



# CatalystOne Professional Services

Readiness Analysis Service Description



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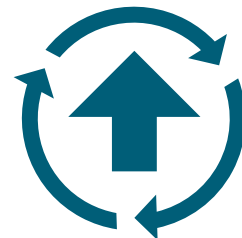
## PRE-IMPLEMENTATION

Readiness analysis  
Process development  
System landscape and integration strategy



## DURING IMPLEMENTATION

Process development  
System landscape and integration strategy  
Project & Change Management



## OPTIMISATION & 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

# Readiness Analysis

Implementing a new HCM system means looking over current ways of working and question why things are done the way they are. If there are major changes to be done in conjunction with introducing a new system, we recommend that those changes are handled as a separate initiative that in a structured way can define and lead the change. The goal of such a separate change management initiative is to secure full effect of the introduction of a new system.

The service Readiness Analysis gives a foundation for understanding what changes the organization is facing: the result is an overview of the difference between an experienced or actual current situation and a wanted position - and a recommendation for actions to take for moving towards the wanted position. Guided by investigations performed as preparation, we in a tightly facilitated workshop identify, map out and assess

quality of parameters we know are critical for the successful completion of an implementation project. We also identify and map out possible development and risk areas for the organization and suggest solutions for development and risk minimization. The work is done in collaboration with identified key stakeholders from the customer organization, who together form a representative cross-section of digitization stakeholders.

Examples of areas included in the analysis are processes, roles and responsibilities, information flow and master data - but it also assesses aspects like willingness to change and expectations regarding effects from changes in the HR area. The content and scope of the workshop will vary depending on the status, priorities and challenges of the organisation at hand.

## FORMAT

The service is focused around a workshop where key stakeholders from the customer are gathered and guided through a mapping and analysis of their operations by two experienced consultants.

The consultants come prepared by having analysed data from a survey that the participants have responded to in advance and can thereby guarantee an effective workshop day.

The day has three parts:

- A morning session of facilitated fact finding, where brainstorming and discussions put all facts on the table
- A prolonged lunch break, which the consultants use to consolidate findings
- An afternoon session, where the consultants present their preliminary findings in order to provide the participants with the opportunity to provide feedback, add things that did not come up with in the morning and correct misunderstandings.

Two days after the workshop, a report with an overview of the findings as well as recommendations for a way forward is distributed to workshop participants (and/or other designated receivers of the report)

## TIMING

Before starting the implementation project

## TIME REQUIRED FROM CUSTOMER

4-8 hours per workshop participant, depending on complexity and size of organization

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



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