

Workday HCM Implementation Service G-Cloud 15





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1 Service Overview

Capgemini Workday HCM Implementation Service can offer implementation of Workday functional areas with help of Capgemini proven implementation & governance methodology, tools & accelerators.

Capgemini's consultants can implement:

- Human Capital Management
- Talent Management
- Recruiting
- Absence and Time Tracking
- Total Rewards
- Learning
- Payroll
- People Experience and Journeys
- Case Management Professional Services Automation
- Financial Management
- Time Tracking
- Procurement
- Expense Management
- Extend
- Peakon (Employee Voice)

As well as implementing Workday, Capgemini service can cover:

- Project Management and governance
- Process transformation
- Change management
- Testing of systems
- Training of end users
- Support services
- Integration to third parties

1.1 Capgemini Services

- Business Case & Road mapping for Workday technologies
- Workday Implementation Services
- Post go-live support services, stand alone or part of the wider AMS support service
- On Premise migration services including Hybrid solutions
- Cloud Migrations from Legacy systems
- Support and Development of Legacy systems prior to transition to Cloud
- Process Optimisation
- Contingent workers recruitment and pre-onboarding training
- Regular updates providing new functionality
- Workday Health check to help optimise the Workday implementation



1.2 Capgemini Accelerators and Tools

- Global Process Model - Tailored Technology Enabled processes for Workday
- HR Digital Assessment Tool
- HR Prioritisation and Change Report
- Good practice templates and preparation documents for Workday
- Pre-defined Configured Workflows
- Demonstration systems are available for day one playbacks
- Structured, facilitated workshops to initiate a project

While the Workday application, middleware and database services are all hosted and expertly managed by Workday, Capgemini can help clients in the people, process and technology aspects of cloud adoption, as part of its implementation services around the following areas:

1.3 Advisory, Assessment and Consulting

- Governance and Assurance
- Organisational Change Management (OCM)
- Solution Design
- Testing
- Transition
- Training

1.4 Technical

- Integrations
- Workday Extend
- Business Intelligence
- Application Data Architecture

1.5 Environment

- Network & Storage;
- Platform
- Security & Compliance.

1.6 Support

- Application (Functional/ Technical);
- Workday standalone support services or as part of a wider AMS support service
- Data Strategy (Purge/Archival).

2 Business Need

In today's world, organisations are looking to reduce the cost of implementation of new HR business platforms by leveraging the cloud model – and achieve ROI much faster. Organisations are opting for a service-based model giving them the option to be flexible and be able to switch services, if so needed.

3 Our Approach



Capgemini implements Workday using the Workday method, backed up by the Capgemini Unified Project Management methodology that brings together project management best practise and tools gathered from Capgemini's experience of running IT projects across the globe.

Phases and Stages

Workday's methodology is typically based on key stages and phases throughout a deployment. There are five stages with the following key objectives:

Stage	Description
	Establish project management and administration based on agreed upon scope.
	Collaborate with customers, leveraging customer business requirements and delivered optimised configurations/business processes to design Workday configuration.
	Using an iterative design approach to collaborate with customer business and technical teams, identifying business requirements and delivering optimised configurations/business processes to design Workday configuration through the use of prototypes advancing the configurations to best satisfy customer business requirements.
 <u>Test</u>	Validate configuration and customer readiness.
 <u>Deploy</u>	Move to production, stabilise and transition to customer operations.

Phases typically represent the deployment of net new product lines, like HCM, payroll, and financials, as opposed to just rolling out additional product functions. For example, phase 1 may consist of core HR, benefits, and manager self-service. Phase 2 may include the deployment of financials. Phases are determined initially in the statement of work (SOW), but are revisited for accuracy and approach during the Plan stage of a deployment. The stages of the methodology should remain the same regardless of phase.

Key concepts that customers should understand about Capgemini's deployments are the ability to focus on the following additional potential benefits of deploying Workday:

Faster time to value by quickly deploying an initial solution.

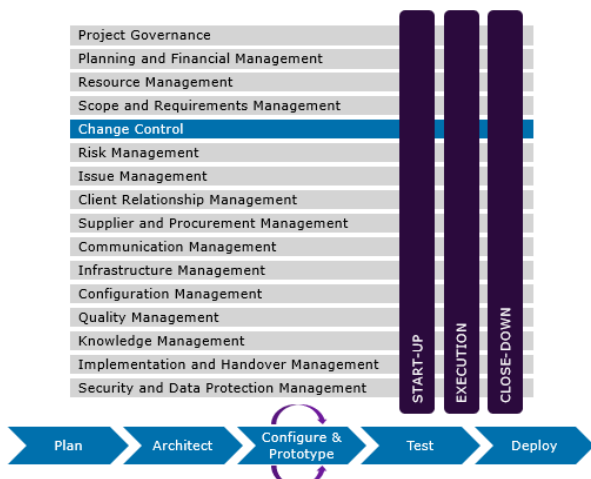
Optimisation of the existing solution through product updates and configuration, not customisation.

Extending the functionality of the solution, e.g. the addition of manager and employee self-service.

The Unified Project Management tool will bring an extra dimension to the running of the project, whether a simple Workday implementation or part of a wider software implementation or business transformation project



UPM is based on accepted standards for project management (PMBOK, ITIL) and process improvement (CMMI, ISO), and is compatible with PRINCE2 and MSP taking these best practices but provides the flexibility for Capgemini to meet its needs as a supplier and developer of information systems for a diverse range of customers.



UPM works because it is management focused, not technology focused. The activities required to deliver successful projects and programmes are aligned to the programme management functions. This means it is applicable to any change, transformation or development lifecycle, and seamlessly integrates agile ways of working.

3.1 Accelerators

Core to implementation are a series of accelerators, using Capgemini's experience, methods and tools, which may comprise of:

- Structured, facilitated workshops to initiate the project, such as Accelerated Solution Environment (ASE)
- Global Process Model - Tailored Technology Enabled processes for Workday
- HR Digital Assessment Tool
- HR Prioritisation and Change Report
- Templates and preparation documents for Workday
- Pre-defined Configuration Workbooks
- Pre-packaged Integration Accelerators



4 Buyer Responsibilities

Please refer to the Supplier Terms listed with this service on the Platform. These may contain additional Buyer obligations/costs the Buyer is subject to that are not identified anywhere else in the Supplier's Application or on the Platform.

The Buyer responsibilities as part of this service are as follows:

- Provide all reasonably requested resources, stakeholders, information, and materials in a timely manner
- Provide appropriate process experts and subject matter experts to work with Capgemini to agree the design of the solution
- Provide business users to perform user acceptance testing based on the agreed plan
- Procure all necessary software licenses and subscriptions, including the Workday service.
- Provide access to existing systems or the data from the existing systems to enable data migration
- Provide Test instances of any 3rd party system that will be required to test inbound or outbound interfaces
- Ensure all employees are made available for knowledge transfer/training as appropriate
- Ensure the Buyers project team is empowered to make the decisions necessary in a quick and timely manner
- Review and sign-off all deliverables in a timely manner based on agreed acceptance criteria

If these responsibilities do not match your expectations, then please contact us in order that we can explore options to vary our approach.

5 Service Management

Not Applicable.

6 Protection of Data

This service is based on a security classification of 'Official', however should you have a requirement for a different security classification that you would like us to consider, please contact us to discuss.

7 On-boarding and Off-boarding

Prior to the execution of the Order, the Supplier and the Buyer will agree the scope of the exit plan for the Services and a timescale for delivering an exit plan to ensure continuity of service.

Capgemini shall undertake on-boarding and off-boarding activities agreed within the Order Form and an exit plan in line with the Call-Off Contract terms which will be charged for in accordance with the Pricing section for this service.

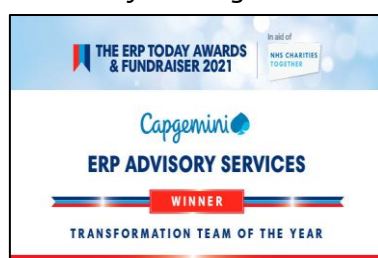
8 Skills and Knowledge Transfer

Capgemini recognises that skills and knowledge transfer is a critical element in the provision of G Cloud services to public sector clients. Where possible and applicable, this forms part of the delivery plan for the service agreed at the start of the engagement. Our consultants and engineers are experienced in providing skills and knowledge transfer for major private and public sector clients.

Where appropriate, we may use a standard approach, tailored to topic, skills-gap and individual, to ensure consistency and effectiveness. The approach, Capgemini's Assess-Plan-Implement framework, has been used repeatedly by our teams to structure the work involved in transferring skills and creating new teams capable of driving and sustaining change long after the end of the formal programme. The framework can be applied throughout a project to understand knowledge transfer objectives, plan training delivery methods and materials, and deliver and evaluate success.

9 Vendor Accreditations/Awards

- Is a Global Workday Service partner since 2013;
- Established in the workday ecosystem since 2008;
- Has 44 years of global cross-discipline experience;



Our expertise, accelerators and approach will enable your organisation to develop the case for change and, crucially, the roadmap that secures the support, enthusiasm and focus that unlocks business value. It is this approach that wins regular industry recognition for our excellence in delivering ERP programmes, most recently with the **Transformation Team of the Year** accolade in the 2021 ERP Today awards.



For the 13th year in a row, Capgemini has been recognised as one of the World's Most Ethical Companies® by the Ethisphere® Institute. This is an acknowledgement of our ethical culture that makes us an employer of choice and responsible player in the eyes of our clients, shareholders, and the wider community.

10 Sub-contractors

Capgemini UK may use the following subcontractors to deliver this service:

- Capgemini Technology Services India Limited

11 Business Continuity and Disaster Recovery

No disaster recovery plan is provided as part of these Services.

12 Pricing

This service is priced in accordance with the SFIA Rate Card attached. Capgemini can also provide offshore resources at reduced rates where appropriate. Projects can be priced either on a Time & Materials or Fixed Price basis.

13 Ordering and Invoicing

Please refer to the Supplier Terms for this service.

We would be pleased to arrange a call or meeting to discuss your requirements of our service in more detail.

14 Termination Terms

Please refer to the Supplier Terms for this service.

15 Further Information

For more information about this or any of our G-Cloud services, please contact our Public Sector Team.

Phone: 0370 904 4858

Email: publicsector.opps.uk@capgemini.com including the following information:

1. The name of this service.
2. The name of your organisation.
3. Your name and contact details.
4. A brief description of your business situation.
5. Your preferred timescales for starting the work.

About Capgemini

Capgemini is a global business and technology transformation partner, helping organizations to accelerate their dual transition to a digital and sustainable world, while creating tangible impact for enterprises and society. It is a responsible and diverse group of 340,000 team members in more than 50 countries. With its strong over 55-year heritage, Capgemini is trusted by its clients to unlock the value of technology to address the entire breadth of their business needs. It delivers end-to-end services and solutions leveraging strengths from strategy and design to engineering, all fueled by its market leading capabilities in AI, generative AI, cloud and data, combined with its deep industry expertise and partner ecosystem. The Group reported 2024 global revenues of €22.1 billion.

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