

Mount St. Mary's College Educational institution

In November 2009, Mount St. Mary's College (MSMC) decided to acquire additional services and implement a full automation of its current timekeeping and payroll system. This system upgrade is being acquired from the vendor currently providing this service and scheduled for a February 2010 implementation. As a result, the team was contracted to provide MSMC with a Change Management Plan to assist in the implementation of the ADP payroll system upgrade. As a primary objective, the Change Management Plan provides the details necessary to assist MSMC to effectively and efficiently transition from its current paper-based timekeeping and payroll system to a web-based system. The Change Management Plan includes the details necessary for engaging stakeholders, managing communications, a low-cost marketing plan, a structured training plan as well as key risks and recommended mitigations. The marketing strategy provides a low-cost approach to promote process improvements, benefits, and efficiencies gained.

Project Description

Going Paperless

The project is to determine the opportunities to “go paperless” i.e. to reduce or eliminate the use of paper for internal communications within the college. It includes recommend changes in policies, technology and other changes that would need to be made to accomplish the reduction or elimination. It also defines potential advantages of any recommended changes such as opportunities for reducing cost and becoming “greener” and developing a recommended work plan and summary recommendations regarding change management.

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