5 THINGS TO KNOW BEFORE IMPLEMENTING SAP SuccessFactors

**RESOURCE AVAILABILITY**
It is important to understand what your internal resource availability is before entering into an implementation. Yes, your implementation partner will be doing the system work, but there are roles and responsibilities that will fall on you, the customer, and your team.

**PRE-PROJECT TRAINING**
Make sure that your team engages in the Project Team Orientation, or PTO. This will prepare everyone for what is to come and how to communicate your needs to the consultants for successful implementation.

**TIMELINE**
Your implementation provider will work with you on a projected timeline based on the scope that you provide upfront. You need to keep in mind the factors that will impact the timeline, such as new requirements, resource knowledge (Subject Matter Expertise), and resource availability. Solid requirements and team make for a successful project.

**TESTING**
Testing is one of the most important aspects of the project and will require a large portion of time from your internal team. Prepare everyone that they will need to allot enough time for the testing phase. Implementing an HRIS is complex and requires thorough testing.

**SUPPORT**
Once the implementation is complete, you will need on-going support to maintain your solution. Managing the volume of changes that come with quarterly release can be overwhelming. You need a plan for keeping your system optimized.

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