Harvard Contingent Workforce Project – Implementation Road Map

October, 2018

Get Prepared
- Read Project Summary and Web Page
- Review Program Guidelines
- Recruit Executive Sponsor
- Name LIM, form local project team
- Schedule team and community meetings
- Issue early communication about change

Define new model and business process
- Review high-level business process
- Decentralized distributed or centralized model?
- Identify requisitioners, timesheet approvers
- Identify approver for each CoA Org and Tub
- Identify proxies for approvers
- Communicate about new model

Identify Needed Suppliers
- Review Enrolled Suppliers
- Review Contingent Spending Object codes 7940, 7980 and 8220
- Review local supplier contracts, if any
- Identify additional suppliers to enroll, if any
- Validate active CWs who will be converted

Identify Needed Job Templates
- Review Job Templates & Rate Card
- Identify Job Templates Needed, If Any
- Provide job title, description and rates

Change Management
- Identify users (generally and for data collection)
- Conduct stakeholder outreach & engagement
- Send readiness and go-live communications
- Urge users to attend web-based training
- GO LIVE Manage stabilization/ adoption

Project Summary | Web Page | Business Process | Program Guidelines | Supplier List | Job Templates + Rate Card