

An implementation solution for OrgPublisher for PeopleSoft

PURPOSE OF PACKAGE: The Aquire team has established the following package to help you make the most of your recent purchase of OrgPublisher for PeopleSoft HCM. A Services Rep will work with you to put your tailored package together and schedule the appropriate Aquire team member for the services you need.

What is available in the package?

This package provides 15 hours of services and training with an experienced Aquire Team member. The Aquire team will guide you through the appropriate options (listed below) to ensure a complete and successful OrgPublisher for PeopleSoft HCM implementation.

Service sessions are Web-based. Service times can be scheduled in as little as 1 hour segments, allowing customer preparation time between sessions.

This package also includes 9+ hours of recorded training and manuals on the OrgPublisher interface. These are available from the Aquire website and can be viewed by an unlimited number of people for an unlimited number of times.

Customer Team Members

- Business Owner
- Project Lead
- Data Owner/DBA
- Web Contact
- IT Contact
- Chart Administrators

OrgPublisher for PeopleSoft HCM Implementation Steps

The following is a suggested road-map for installation, set-up and chart distribution. Our team of experts will work with you and your project team to ensure a successful OrgPublisher for PeopleSoft HCM implementation.

Requirements Gathering

Aquire and customer team meet for a requirement gathering session.

- Aquire team provides a detailed OrgPublisher demo
- Identify requirements
 - Viewing audience defined – number of charts required
 - Reporting and analytics required
 - Required data fields identified for each data source
 - Required chart style layouts within each chart
 - Security requirements
 - Integration with Existing Applications (separate quote)
 - Chart distribution method

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Installation and Setup

Aquire and customer installation team members (IT contact, Web Contact) install and setup OrgPublisher for PeopleSoft HCM based needs identified during the requirement gathering session.

- Installation of OrgPublisher for PeopleSoft HCM
- EChart Server Setup
- Security Setup for EChart
- Automatic Publishing Setup
- Web Administration Setup
- Local setup of Cab file
- Thin Client Publishing
- Scripts for ActiveX component
- Real Time Chart Setup

Data Source

Aquire and customer team members will create data source(s) based on the results of the goal setting session.

- Basic required fields
- Position Types
- Custom Fields
- Photos

Chart Design & Publishing

Aquire trainer works with customer chart administrators developing the chart design based on goal definitions.

- Design the required charts using the data source
- Review with project team and modify as needed
- Summary setup
- Head counts
- Style Setup
- What-if Planning
- Group setup
- Hotspot setup
- OrgHistory Setup
- OrgPublisher Directory Formatting
- Search Box Setup
- Views Setup
- Graphs Setup
- Printing
- Set up publishing definition and publish charts
- Organizational or Succession Planning Source Chart Setup and Publishing (OrgPublisher Premier Only)
- 9 Box Setup (OrgPublisher Premier Only)

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Training

The Aquire trainer will schedule additional training for customer groups based on needs identified during the goal setting session. Training classes are web-based and are limited to 10 students maximum. Suggested training options are:

- Organizational or Succession Planning Users (OrgPublisher Premier Only)
- Additional Administrators
- Training for potential 2nd phase chart generation
- End User training (viewers of the published chart)

Please Note: If repeated sessions are required for specific topics, additional training fees may apply and will be quoted.

Integration with Existing Applications

OrgPublisher can be automated to provide seamless integration with an existing application. If it is determined this is a need during the planning phase, the Aquire team will provide a separate quote for these development services.

Customized coding solutions include but are not limited to the following technologies:

- VB scripts
- HTML programming
- ASP programming
- API programming
- Cascading Style Sheets
- Thin client default pages modifications
- Custom single sign-on configurations