HOW TO MAKE A GREAT FIRST IMPRESSION

WORKDAY SOLUTIONS ARCHITECT

90-DAY PLAN

Take your time to plan how you should approach your new role with a few helpful tips from Orchestrato

First 30 days
DISCOVER & ASSESS

- Understand the organisation's business goals, Workday ecosystem, and integration landscape.
- Build relationships with stakeholders, HR/Finance leaders, and technical teams.
- Identify architectural gaps, risks, and opportunities.

31 to 60 days
STRATEGISE & ALIGN

- Define a scalable, future-ready Workday architecture.
- Align with enterprise goals and governance standards.
- Establish architectural principles and delivery frameworks.

61 to 90 days
DELIVER & OPTIMISE

- Begin executing the architectural roadmap.
- Deliver high-impact solutions and establish architectural governance.
- Promote innovation and continuous improvement.

Checklist overleaf …

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90-DAY PLAN CHECKLIST

First 30 days - Discover & Assess

- [ ] **Stakeholder Engagement:**
  - Meet with HR, Finance, IT, and business leaders.
  - Understand strategic objectives, current challenges, and expectations from Workday.
- [ ] **Review the Workday Environment:**
  - Assess current modules in use (e.g., HCM, Payroll, Financials, Recruiting, Time Tracking).
  - Review tenant configuration, security model, integrations, and reporting framework.
- [ ] **Evaluate Platform Health:**
  - Audit performance, data integrity, security roles, and compliance posture.
  - Review backlog, enhancement requests, and release history.
- [ ] **Quick Wins:**
  - Recommend improvements to inefficient business processes or security roles.
  - Provide guidance on reporting, dashboards, or user experience enhancements.
- [ ] **Build Trust:**
  - Be proactive, collaborative, and transparent.
  - Share early insights and demonstrate architectural leadership.

31 to 60 days - Strategise & Align

- [ ] **Define Architectural Vision:**
  - Create a high-level architecture blueprint aligned with business and IT strategy.
  - Ensure alignment with Workday's best practices and deployment methodology.
- [ ] **Assess & Prioritise Initiatives:**
  - Identify areas for optimisation (e.g., business process frameworks, integrations, security).
  - Prioritise based on business impact, compliance, and technical feasibility.
- [ ] **Develop a Roadmap:**
  - Create a 6–12 month roadmap with key initiatives and milestones.
  - Include platform enhancements, data strategy, and cross-functional improvements.
- [ ] **Engage Stakeholders:**
  - Present the architectural vision and roadmap.
  - Facilitate alignment across HR, Finance, IT, and business units.
- [ ] **Define Metrics:**
  - Establish KPIs such as process efficiency, data accuracy, and user satisfaction.
  - Set up dashboards or reports to track architectural and business impact.

61 to 90 days - Deliver & Optimise

- [ ] **Implement Improvements:**
  - Launch initiatives like change management process redesign or self-service portal enhancements.
  - Pilot new workflows or automation.
- [ ] **Communicate Progress:**
  - Share updates with stakeholders regularly.
  - Celebrate early successes with your team.
- [ ] **Refine & Iterate:**
  - Gather feedback from users and adjust plans as needed.
  - Continue building momentum.
- [ ] **Establish Governance:**
  - Set up regular ITSM review meetings.
  - Define roles and responsibilities clearly.
- [ ] **Build a Culture of Service Excellence:**
  - Promote a customer-centric mindset.
  - Encourage continuous improvement and innovation.

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