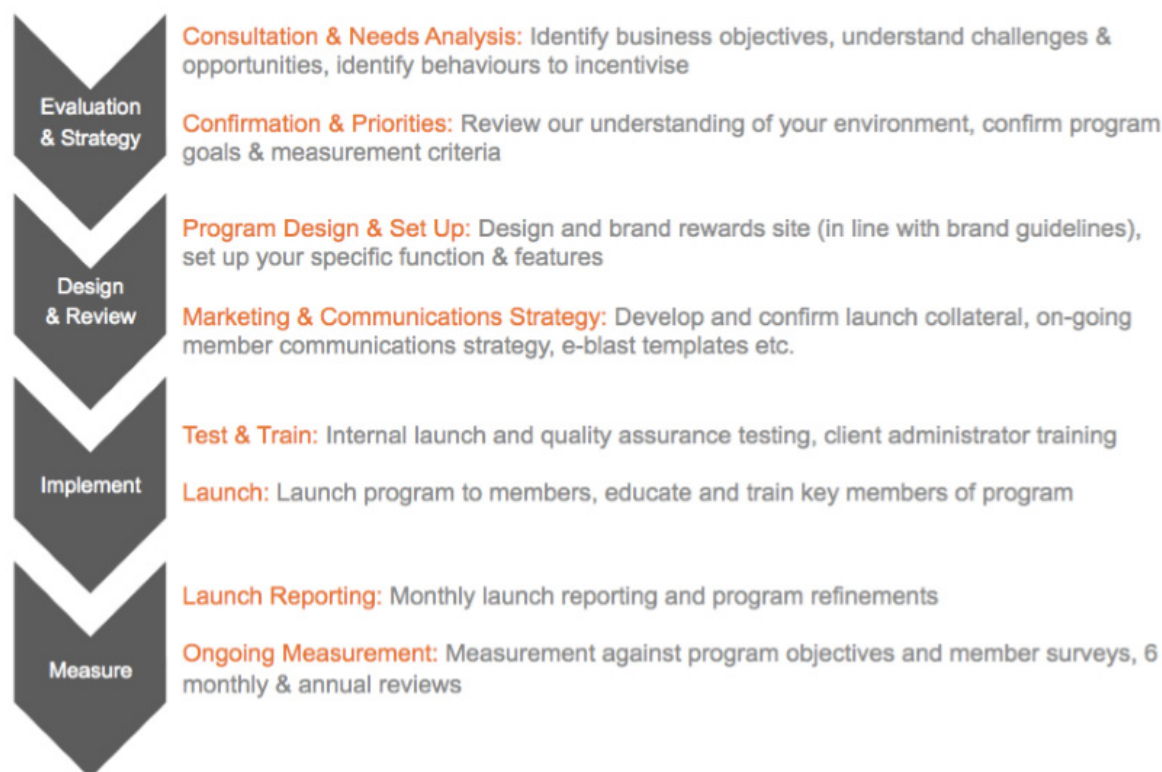


Prepare for Migration & Implementation

Once you've narrowed down your selection to a favored provider, it's time to consider the process of migrating from your current recognition provider, and getting your new recognition and incentives initiatives up and running across your enterprise. There is no doubt you have essential business objectives, behaviors to incentivize, program goals and employee data that need to be reviewed and understood to ensure a smooth transition. That's why it's worth taking the time to really grow familiar with a provider's migration and implementation processes.

The specifics of migration and implementation will vary among providers; however, it's important to understand what overarching expectations should be met.

A comprehensive project management approach will include the following key components:



What to Expect from a Provider

- “Best practices” methodologies with recommendations for realistic project schedules and goals for both large and small-to-medium-sized companies
- A dedicated technical resource with expertise in migration and implementation
- The ability to move data efficiently, with minimal to zero disturbance to workflows during the process
- An affordable pricing model with a one-time fee, covering all your needs SSO, APIs and Reporting
- No hidden fees for configuring the system to your company’s needs
- The capability and experience to connect to any system, whether ERP, Sales or other HR suites
- Access to robust customer support, both during and after the migration and implementation process
- Complimentary online training and resources for system users or administrators
- Final configuration testing completed before the program is officially launched to ensure that all data was moved correctly, and the new system is configured properly
- Best practices consulting with recommendations for realistic project schedules and goals for both large and small-to-medium-sized companies
- Request for just a primary point of contact (your entire HR & IT team should not need to be all hands on for the process)