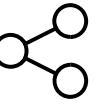




# Iowa WorkSmart Project January 2021 Update



# Privacy and Security in Workday



<https://www.workday.com/en-us/why-workday/security-trust.html#!>

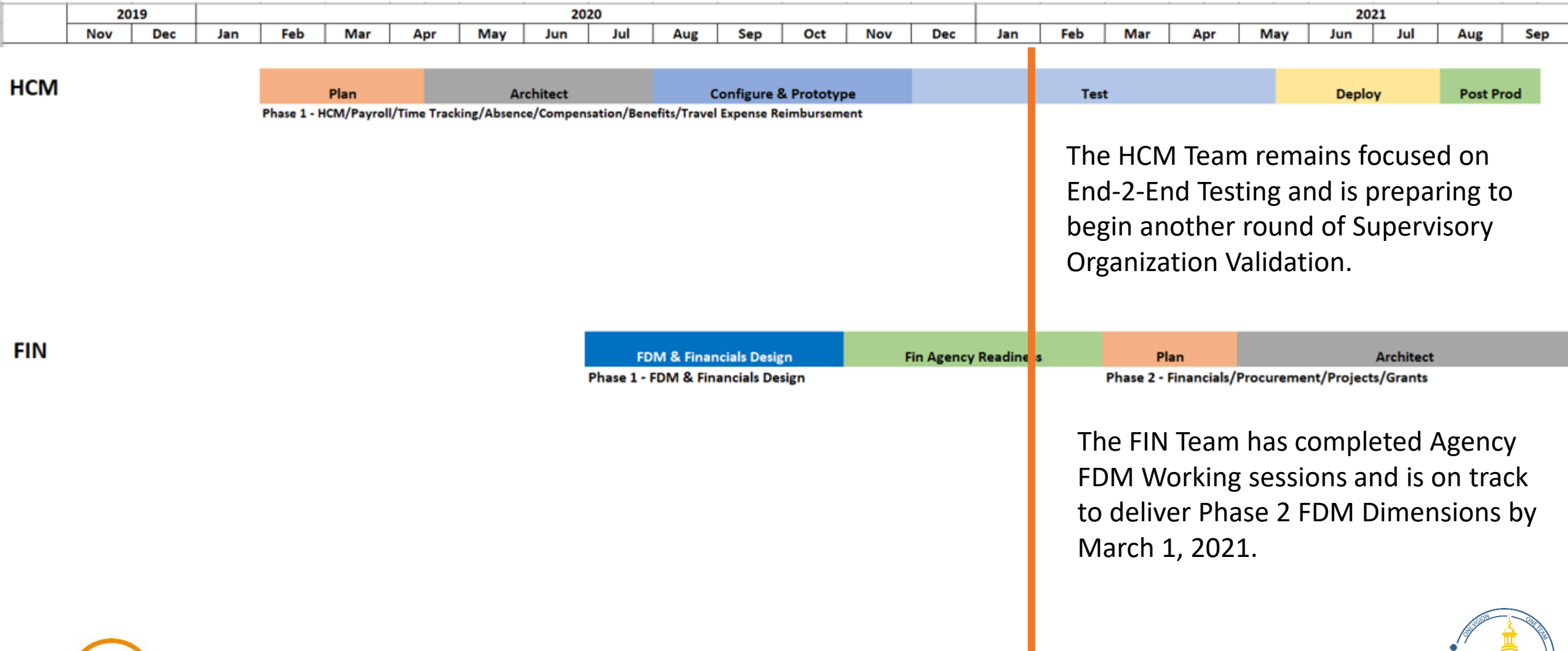
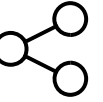
**SECURITY AND TRUST**

## Built on a foundation of trust.

At Workday, trust is woven into the fabric of everything we do. To keep your data safe and private, we deploy industry-leading safeguards and continuously monitor our system, so you can rest easy knowing your most sensitive data is protected 24/7 in the cloud.

[▶ Watch Video \(4:15\)](#)

# WorkSmart Timeline

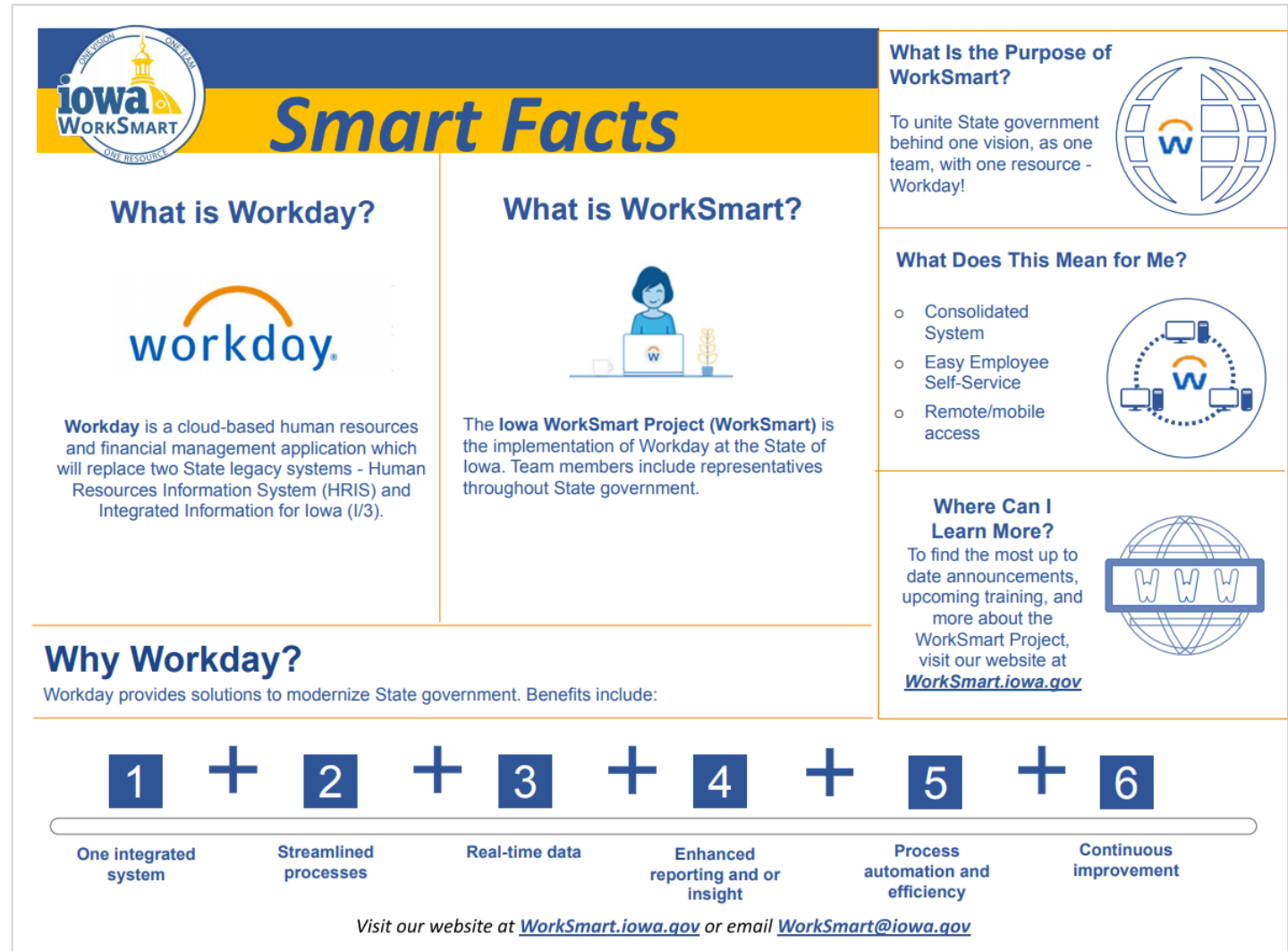


The HCM Team remains focused on End-2-End Testing and is preparing to begin another round of Supervisory Organization Validation.

The FIN Team has completed Agency FDM Working sessions and is on track to deliver Phase 2 FDM Dimensions by March 1, 2021.

# Communications


January *Smart Talk* includes a link to introduce Smart Facts!



**iowa WORKSMART** ONE RESOURCE


## Smart Facts

### What is Workday?



Workday is a cloud-based human resources and financial management application which will replace two State legacy systems - Human Resources Information System (HRIS) and Integrated Information for Iowa (I/3).


### What is WorkSmart?



The Iowa WorkSmart Project (WorkSmart) is the implementation of Workday at the State of Iowa. Team members include representatives throughout State government.


### What Is the Purpose of WorkSmart?

To unite State government behind one vision, as one team, with one resource - Workday!




### What Does This Mean for Me?

- Consolidated System
- Easy Employee Self-Service
- Remote/mobile access



### Where Can I Learn More?

To find the most up to date announcements, upcoming training, and more about the WorkSmart Project, visit our website at [WorkSmart.iowa.gov](http://WorkSmart.iowa.gov)

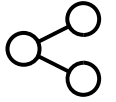


### Why Workday?

Workday provides solutions to modernize State government. Benefits include:

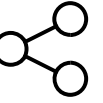
- 1 One integrated system
- 2 Streamlined processes
- 3 Real-time data
- 4 Enhanced reporting and or insight
- 5 Process automation and efficiency
- 6 Continuous improvement

Visit our website at [WorkSmart.iowa.gov](http://WorkSmart.iowa.gov) or email [WorkSmart@iowa.gov](mailto:WorkSmart@iowa.gov)



Workday Basics

# Communications



## For Leaders...

- HCM/FIN BPIC Meeting: January 28
- Steering Committee Meeting: February 4

## For Managers and Supervisors ...

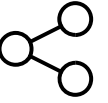
- Manager / Supervisor Communication

## For Targeted Audiences...

- Change Agent email, 2021 Leadership Presentation Invitation: January 4
- Change Agent email, Trainer Request: January 6
- Change Agent email, Readiness Checklist Questionnaire #1: January 11

## For everyone...

- *Smart Talk* bulletin
- HRExpress newsletter
- Smart Facts
- Website [WorkSmart.iowa.gov](https://www.WorkSmart.iowa.gov)



# Readiness Activities



Virtual Roadshows



Change Impact Documentation and Discussion Guides



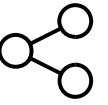
Readiness Checklists and Scorecards



Policy and Procedure Reviews



Post Go-Live Support Planning



# Virtual Roadshows

The WorkSmart Readiness Team is continuing to offer an overview of the WorkSmart Project for executive leadership teams across the State. To help ensure that each leadership team gets the opportunity to participate, the Readiness Team has put together open registration roadshow events which any leadership team can attend including individuals who were unable to attend previously scheduled roadshows for their agencies.

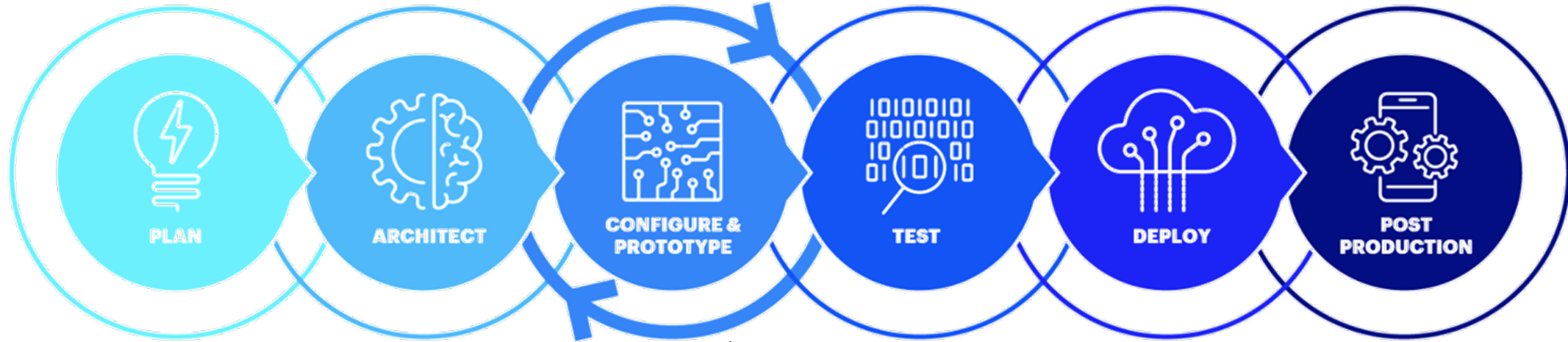
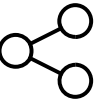
Date	Time
✓ Wednesday, January 13	1:00 -1:30 CST
✓ Wednesday, January 20	10:30 -11:00 CST
Friday, January 22	1:30 – 2:00 CST
Monday, January 25	2:00 -2:30 CST
Tuesday, January 26	10:00 – 10:30 CST
Thursday, January 28	3:00 – 3:30 CST

## Change Agent actions:

- Ask leadership if they wish to attend
- Access registration form through Change Agent Library
- Register attendees by submitting form to [WorkSmartReadiness@iowa.gov](mailto:WorkSmartReadiness@iowa.gov) no later than two days prior to the event
- Send reminder two days prior to the event
- Attend with your leaders
- Follow up with leaders to ask if there are questions

- Leaders from agencies which have already attended a WorkSmart leadership virtual meeting or have a meeting scheduled, do NOT need to attend one of these open registration roadshow events.

# Trainer Activities



Begin Knowledge Transfer (KT) to State of Iowa Workday team

Finalize Training Approach Strategy

Training Needs Assessment

**Develop Training Materials**

Finalize Training Materials

Ongoing Training Delivery as needed

Target Audience Analysis

**Collect feedback from user testing**

Training Delivery

Prepare Training Plans for future Workday releases post Go-Live

Develop Training Curriculum

**Train-the-Trainer (T3)**

Training Sustainability Plan

Continue Open Office Hours to reinforce training

Training Logistics Planning

**Training Delivery**

Begin Open Office Hours to reinforce training

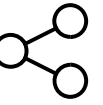
Train the Trainer Approach



Begin to Develop Materials

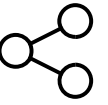


# Training Methodology



Method	Description
<b>Virtual Instructor Led Course (vILT)</b>	Instructor Led Training delivered via web-conferencing tools with lectures, demos, and hands-on activities with ~20 participants per session. vILT is primarily for HRAs.
<b>Webinar</b>	Similar to vILTs but delivered in a large group forum. Generally greater than 100 participants per session, with limitations on the interactivity from audience besides Q&A. Can be recorded and edited down to create Video Snippets.
<b>Job Aid</b>	Instructional step by step guides with screenshots.
<b>Smart Guide</b>	Similar to a Job Aid, but typically shorter in length.
<b>Video Snippets</b>	Short videos demonstrating simple processes.

Contributed trainers will deliver vILT and Webinars.



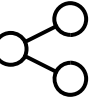
# Training Materials and Accessibility

The State recognizes the importance of making sure all individuals have equal access to the information and data they seek and considers accessibility an important requirement when selecting and implementing software products.

## Key Updates

- Training teams are partnering directly with the Iowa Department for the Blind (IDB) to ensure accessibility.
  - Accessible Smart Guides templates have been created.
  - Accessible Job Aid template creation has begun.
  - WorkSmart Project Team has invited IDB testers to User Acceptance Testing (UAT) occurring later this year.
- Accessibility in Workday is available to all users upon signing into Workday and requires no additional configuration.

# Questions?



For questions, please contact your organization's Change Agent  
or

Visit the website at: [WorkSmart.iowa.gov](https://WorkSmart.iowa.gov)

To locate your Change Agent, please go to the [Change Agent Directory](#).