# 3LINK
solutions

# The Smart Path to Workday Deployment:

# A Practical Guide for Getting it Right the First Time

A clear, confident roadmap for HR, IT, Finance, and Payroll teams planning a Workday implementation.

# Introduction:
## Making Workday Work for You

**Deploying Workday** is a major opportunity to enable significant improvements in efficiency, decision-making, and employee experience. Whether your team is rolling out the full suite (HCM, Payroll, and Financials) or starting with a functional deployment, success depends on strategy, structure, and the right support.

At Three Link, we've helped hundreds of organizations go live with Workday. This guide captures what we've learned from real projects and real clients: the common missteps, critical success factors, and where experienced partners bring the most value.

If you're in the planning phase, or even mid-implementation, this is the roadmap you want as you start your journey with Workday.

# 1. Leadership & Governance
## Setting the Foundation

## Where Projects Struggle
- Compressed timelines that sacrifice quality
- Adding new requirements mid-project without adjusting timelines

## What to Prioritize
- Executive Sponsorship: Clear ownership and alignment from senior leadership
- Governance Structure: Establish roles like project sponsors, steering committees, and functional leads early
- Change Management: Start early and build a strategy to keep teams aligned and prepared
- Day 2 List: Build a list of non-critical issues and improvements you can tackle post-go live.

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**Best Practice**   A strong project starts with a clear vision—and a realistic definition of success.

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## Three Link's Role:
Our project leaders bring structure, objectivity, and communication frameworks that keep teams on track. We call this The Halo Effect—senior guidance, data-driven focus, and full visibility at every phase.

## 2. Resource Planning
### Building a Focused, Equipped Team

**Common Pitfalls**
- Overloaded internal SMEs juggling their day jobs
- Lack of familiarity with Workday terminology and tools

**What to Prioritize**
- Dedicated Team Members: HR, IT, Payroll, and Finance team members need real capacity
- Training Upfront: Understanding Workday's language makes the implementation smoother
- Milestone Discipline: The timeline only works if the team can hit its deliverables

**Best Practice**

Training before kick-off pays dividends later—especially when key design decisions are being made. Organizations are advised to develop a resource matrix that outlines team roles, responsibilities, and time commitments. Planned bandwidth assessments should be used to confirm that availability aligns with milestone requirements.

**Three Link's Role:**
We provide experienced consultants who help guide your team's decision-making, support overloaded SMEs, and ensure nothing critical falls through the cracks.

# 3. Data Management
## Clean Data = Confident Decisions

**Where It Gets Complicated**
- Inconsistent data from legacy systems
- Migration and accuracy of historical data
- Complex mapping between old data structures and Workday's data model

**What to Prioritize**
- Data Inventory: Know where your data lives and what you actually need
- Early Cleansing: Don't wait until testing to find out your data is wrong
- Migration Strategy: Choose what to bring into Workday and what to archive

**Best Practice**

The quality of your data will shape how your team feels about Workday from day one.

**Three Link's Role:**
We help clients navigate data extraction, cleansing, and validation using proven tools and frameworks. You still own the data—but we make sure it's accurate and actionable.

## 4. Business Process Alignment
### Don't Just Replicate—Reimagine

**Where Projects Get Stuck**
- Trying to replicate legacy processes instead of adopting Workday best practices
- Defining the future state too late in the project

**What to Prioritize**
- Process Mapping: Understand current processes, what to preserve, what to change, and why
- Adopt Best Practices: Workday is designed for streamlined, scalable operations
- Compliance Check: Validate everything against regulatory requirements

**Best Practice**

Early design choices shape your experience long after go-live. Make sure they're grounded in strategy.

**Three Link's Role:**
We help clients translate business goals into functional decisions and avoid over-customization. With hundreds of deployments under our belt, we provide context and clarity when it matters most.

## 5. Testing
### Validate Before You Go Live

**Common Pitfalls**
- Skipping critical testing steps to meet deadlines
- Designing test cases that don't reflect real-world use
- Failure to test for those unique ("gotcha") scenarios

**What to Prioritize**
- Comprehensive Testing Plan: Include unit, integration, and user acceptance testing
- Scenario Accuracy: Mirror real business scenarios as closely as possible
- Issue Tracking: Build a clear process for capturing and resolving gaps

**Best Practice**

Testing is your last chance to spot major issues—and your first chance to build trust with end users.

**Three Link's Role:**
Our team can lead testing, support test case development, and help make sure teams are truly ready. For larger projects, a dedicated Test Lead is often one of the highest-ROI investments you can make.

# 6. Change Management & Training
## Drive Adoption with Intention

**Where Teams Struggle**
- Users resist change or revert to old processes
- Training is rushed or not role-specific

**What to Prioritize**
- Clear Communication Strategy: Keep messaging consistent from the beginning
- Targeted Training: Customize sessions and materials for each audience
- Super User Network: Empower champions across the organization

**Best Practice**

If you don't explain the "why," employees won't buy in—even if the system works.

**Three Link's Role:**

We bring change management specialists and trainers who know how to engage teams, manage resistance, and build long-term comfort with the new system.

## 7. Go-Live and Beyond
### Sustain Momentum After Launch

**Where Follow-Through Matters**
- Lack of Hypercare Planning creates avoidable frustration
- No roadmap means missed optimization opportunities

**What to Prioritize**
- Detailed Cutover Plan: Define the "when, what, and who"
- Hypercare Support: Assign clear owners and communication channels for post-go-live help
- Continuous Improvement: Plan for enhancements, releases, and training refreshers
- Next steps: Plan for those items that were pushed out of initial deployment

**Best Practice**

Workday isn't static. The organizations that succeed long-term are the ones that invest and evolve with it.

**Three Link's Role:**
Our support doesn't end at go-live. We help you build an operating rhythm that includes enhancement planning, adoption tracking, and staying ahead of Workday's biannual releases.

## Final Thought: The Right Partner Changes Everything

**Deploying Workday** is one of the most strategic technology investments your organization will make. But the outcome depends just as much on preparation and guidance as it does on the platform itself.

Three Link helps clients navigate that path—from kickoff to go-live and beyond—with confidence, clarity, and speed. If you're starting a Workday deployment, or looking to course-correct, we're ready to help.

# Let's Connect

Whether you're a few weeks from go-live or just beginning to plan, let's talk about how we can make your Workday deployment a success.

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