CatalystOne Professional Services

Process Development Service Description

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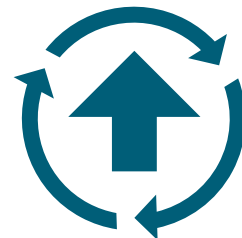
PRE-IMPLEMENTATION

Readiness analysis

Process development

System landscape and integration strategy

DURING IMPLEMENTATION

Process development

System landscape and integration strategy

Project & Change Management

OPTIMALISATION & OPERATION

Project & Change Management

End user training & Manuals

At CatalystOne, we strive for rapid, efficient and high-quality implementation of our platform. The purpose of our methodology is to secure an HCM solution that becomes a tool to reach our customers' desired effects - effects that may range from data quality and data security to strategic heights in the HR function to managers having time and means for continuous follow-up and coaching.

15 years of experience tells us that an HCM system is a necessary pre-requisite for gaining full effect of digitization - but the system itself is not enough. Therefore, we offer a suite of CatalystOne Plus services on top of our ordinary implementation services - with the purpose to support, challenge and/or lead the work of our customers on their journey towards a digitized HR function.

Our Plus services are delivered by consultants with solid experience within the areas HR as well as IT, which means that the value of the services are not only a new structure for handling complex operational development, but also gaining access to the knowledge possessed by the consultants themselves.

SUCCESS CRITERIA

In order to gain full effect of our Plus services, the following aspects are crucial:

1. Time and full attention from the key stakeholders identified as important for the task at hand

2. Clear decision paths for the proposals for change that may come out of the workshops

Process Development

One area of development that may result from the service Readiness Analysis (described above) is a change in the ways of working; a change to the organisation's processes. The service Process Development is designed to help map out the need and opportunities for change and improvement of HR-related processes such as on-boarding, off-boarding, individual performance management, etc.

FORMAT

The service is delivered by two experienced consultants in the shape of a 3-hour workshop with identified key stakeholders as participants. Typically, one workshop per process is required, but depending on the nature of the change and the number of stakeholders, some processes may require several workshops.

The result of the service Process Development is a proposal for revision of the process at hand, to be used a basis for decision regarding changes to be made.

Support for implementation of the changes is not included but is available as an add-on service.

TIMING

Prior to implementation of the process in the HCM system.

TIME REQUIRED FROM CUSTOMER

3 hours per participant and workshop

T: (+47) 40 00 36 44

M: info@catalystone.com

W: www.catalystone.com

Please do not hesitate to contact us should you have any questions at all

CONTACT US

T: (+47) 40 00 36 44

M: info@catalystone.com

W: www.catalystone.com