PeopleSoft 9.2 HCM Recruitment Module
Closeout
December 19, 2018

Requesting Agency:
Department of Information Technology
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Vanessa Martinez – Project Lead
Project Background

- In 2011 NeoGov was implemented with the understanding that when the SHARE 9.2 Upgrade was completed the State would use the SHARE HCM Recruiting Module.

- The HCM Recruiting project was started in November 2017
Project Objectives

- Implement the recruiting functionality within SHARE HCM 9.2 to include Talent Acquisition Manager and Candidate Gateway (Recruiting)
- Further leverage the State’s investment in SHARE as the ERP platform
- Provide increased efficiency and a streamlined recruitment process from the job posting to the hire.
SHARE Recruiting Goals

SHARE Recruiting communications will be designed to meet the SHARE Recruiting Project goals.

- **Design with End User in Mind**
  - Design SHARE Recruiting with the end user in mind to:
    - Increase automation
    - Minimize redundancies
    - Streamline the applicant experience

- **Define Standardized Business Processes**
  - Define SHARE Recruiting business processes based on PeopleSoft delivered functionality
    - Avoid creating customizations for ease of maintenance

- **Drive Collaboration**
  - Drive collaboration among project team members, agency SMEs and with the broader SHARE Recruiting user community
    - Incorporate a broader perspective
    - Encourage ownership through participation

- **Develop a Sustainable Support Structure**
  - Develop a sustainable support structure to:
    - Empower end users to solve issues
    - Implement a training program that is useful for current and future users
    - Prepare DoIT to support future SHARE Recruiting Module enhancements
SHARE Recruiting Key Benefits

The SHARE Recruiting module brings multiple benefits to the State of New Mexico.

Key Benefits and Features

Increase the efficiency of the state’s recruiting process and make work easier for Recruiters and Hiring Managers by:
- Automating previously manual tasks (such as the screening process)
- Providing a centralized location for recruiting activities
- Integrating Recruiting and HR data

Includes the following features
- Job opening requests can be easily completed online
- Automated screening and ranking of applicants
- Dedicated internal careers site for existing employees
- Enhanced reporting capabilities
## Project Schedule

<table>
<thead>
<tr>
<th>Project Phase</th>
<th>Start Date</th>
<th>Estimated Completion</th>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning</strong></td>
<td>December 2017</td>
<td>February 28, 2018</td>
<td>Completion of Project Management Plan, Charter and Project Schedule.</td>
</tr>
<tr>
<td><strong>Implementation</strong></td>
<td>March 31, 2018</td>
<td>June 30, 2018</td>
<td>Functional and technical design, configuration, build, test and deploy. Communication plan, user training, system and UAT testing. Cutover plan. Go/No Go Decision.</td>
</tr>
<tr>
<td><strong>Close Out</strong></td>
<td>August 2018</td>
<td>December 2018</td>
<td>Support and project close-out</td>
</tr>
</tbody>
</table>
# Project Budget

<table>
<thead>
<tr>
<th>Major Project Deliverable and Performance Measure</th>
<th>Budget</th>
<th>Project Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiation</td>
<td></td>
<td>Initiation</td>
</tr>
<tr>
<td>Project Planning and Requirements</td>
<td></td>
<td>Planning</td>
</tr>
<tr>
<td>Design, Build, and Deployment</td>
<td>$1,947,159.40</td>
<td>Implementation</td>
</tr>
<tr>
<td>Support- Post Implementation</td>
<td></td>
<td>Close Out</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,947,159.40</td>
<td></td>
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</tbody>
</table>
SHARE Recruiting: Lessons Learned

- Change Management was critical for the process changes in the system as well as the business practices outside the system
  - Avoided moving forward with system changes until business processes are clearly defined
- Sustained, consistent communication and engagement activities
  - Constructive feedback helped the outcome of the overall project.
  - Classroom training was necessary in order to facilitate knowledge transfer
  - Clearly defined business processes to identify what system changes were necessary
- Established project goals and used them for decision making
  - Emphasis on standardized processes across all agencies
- Agile approach helped manage requirements and priorities, emphasized testing
- Required a higher level of PeopleSoft functional expertise on the project team based on the scope of the project.
Conclusion and Questions

Requesting closeout of the SHARE Recruiting project