Fixed Scope Offering for "Oracle Fusion HCM"

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Today's Business Challenges

- ❖ Adopt leading Global HCM practices.

- ❖ Streamline the HCM processes and achieve measurable efficiencies.

- ❖ Achieve HR excellence by recruiting, developing and retaining the best talent.

- ❖ Provide global visibility of the Human Resources in the organization for the management to make critical global HR decisions.

- ❖ Require insight about trends within the organization to take pro-active measures for various individuals issues

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FSO Proposal Objective

❖ GTS Fixed Scope Offering is designed for customers who want to deploy Oracle Cloud Applications quickly and efficiently.

❖ As against traditional projects with long analysis, development and testing phases, the objective of GTS Fixed Scope Offering is to get the Applications up and running on Oracle Cloud in as little as 10 – 14 weeks.

❖ With strong domain knowledge, application expertise and unique technical skills GTS brings to you the quick ROI at minimum risk for your Cloud initiatives.

❖ This document provides insight into the scope, approach and methodology used for this "Fixed Scope Offering"

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GTS's Offerings

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Scope (HCM Cloud Modules)

Package	Modules	Duration
Package 1	• Global HCM	12 Weeks
Package 2	• Global HCM • Goal Management • Performance Management • Talent Review	14 weeks
Package 3	• Global HCM • Goal Management • Performance Management • Talent Review • Compensation	16 Weeks

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Scope (Taleo Cloud Modules)

Package	Modules	Duration
Package 1	• Taleo Recruiting	12 Weeks
Package 2	• Taleo Recruiting • Taleo Onboarding	15 Weeks
Package 3	• Taleo Recruiting • Taleo Onboarding • Taleo Learn	18 Weeks

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Implementation Scope

High Level Scope Definition

HCM Cloud	
Core HR	• Configure 1 legal entity • Configure 1 country • Configure 1 reference set in addition to common • Configure person profile & work structure profile • Configure HCM workflow as delivered • Modify maximum of 2 delivered workflow depending on the feasibilty configuration flexfields/Checklist/Document of records based on the business requirement
Goal, Performance, Talent Review & Compensation	• Configure 1 goal plan, upload of organization and worker goals • Configure 2 process flows and 2 performance templates per process flows • Configure 1 talent review template • Configure 3 compensation plans, 1 for base pay and 1 for bonus, 1 individual plan

High Level Scope Definition

Taleo Cloud	
Taleo Recruiting	• Configure SmartOrg (Organization up to 10 Levels - Location up to 5 levels and Job Field up to 4 levels) • Configure up to 5 User groups, 5 User types, 5 Configuration profiles. • Configure up to 30 User defined fields with required list of values. • Configure up to 4 requisition files and 4 candidate files. • Configure up to 30 dynamic message templates. • Configure 3 Candidate Selection workflow (CSW). • Configure Interview Management. • Configure Offer Management. • Configure 1 Career section with customized theme.
Taleo Onboarding	• Create one new Hire Portal with customized Theme. • Configure up to 2 Onboarding Processes. • Configure up to 20 Tasks. • Create forms up to 10. • Configure up to 15 Messages. • Configure up to 3 Custom reports.

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High Level Scope Definition

Taleo Cloud

| Taleo Learn | Configure one learning Portal with custom theme. Enable Content Management. Managing all learning activities (Training scheduling, Class Registration, Managing waiting list, after training assessment). Managing all learning resources . Configure Social Learning tools (Rating , Reviews and discussion forums). Configure E-commerce for managing Revenues. Configure up to 3 Custom reports. Create up to 3 Surveys and Evaluation assessments. |

High Level Scope Definition

History Data Migration	
Data Elements	**Volume of Data**
Companies	• Active companies
Locations	• Active locations
Departments	• Active departments
Job Codes	• Active job codes
Positions	• Active position
Job Family	• Job families tied to job codes
Salary Grade Step, Plans	• All active salary plans and grades
Job & Employment	• Active employees-Hire row & latest job data transaction • Terminated employees – Hire row and termination row (Employees terminated in last 2 years only)
Personal	• Latest personal details
Compensation	• Associated compensation data for each job
Goals	• Goals for employees

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Implementation Methodology

Implementation Methodology

- ❖ GTS Uses OUM Cloud Approach for implementation

- ❖ This is based on the same principles as Oracle's Unified Method (OUM) to allow consistent approach across all SaaS products.

- ❖ This is specifically designed for implementing Oracle Cloud applications, according to well defined and tested activities and deliverables;

- ❖ Salient Features of this method includes:
  - ✓ An easy to follow framework of activities that allows efficient, step by step project implementation centered around few and essential activities and deliverables,
  - ✓ Short, well structured implementation cycles,
  - ✓ Iterative configuration,
  - ✓ Best practice suggestions for all business decisions avoiding customizations

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Implementation Methodology

❖ The implementation uses Cloud Applications Toolkit which has predefined, value-adding materials to reduce workload

❖ Planned for up to 4 four modules per release cycle

❖ Multiple releases are possible to accommodate incremental scope and/or timeline decisions

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Implementation Approach

Key Features

- Configuration of pre approved scope

- Fully provisioned & working system in a Rapid time frame

- Processes are from Out of box – Best Practices

- Adopt and not Adapt

- FSO acts as Baseline for future releases

- Continuous engagements for configuring additional modules/ functionalities of future releases

Benefits

- Faster Deployment of Essential Functions

- Faster Time to Value

- Weeks and Not months

- Better Governance and Higher success rate

Implementation Approach

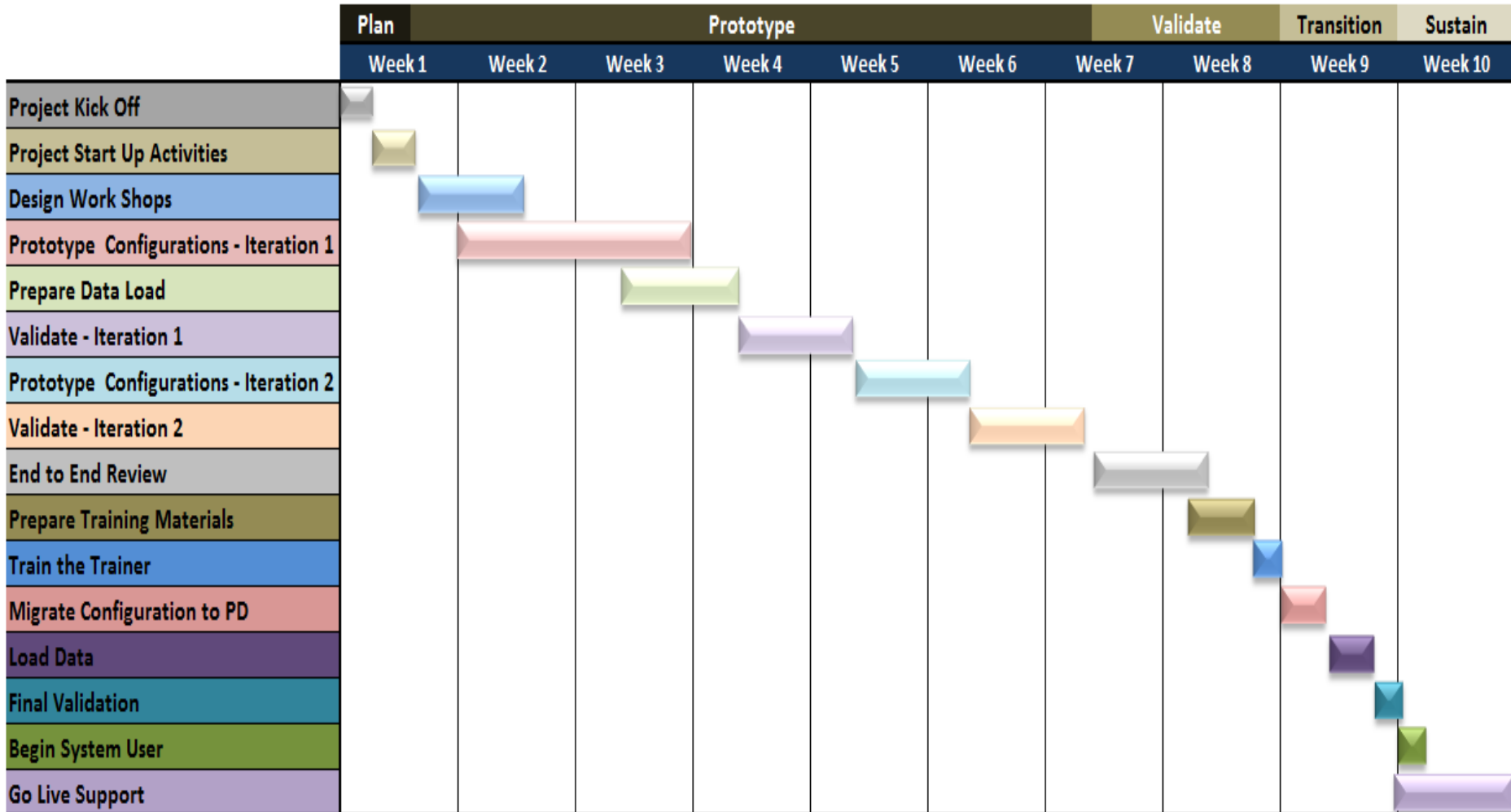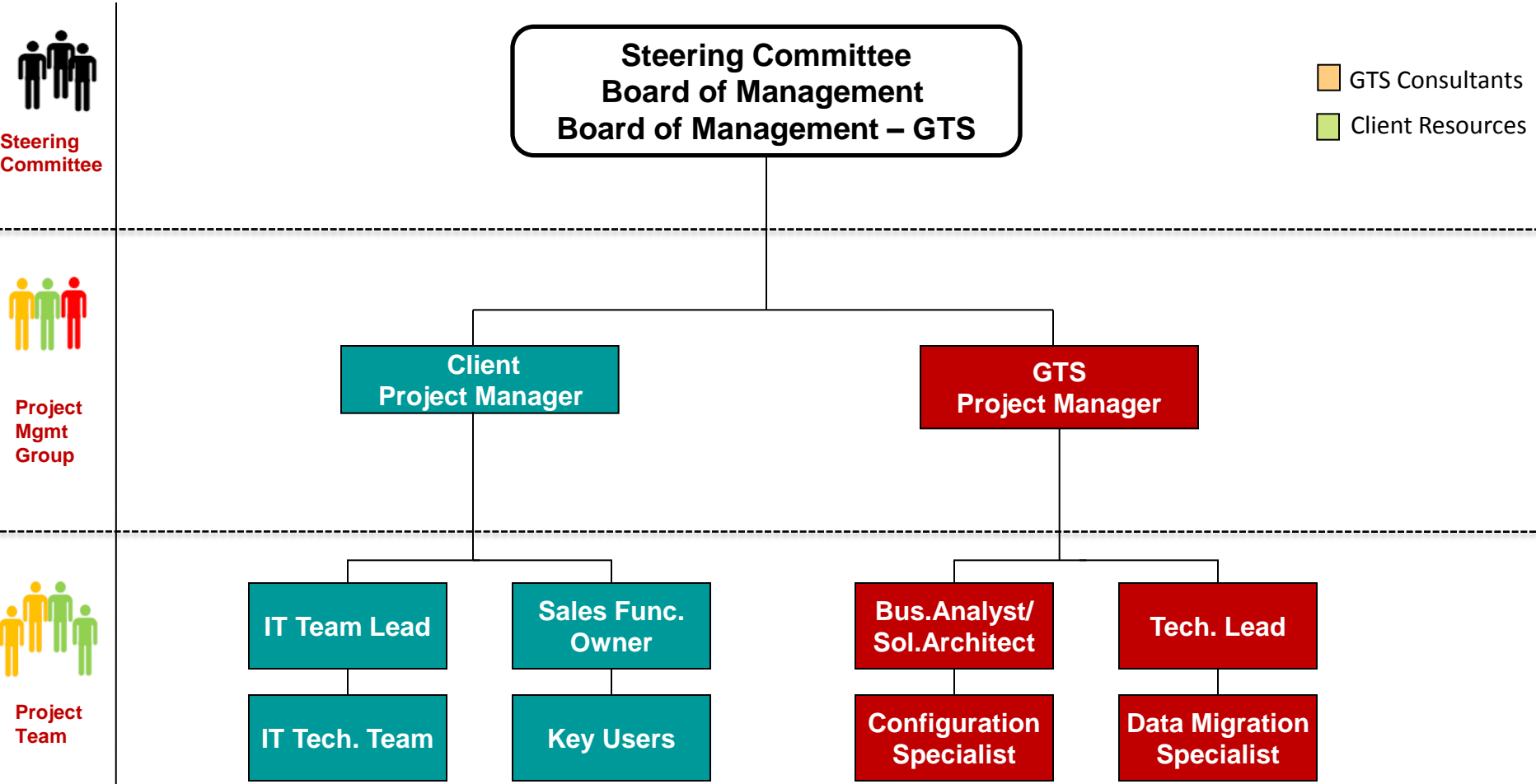| Plan	Prototype	Validate	Transition	Sustain
Kick off meeting	*Perform Setup*	Apply & Validate Setup Changes	Migrate Configuration to Production	Manage Transition to Steady-state Operations
Schedule workshops	*Conduct Workshops & Prototype Configuration*	Update Business Processes and Validation Cases	Load, Reconcile & Validate Data Loads in Production	Plan for Next Release
Prepare Detailed Release Plan	*Capture & Prioritize Changes*	Load, Reconcile & Validate Data Loads	Final Validation Review with Users & Stakeholders	Post Go-Live Support
Review In-Scope High-Level Business Processes	Populate Data Load Templates	Conduct End-to-End Review		
Gather Setup Information	Prepare Integration Details	Prepare Training Material	Verify Production & Operational Readiness	
Conduct Data Load workshops	Apply & Validate Extensible Items	Conduct Train-the-Trainer Workshops	Begin system use	
Conduct Integration workshops	Implement & Validate Integrations	Conduct Implementation Checkpoint		
	Load & Validate Data			
	Conduct Implementation Checkpoint			

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Typical Deliverables

Deliverables included in Scope	Description
Project Charter	Details of Mission Statement, Approach and Execution
Project Wok Plan	High level tasks and timelines for all project activities
Set up Document	Summary of the configurations to be provided based on the collected business information
Configured Application	Development application configured in accordance with the descriptions in the Configuration Workbook
Test Plan and Scripts	Test Scripts for testing the configured functionality in the scope of standard offering.
Training Material	Material to support Familiarization sessions on tools for on going customers use
Configuration Workbook	Details of how the solution is configured
Validated Solution on Production	Configured Solution, validated for go live use

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Project Plan and Time Frame

	Plan	Prototype						Validate	Transition	Sustain
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Project Kick Off	■									
Project Start Up Activities		■								
Design Work Shops		▬								
Prototype Configurations - Iteration 1			▬▬							
Prepare Data Load				▬						
Validate - Iteration 1					▬					
Prototype Configurations - Iteration 2						▬				
Validate - Iteration 2							▬			
End to End Review								▬		
Prepare Training Materials									▬	
Train the Trainer									■	
Migrate Configuration to PD									■	
Load Data										■
Final Validation										■
Begin System User										■
Go Live Support										▬

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Project Organization Chart

Responsibilities

Role	Responsibilities
Project Manager	• Day to day project activities. • Internal communication • Management of project resources • Progress reports and milestones • Issue and Risk Escalation
Business Analyst	• Owner of Business requirements • Collects User feedback during different phases • Available as per project demand
Solution Architect	• Owner of Business and Functional requirements • Mapping requirements to application • Designing access and visibility models • Development of solution prototypes
Configuration Specialist	• Configuration of page and field layouts • System set up/ configuration • Implementation of visibility solution
Data Migration Specialist	• Formatting and cleaning data • Data mapping • Validation of imported data

Responsibilities

Role	Responsibilities
HR Owner	• Responsible for the respective business domain. • Provides the business requirements. • Signs off process documents
Key User	• Works closely with the Vendor • Available as per project needs • Owns certain tasks like providing data, testing, end user training etc.
IT Team Lead	• Responsible for infrastructures required the project • Co ordinates between vendor team and key users/Function Owners

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Implementation Timelines

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Package 1 – High level plan

Global HCM in 12 Weeks
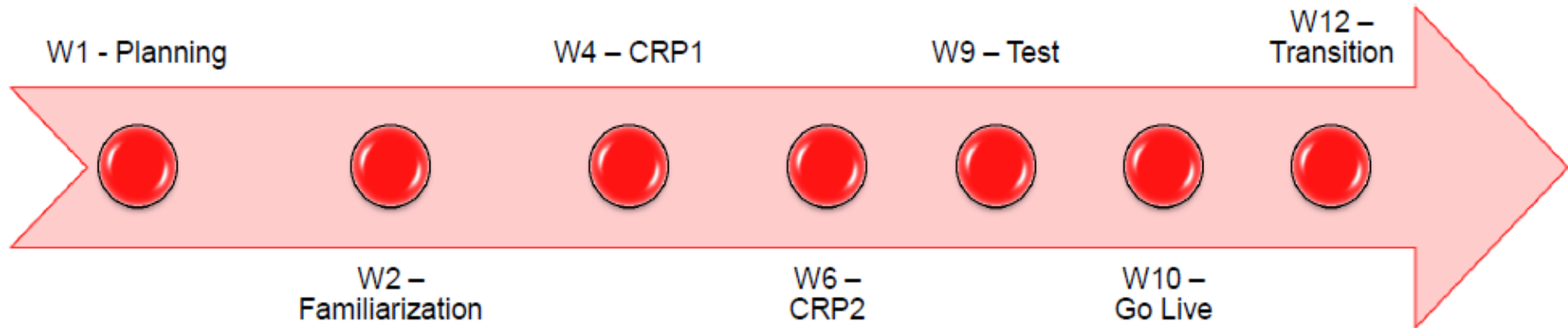
Package 2 – High level plan

Global HCM, Goal, Performance and Talent Review in 14 Weeks
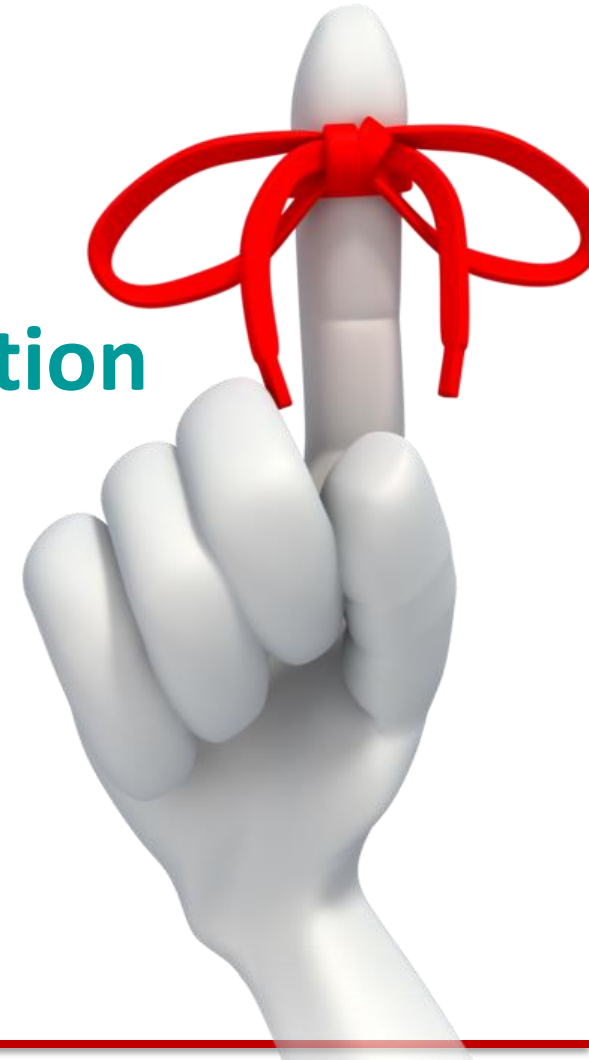

W1 - Planning

W2 – Familiarization

W5 – CRP1

W7 – CRP2

W11 – Test

W12 – Go Live

W14 – Transition
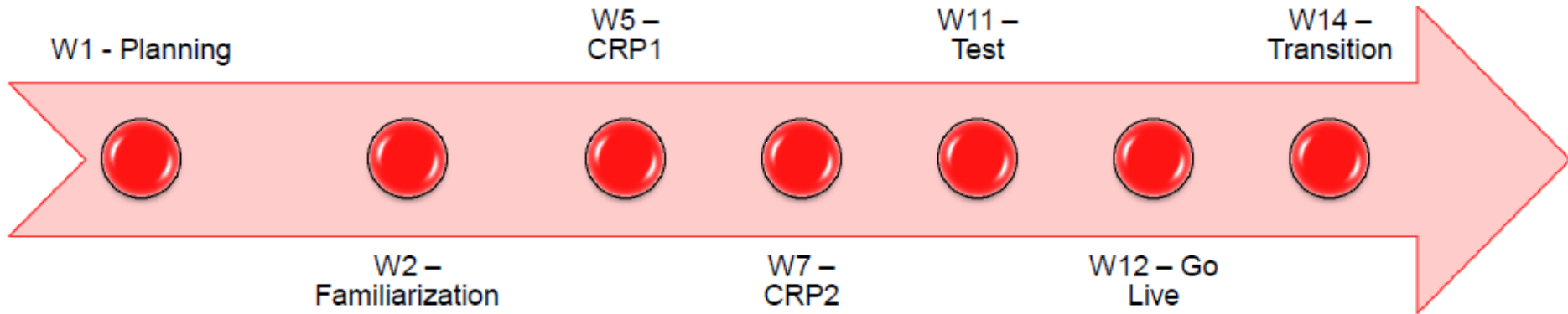
Package 3 – High level plan

Global HCM, Goal, Performance ,Talent Review & Compensation in 16 Weeks

W1 - Planning

W2 – Familiarization

W6 – CRP1

W9 – CRP2

W13 – Test

W14 – Go Live

W16 – Transition
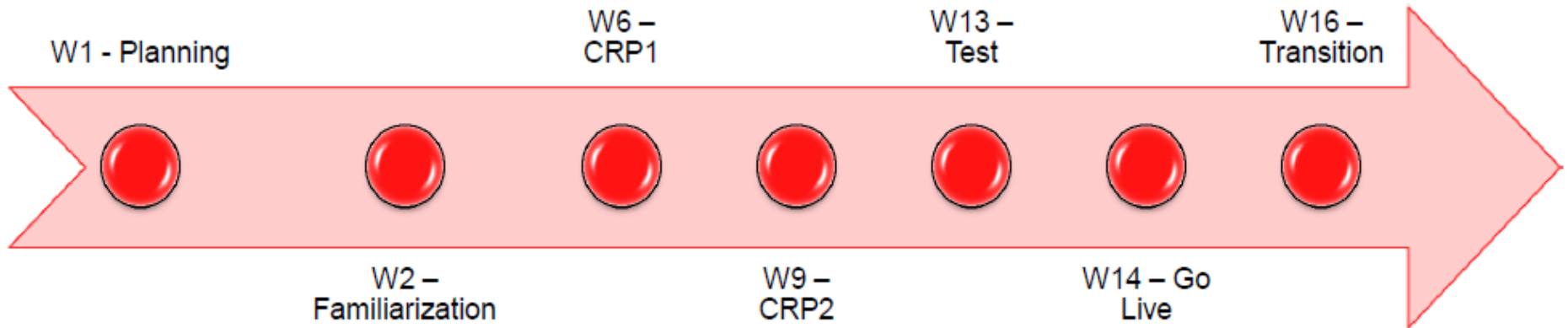
Assumptions & Obligation

Assumptions

- ❖ The implementation is based on the Cloud deployment model, hosted at Oracle.

- ❖ In the Cloud deployment model, two project environments- Sand Box and Production will be available.

- ❖ The standard business flows and Cloud functionality will serve as the base for the implementation.

- ❖ Any changes to scope (Custom extensions, reports, integrations conversion) not listed in the proposal will be handled through the project change control process.

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Assumptions

- ❖ System testing will be limited to only those items included in the scope of work

- ❖ All communications, documentations, deliverables would be furnished in English language.

- ❖ The project would be executed in an onsite-offshore model.

- ❖ Training will be provided using 'Train the Trainer' approach

- ❖ During the project duration, for any technical issues related to the product GTS be responsible for raising SR and resolution.

Exclusions

- ❖ Custom extensions, reports, integrations conversions not explicitly listed in the proposal.

- ❖ Data Conversion or extraction from current systems

- ❖ Data Cleaning

- ❖ Organizational Change Management

- ❖ End User Training

- ❖ Single Sign On Set up

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Customer Obligations

For the Project to be successful customer must fulfil the following obligations:

❖ Respective Cloud environments are available prior to the start of the project.

❖ Assign a Project Manager to lead internally.

❖ Assign experienced and empowered business/IT users who will work closely with GTS consultants according to the project plan.

❖ Own certain tasks like providing data in format specified, testing, assisting data conversions, assisting in training material preparations, end user training, data validations etc.

❖ Work with executive sponsor for forming project steering committee.
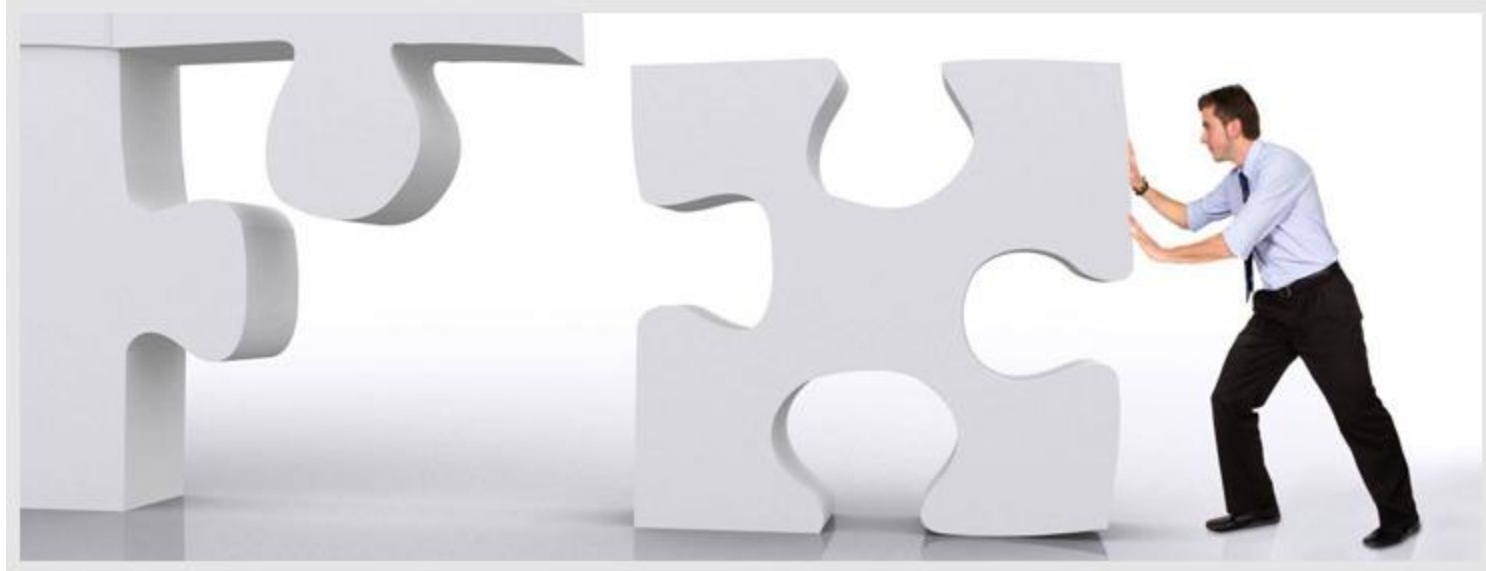
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GTS – Capabilities & Experience

16+ **(Year experience in implementing Oracle ERP in MENA region)**	**30+** **(HCM implementation experience)**	**Large Pool** **of OPN Certified Oracle Application consultants in** • **HCM Cloud** • **Taleo Cloud** • **E-Business Suite**
Certified (Cloud Implementation Partner)	Well Acquainted with local HR policies and Procedures	**ORACLE** Platinum Partner

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Thank You

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