

WorkForce Mobile Deployment Checklist

Use this checklist as you prepare, launch, and continuously improve how your teams use WorkForce Mobile.

Pre-Deployment Tasks:

- ✓ **Legal Considerations**
Talk to your legal team to ensure clearly defined guidelines for mobile device usage, including personal vs. company-issued devices, acceptable applications, and data protection practices.
- ✓ **Security Policies**
Work with your IT teams to ensure device restrictions and security policies are considered. If appropriate, utilize Mobile Device Management (MDM) software to manage and monitor mobile devices.
- ✓ **Deployment Costs**
Configuration effort is involved when rolling out WorkForce Mobile. Your ARM and/or System Integrator can help you better understand the scope of work, implementation effort, and costs.
- ✓ **Announcement Plan**
Consider communication options to announce the upcoming rollout, such as company email, intranet sites, team meetings, and group messaging within WorkForce Time, to help inform users about the new functionality.
- ✓ **Training and Enablement**
Develop cheat sheets, quick video tutorials, and guides that users can quickly access to address frequently asked questions.
- ✓ **Feedback Channels**
Set up a way for users to provide feedback and designate someone to be responsible for addressing feedback. This might be a dedicated email account or through a ticketing system.

Deployment Tasks:

- ✓ **Go Live**
Initiate the production release of WorkForce Mobile to the target audience. Think about ways to celebrate the release throughout the organization.
- ✓ **Collect and Address Feedback**
Using the feedback channels created in pre-deployment, collect user responses, and determine how this information might impact future rollouts or feature updates. Surveys are another great way to get specific insights from your users.

Post-Deployment Tasks:

- ✓ **Updates and New Features**
Plan to include new features within WorkForce Mobile which may come because of updates from WorkForce Software, or be existing capabilities that your organization chooses not to deploy in the initial WorkForce Mobile go-live.

➤ **Learn more** about how WorkForce Mobile helps your team view schedules, submit requests, and track time—when and where they work.