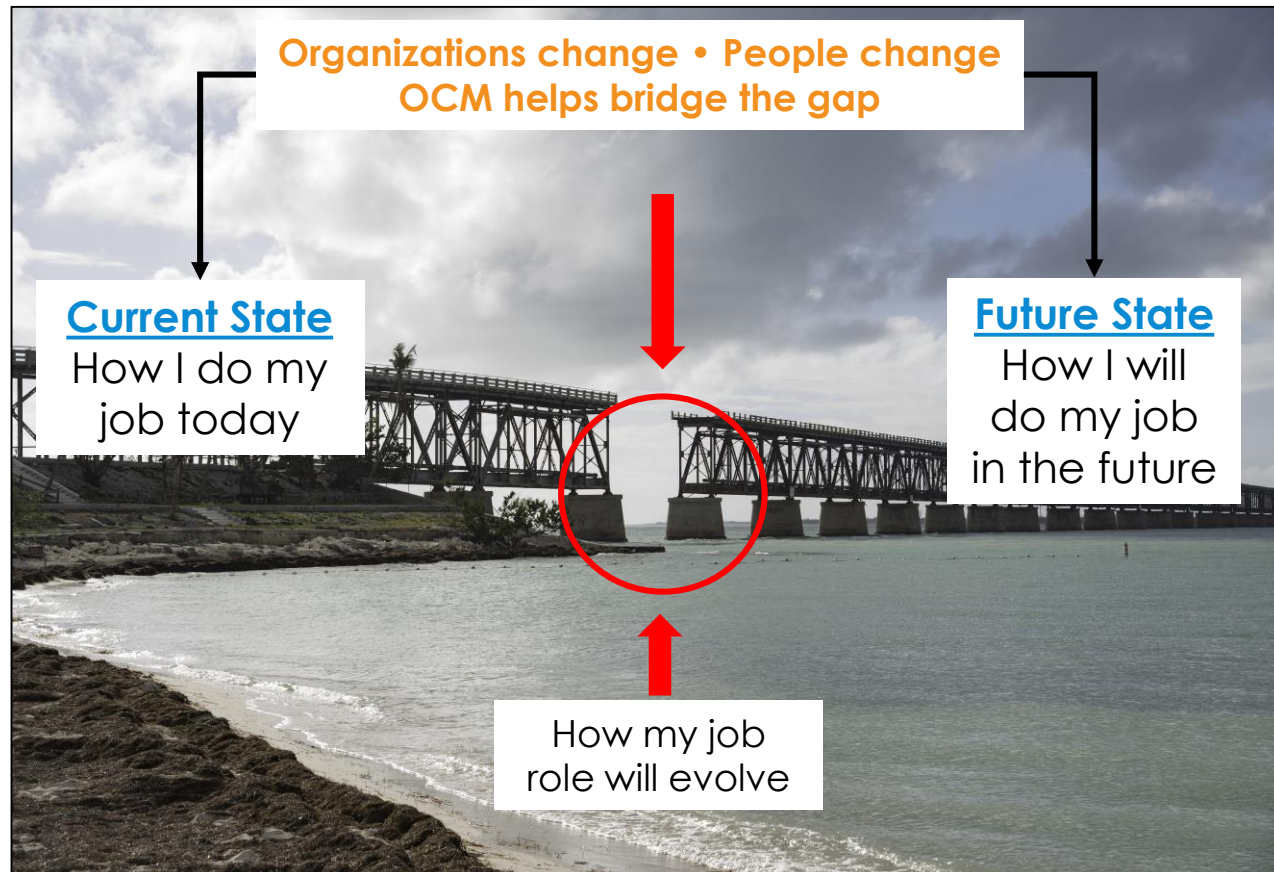


Workday Functionality Demo

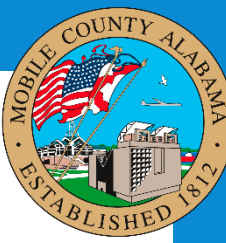




Why Organizational Change Management is Important



- Workday will **impact ALL** employees
- **Communication and engagement are important** to prepare County employees for a new way of working
- We need to build strong alliances throughout the County if we want to be successful
- Employees listen to those they know and respect

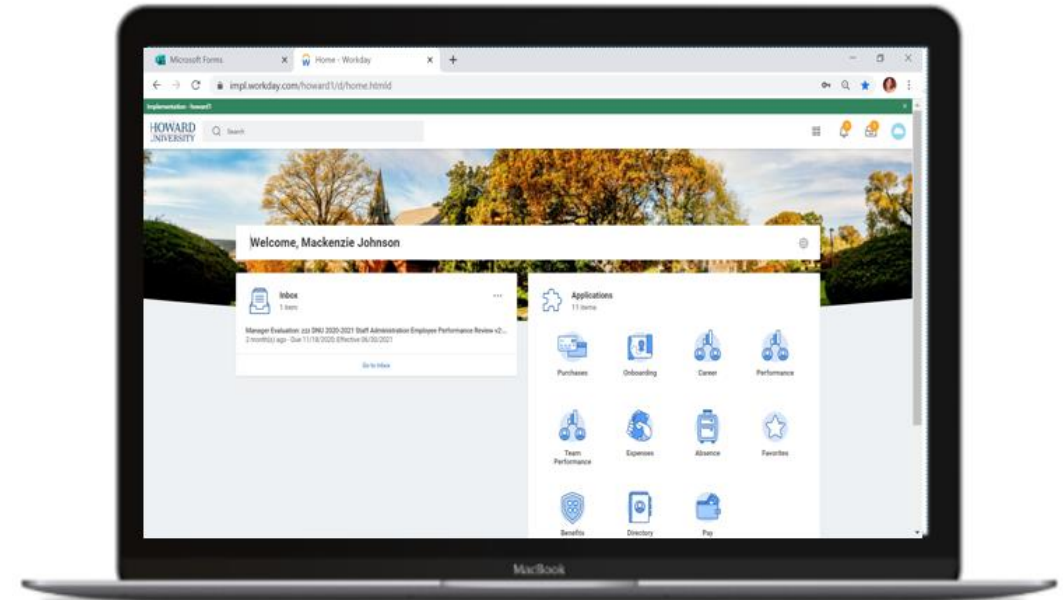


Workday is Transformational

Workday is an integrated technology that combines Finance, HR, and Payroll processes

The “way we do business” will drastically change

As agents of change, we must ensure that our County employees are **ready, willing and able** to adapt to our new way of working

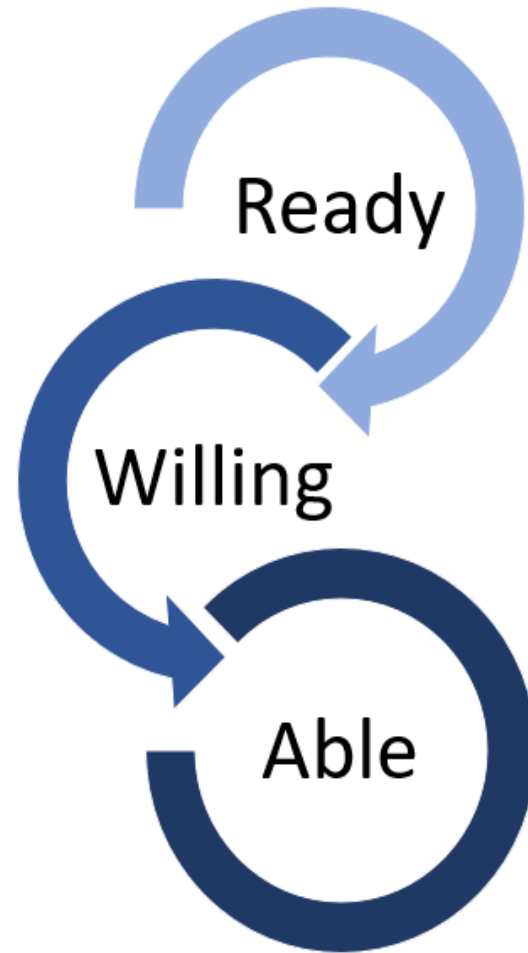




Preparing for a New Way of Working

Engagement

- Opportunities to provide input
- Ask questions
- See peers' role model behavior





Communications

- Regular & ongoing
- Delivered from Leaders, Managers, and the Project Team

Training

- Overview – How the system works
- Reference tools & resources
- Ongoing support and opportunity to ask questions

Change Ambassador Network Overview

<p>Description</p> 	<p>Teams of trusted and respected individuals from across the County who can influence and drive change within their functional areas</p>
<p>Purpose</p> 	<ul style="list-style-type: none">• Advocate for and raise visibility of Workday• Build support amongst their teams and peers before, during, and after implementation• Ensure Mobile County employees understand what is happening with the Workday project and when it will happen• Share the information and resources needed to work in a new way





Role of the Change Ambassador Network

Advocate



- Promote the change within their functional areas
- Gather feedback, challenges and concerns from peers

Engage



- Attend monthly Change Ambassador Network meetings
- Share information, resources and updates within their functional areas
- Conduct regular check-ins with their managers and the OCM team on progress of change plans and activities

Inform



- Share feedback with the project team
- Escalate issues and risks
- Reach out to the project team for information and support as needed
- Identify and escalate the need for additional communication, education and leadership involvement



Change Ambassador Network Benefits

Benefits for You

- Be a voice for your peers
- Sharpen your skills in communication, collaboration, and influence
- Provide feedback to influence change



Benefits for Functional Units

- Increase collaboration across functional areas
- Ensure perspectives of many are considered in change plans and activities
- Provide feedback loops for continuous improvement



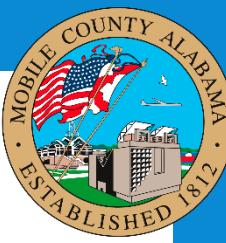
Benefits for the County

- Increase overall change resilience
- Maximize speed of adoption to changes
- Increase awareness of overlapping and connected changes



Your Change Ambassador Network

Functional Unit/Department	Change Agents
Mobile County Commission – Admin D2	Sharon Mitchell, Pamela Blackmon
Mobile County Commission - Voting System Management/D3	Max Turner, Daniel Holloway
Mobile County Commission - Building Maintenance/D5	Rhonda Johnston, Debbie Mills
Mobile County Commission – County Courthouse/Custodial/D6	Billy Rooks
Tobacco Tax/D7	Janeen Thornton, Clarence Berg
Community Corrections Center/D8	Dana Bowen
Senior Companion Program/D9	Lorraine Reynolds
Legislative Delegation Office/D10	Pamela Battiste
Environmental Enforcement/D11	Helen Wells
County Animal Control/D12	Angie Snowden
County Garage/D13	Kenneth Irby
County Inspection/D14	Joy Hayes
Electronics/D15	Carolyn Morrissette
Investigation & Recovery/D19	Michele Janos
13 th Judicial Court Police/D21	Robin Miller, Cecil Adkinson
Domestic Relations/D23	Angelia Pritchard
Strickland Youth Center/D25	Jamica Chaney, Geoff Tynan
Probate Court/D29	Renee Clark, Molly Wright
Revenue Commission/D30	Kelly Merifield, Katie Williamson
Board of Equalization/D32	Carol Gobin
Board of Registrars/D50	Marion Nettles
Environmental/D55	Donna Hansel
RSVP Grant/D56	Stacey Killingsworth



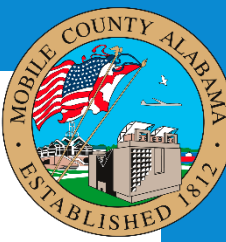
Your Change Ambassador Network

Functional Unit/Department	Change Agents
Foster Grandparent Grant/D57	Toni Robinson
County Treasurer/D60	Chinnita Thomas, Brandon Weaver
License Commission/D70	Alison Wadhvani, Gina Dean
Sheriff's Department/D80	Cynthia Coleman, Mary Seaman Koon, Karen Hubbard
Sheriff's Department Jail/D82	Dawn Wilson
Highway Traffic Safety/D89	Dawn Wilhelm
Eng. & Public Works/D98	Jessica Smith, Cindy Wilks, Darice Bohannon, Debra Howze, Patti Naylor, Debbie Nelson, Kayla Wiggins
Eng. & Public Works/D98 – 6 th Floor	Susannah Gaddis
Absentee Ballot Manager Office	Susan Potts



Change Ambassador Network

COMMUNICATION	TRAINING	SUPPORT
<ul style="list-style-type: none">• Attend Change Ambassador Network meetings• Build awareness of change with employees• Identify communication opportunities	<ul style="list-style-type: none">• Provide feedback on job aids and training materials based on user experience	<ul style="list-style-type: none">• Serve as a liaison between leadership, employees and the project team• Provide feedback• Direct employees to available resources to help support the change
CHARACTERISTICS		
<ul style="list-style-type: none">• Effective communicator and listener with the ability to grasp, process, and articulate thoughts and ideas well• Respected collaborator among peers with a desire to positively influence others• Ability to communicate openly at all levels of the organization• Easily adapts to change and is approachable and collaborative• Identifies and solves problems by providing practical solutions and treats each opportunity as a conduit to change and improvement		



Change Ambassador Network Responsibilities and Time Commitment

September-October

2-4 hours

Change Ambassador Network Selection & Kickoff:

- Select and inform Change Ambassador Network representatives
- Attend Change Ambassador Network Kickoff
- Complete kickoff activities

November-December

4 -10 hours per month

Change Ambassador Network Activities:

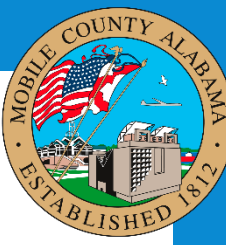
- Share and discuss project updates, FAQs, training updates, tip sheets, etc.
- Collect and share team feedback
- Share resources and where to go for help
- Review targeted project communications and identify other communication opportunities
- Provide feedback on job aids and training materials based on user experience

January-February
Post Go-Live

4-10 hours per month

Deployment Support:

- Share information about site readiness deployment activities
- Respond to questions
- Share resources and where to go for help



Next Steps

- Communicate plan using information you learned today
- Next Meeting: [TBD]
- Workday demo scheduled for [TBD]

Thank you!!!

We look forward to
working together
to implement this
change.



Questions?

