

TimeLinx Requirements Workshops

A TimeLinx Requirements Workshop is facilitated by a TimeLinx Consultant working collaboratively with the Client. The intended outcome will be a document of the Client's functional, technical, and process requirements as they relate to integrating a TimeLinx solution. These Workshops typically precede either a TimeLinx Quick-Win or TimeLinx SureStart program.

PROGRAM DESCRIPTION

- Follow a structured approach to compare user requirements to the TimeLinx overall solution and identify any potential gaps between the solution and the Client's stated requirements.
- Identify and document the program's goals, objectives, timelines and expected challenges.
- Development of a Statement of Work and Estimate to deliver identified requirements. Once engaged, a TimeLinx Project Manager will collaborate with the Client to develop a project plan.
- In some workshops, the use of process/workflow mapping software will be used to assist workshop participants to visually understand their requirements and create agreement among the attendees of identified process flows. The TimeLinx Consultant will use his/her best judgment as to when this service is needed to obtain the desired result. It is the Client's responsibility to review these processes outside of the Workshop and notify TimeLinx of necessary changes as these will be used as guidance for the System Design sessions in our Quick-Win and SureStart programs.
- Different divisions and departments that participate will typically require different processes. Specific time for each group should be carved out during the sessions to obtain the information in an organized fashion without unnecessary waste of staff time. It will be the job of the TimeLinx Consultant to correlate all the requirements for all groups after the individual sessions. As a guideline, allow at least 4 hours per department to effectively collect the required information. Workshops may take longer than expected or proposed based on the information identified and number of divisions or departments involved.

- Workshops typically cover the following areas:

Software	Implementation
Standard Functionality	User and Departmental Requirements
Use Case Scenarios	Objectives, Goals, Challenges
Screen Layouts	Current System Environment
Security	Available Development Environment
Data Migration	Integrations to other systems
Reporting	Project Schedule

- The TimeLinx software will be available during the Workshop to assist in communicating existing functionality and to define requests for customizations.
- Client needs to provide a projector with standard video inputs, internet connectivity and a whiteboard.