

Global Workforce Management Rollout Checklist



Large employers with a globally distributed workforce require a scalable workforce management solution that continuously adapts to local country compliance requirements, pay and union rules, rostering needs, and employee expectations. This checklist serves as a guide to help you navigate through a global workforce management rollout—from planning and vendor evaluation to implementation and future scaling.

Planning and Preparation	Vendor Selection		Implementation and Rollout
<div>Internal Alignment and Vision</div> <div><ul style="list-style-type: none">✓ Identify key drivers for adopting a global workforce management solution (e.g., compliance, scalability, employee engagement)✓ Stakeholders aligned on a shared vision and the balance between global standardisation and local flexibility✓ Set rollout goals and success metrics (e.g., reduce compliance risk, increase productivity, ROI)</div> <div>Requirements Gathering</div> <div><ul style="list-style-type: none">✓ Document each country's operational, cultural and regulatory requirements (e.g., mandatory collective bargaining agreements (CBAs))✓ Categorise requirements as critical (compliance, mandatory business process) vs. nice-to-have</div> <div>Rollout Strategy</div> <div><ul style="list-style-type: none">✓ Determine sequenced country rollouts based on maximising success and learnings✓ Understand interdependencies between countries and local systems that will connect to your chosen workforce management solution✓ Identify potential risks and mitigations of planned rollout sequencing, especially for the most complex countries</div> <div>Actions Your Organisation Could Take</div>	<div>Expertise and Track Record</div> <div><ul style="list-style-type: none">✓ Share successful customer implementations with similar complexity and geographical footprint✓ Handle complex countries (e.g., Brazil-stringent labor laws, France-mandatory leave policies, Australia - dynamic compliance standards)✓ Has strong relationships with regional implementation partners in your countries</div> <div>Technical Capabilities</div> <div><ul style="list-style-type: none">✓ Offer configurable, rules-based system to handle diverse labor laws, pay rules, rostering needs✓ Scale to support your growth and adapts to future organisational changes✓ Integrate with your ERP, payroll, HR systems in every country where you operate✓ Allow for dynamic employee grouping, custom payroll processes and custom timesheet views to meet the needs of your diverse workforce✓ Eliminate high-risk manual processes (e.g., compliance tracking, complex pay calculations, multi-region configurations)</div> <div>Compliance and Localisation</div> <div><ul style="list-style-type: none">✓ Provide prebuilt templates for your regions, with automated updates for regulatory changes✓ Handle region-specific complexities (e.g., CBAs, country-specific rostering, rest period rules)✓ Enable both global standardisation and local flexibility</div> <div>Actions Potential Vendors Should Take</div>	<div>Vendor Fit for Key Stakeholders</div> <div><ul style="list-style-type: none">✓ HR: Improve employee experience and engagement through rostering flexibility and self-service tools✓ Payroll: Enable accurate and compliant payroll processing across multiple countries✓ IT: Scalable platform with robust APIs for seamless integration with existing systems and adherence to global security and data privacy regulations✓ Operations: Support rostering that optimises resource allocation by promptly assigning best-fit employees to tasks</div> <div>ROI and Total Cost of Ownership</div> <div><ul style="list-style-type: none">✓ Provide proof of ROI (e.g., payback period, long-term cost savings compared to current solutions)✓ Account for total implementation costs for all countries including integrations, ongoing support, compliance updates✓ Share customer case studies and testimonials who achieved solution ROI</div> <div>Live Demonstration Preparation</div> <div><ul style="list-style-type: none">✓ Demo how solution meets your unique use cases:<ul style="list-style-type: none">• Labor laws, union agreements, local policies configurability• Rostering, leave management, compliance tracking automation• Real-time reporting and analytics✓ Demo using your own company data✓ Demo how they enable global standardisation and local flexibility</div>	<div>Change Management</div> <div><ul style="list-style-type: none">✓ Develop comprehensive change management strategy to engage your employees globally and locally to drive employee adoption✓ Ensure training programs tailored for different user groups (e.g., managers, frontline workers)✓ Establish governance structure for the implementation process</div> <div>Iterative Rollouts and Learning</div> <div><ul style="list-style-type: none">✓ Provide feedback mechanism to capture lessons from initial rollouts and apply them to subsequent regional phases✓ Document rollout process challenges, resolutions, best practices for future reference</div> <div>Sustaining Global/Local Success Post-Go-Live</div> <div><ul style="list-style-type: none">✓ Define KPIs for evaluating success (e.g., improved compliance, reduced payroll errors, employee adoption rates, employee satisfaction)✓ Assign ownership for ongoing maintenance, updates, system optimisation✓ Monitor system performance and compliance adherence✓ Update and scale system to align with new regulations, changing business needs, technology advancements</div> <div>Actions Your Organisation Could Take</div>

Global Standardisation and Local Flexibility

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