



ADP's Implementation Methodology

ADP's proven implementation methodology consists of the following phases:

- Project startup.
- Analysis.
- Configuration.
- Conversion.
- Validation.
- Production.

Phase I – Project startup

Project startup is the first phase of the implementation and includes these primary objectives:

- Conduct internal sales-to-implementation transition meeting.
- Assemble the implementation project team.
- Prepare and conduct the welcome session.
- Enroll the County team members in training.
- Gather and enter data into eAnalysis, an Internet-based tool used to collect details regarding client data and business rules.

The purpose of this phase is to prepare the County and ADP teams for a successful implementation. Project startup brings together your transition from sales to implementation and includes all steps leading to the project-kickoff overview meeting. In order to introduce the implementation process to your core project team members, we hold a welcome session during which we review our methodology, implementation web site, and tools.

The following tables show project deliverables and tools for this phase.

Project deliverables
<ul style="list-style-type: none">■ Program charter.■ Welcome session.

Project tools
<ul style="list-style-type: none">■ eRoom.■ eAnalysis.■ eConnectivity.

Phase II – Analysis

Analysis is the second phase of the implementation and includes the following primary objectives:

- Review existing requirements and perform detailed analysis.
- Document requirements and obtain internal ADP team and the County signoff.



Analysis is the process of taking the initial information gathered during the sales cycle and drilling down to the level of detail required to configure the new system. The ADP team sets up your project team members with access to our implementation web site and, in particular, the eAnalysis system. eAnalysis contains the questions and information necessary to collect your business rules and requirements information for this phase. Your ADP implementation consultant(s) guide your project team to gather the necessary information and enter it into the eAnalysis tool. This process actually begins during the startup phase, and analysis review and validation meetings occur with your project team following the project-kickoff overview meeting.

The outcome for the analysis phase is creation of comprehensive working requirements documents (i.e., implementation design document (IDD), functional/technical specifications, etc.). These key documents define the system as it will be implemented. The IDD is generated automatically from the eAnalysis tool and posted in the eRoom for the County to approve.

The following tables show project deliverables and tools for this phase.

Project deliverables
<ul style="list-style-type: none">■ Project-kickoff overview meeting.■ Implementation design documentation.■ Data mapping document.■ Custom interface specifications.■ Program charter (final).■ Project plan (updated).■ Status reports.

Project tools
<ul style="list-style-type: none">■ eRoom.■ eAnalysis.■ eConnectivity.■ eLibrary.

Phase III – Configuration

Configuration is the third phase of the implementation and includes the primary objective of setting up all systems and processes to meet the County's requirements as defined during the analysis phase.

Configuration begins after the County approves the IDD and ends prior to the conversion of the County data. The goal of this phase is to leverage the approved IDD and information collected during analysis to configure the applications as specified in the scope of services. The ADP implementation team performs all table setup activities, while the County project team completes the required training curriculum and approves the delivered system. All required interfaces and reports are developed during this time according to the scope of services.

The following tables show project deliverables and tools for this phase.

Project deliverables
<ul style="list-style-type: none">■ Data mapping document (updated).■ Implementation design documents (updated).■ Project plan (updated).■ Configured ADP systems.



Project deliverables
<ul style="list-style-type: none">■ Status reports.■ Data conversion strategy (completed).

Project tools
<ul style="list-style-type: none">■ eRoom.■ eAnalysis.■ eConnectivity.■ eLibrary.

Phase IV – Conversion

Conversion is the fourth phase of the implementation and occurs once configuration is complete. Data conversion is simply the process of moving all identified information from the current legacy system(s) to the new ADP system so the project team can begin testing and validating the configuration. This process is facilitated through the data mapping document and conversion tool.

the County is responsible for auditing the accuracy of the converted data and all output reports, and your signoff is required to ensure proper validation of all converted data. In addition, all core the County project team training should be completed by the end of this phase in preparation for user-acceptance testing. All end-user training should be completed prior to parallel testing.

The following tables show project deliverables and tools for this phase.

Project deliverables
<ul style="list-style-type: none">■ Fully populated ADP system.■ Conversion logs.■ Client conversion signoff.■ Employee demographic file.■ User-acceptance testing scripts.■ Status reports.

Project tools
<ul style="list-style-type: none">■ eConvert.■ eRoom.■ eCompare.

Phase V – Validation

Validation is the fifth phase of an implementation and occurs once conversion is complete. This phase consists of running test cycles (both user acceptance and parallel) to verify the configuration of the ADP system. ADP provides comparison results detailing the differences between the two systems' pay detail and year-to-date output files. The primary objective of this phase is to successfully perform testing of all configured ADP systems and interfaces. Validation consists of the following testing components:

- Internal ADP integration testing.
- User-acceptance testing.
- Parallel testing.



The following tables show project deliverables and tools for this phase.

Project deliverables
<ul style="list-style-type: none">■ Testing scripts.■ eCompare setup and test result documents for pay detail.■ the County testing approval.■ Data conversion approval.■ the County go-live authorization.

Project tools
<ul style="list-style-type: none">■ eRoom.■ eConnectivity.■ eCompare.

Phase VI – Production

Production is the final phase of the implementation and includes the following primary objectives:

- Successful processing of the live production services.
- Transition from implementation to service.

After successful validation testing and approval of results, we move to live production, and the County begins to reap the benefits of the configured ADP solution. This final phase closes with a post-implementation meeting and formal transition to the ADP service teams that provide ongoing support.

The actual go-live date for each solution varies based on when data collection is required. This is finalized during validation activities and is then communicated in writing.

The following tables show project deliverables and tools for this phase.

Project deliverables
<ul style="list-style-type: none">■ Production processing.■ Delivery and acceptance of live processing output.■ Status reports.■ End-of-engagement review.■ Transition-to-service meetings.■ Quality survey.■ Lessons-learned documentation.

Project tools
<ul style="list-style-type: none">■ eRoom.■ eConnectivity.