

# Getting Started with UKG Launch Services

## What to expect — and how to expedite your success

As you begin your UKG Pro® deployment, we want to make sure 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.

### A comprehensive plan for your launch

The project plan for your launch will include specific goals, milestones, and tasks. These milestones are defined throughout the project, enabling the project manager to ensure alignment with the project's scope and validate progress before progressing to the project's next phase. 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 how the launch process unfolds from start to finish.

## Success from the start

- Our experts facilitate a **streamlined deployment through every phase**, collaborating with you to design a plan aligned with your success criteria based on your organization's size, industry, and specific business needs.
- **Highlight your team's contributions to project success**, enabling effective expectation management within your organization.
- **Integrate quality checkpoints** to ensure ongoing satisfaction and minimize any schedule delays.



## Launch process overview

Your UKG Launch project consists of five key phases, offering a structured approach to swiftly and smoothly roll out your 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 — we will guide you through essential activities to prepare for a successful launch. During this phase, you'll view the Prepare for Launch overview, select your project team, complete documentation checklist items, and get access to tools and resources. The following tasks will prepare you for a productive kickoff call and lay a solid foundation for a streamlined deployment:

- Get started in the UKG Community
- Watch the Prepare for Launch overview
- Define your internal project team
- Gather required documentation checklist items
- Access learning resources
- Schedule and attend your project kickoff