# Blueprint Workshop Agenda: RMIT Vietnam

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| RMIT Australia | | | | | | | | 12 - 16 August 2019 | | | |
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| **Attendees:** | ADP GlobalView and RMIT | | | | | | | | | | |
| **Please read and complete:** | Blueprint Questionnaire for Vietnam | | | | | | | | | | |
| **Please bring:** | All documents indicated in the blueprint questionnaire for Vietnam | | | | | | | | | | |
| **Venue:** | RMIT Melbourne | | | | | | | | | | |
| **Objective:** | The ADP GlobalView Blueprint Workshop is aimed at gaining sufficient information to enable the configuration and programming of the system based on the client’s business requirements. Through a series of question and answer sessions and the use of various tools such as process diagrams, PowerPoint slides and Excel worksheets, RMIT’s requirements will be gathered and collated into a final blueprint document that will be used throughout the remainder of the project. | | | | | | | | | | |
| Agenda | | | | | | | | | | | |
| Day 1 – 12th August 2019 | | | | | | | | | | | |
| Introductions & Welcome  Acknowledgement to Country | | ALL | | | ADP GlobalView &  RMIT | | | | | 9.30 am | |
| 1. Overview of Current Process | | ALL | | | RMIT | | | | | 9:45 am | |
| 1. Overview of GlobalView 2. Overview of GlobalView Time 3. Company Structure 4. Employee Structure | | ALL | | | Qi Wang / Bre Dawson &  RMIT | | | | | 10:15 am | |
| **Lunch** | | | | | | | | | | **12.15pm** | |
| 1. Pay Frequencies / Off-cycles 2. Salary / Groups / Levels / Bands 3. Rates of Pay and Proration | | ALL | | | Qi Wang &  RMIT | | | | | 1.00pm | |
| **Close** | | | | | | | | | | **5.00pm** | |
| **Monday:** An overview of the current payroll and time process will be undertaken and business requirements with regards to company structures, employee structures payroll frequencies. | | | | | | | | | | | |
| Day 2 – 13th August 2019 | | | | | | | | | | | |
| Recap of previous day’s workshop  Acknowledgement to Country | | ALL | | | ADP GlobalView &  RMIT | | | | | 9.15 am | |
| 1. Payment Details (wagetypes/settings etc) 2. Deduction Detail (wagetypes/settings etc) | | ALL | | | Qi Wang &  RMIT | | | | | 9.20 am | |
| **Lunch** | | | | | | | | | | **12.15 pm** | |
| 1. Work Schedules 2. Absences | | ALL | | | Bre Dawson &  RMIT | | | | | 1:00 pm | |
| **Close** | | | | | | | | | | **5.00pm** | |
| **Tuesday:** Workshop focuses on gaining business requirements for specific payment details (including tax details etc). | | | | | | | | | | | |
| Day 3 – 14th August 2019 | | | | | | | | | | | |
| Recap of previous day’s workshop  Acknowledgement to Country | | ALL | | | ADP GlobalView &  RMIT | | | | | 9.15 am | |
| 1. Absence Quotas 2. Award interpretation | | ALL | | | Bre Dawson &  RMIT | | | | | 9:20 am | |
| **Lunch** | | | | | | | | | | **12.15 pm** | |
| 1. Award Interpretation (continued) 2. Cost Centre Allocation | | ALL | | | Bre Dawson &  RMIT | | | | | 1:00 pm | |
| **Close** | | | | | | | | | | **5.00pm** | |
| **Wednesday:** workshop focuses on gaining business requirements Absence Quotas, Award interpretation and cost centre allocation. | | | | | | | | | | | |
| Day 4 – 15th August 2019 | | | | | | | | | | | |
| Recap of previous day’s workshop  Acknowledgement to Country | | | ALL | | | ADP GlobalView &  RMIT | | | 9.15am | | |
| 1. Terminations/Redundancies 2. Social Insurance 3. Taxation 4. Payroll special processing including yearly-finalisation | | | ALL | | | Qi Wang &  RMIT | | | 9.20am | | |
| **Lunch** | | | | | | | | | **12.15pm** | | |
| 1. Banking/EFT Details 2. Payslip Requirements 3. Security / Authorisations 4. Data Migration | | | ALL | | | Qi Wang &  RMIT | | | 1.00pm | | |
| **Close** | | | | | | | | | **5.00pm** | | |
| **Thursday**: workshop focuses on gaining business requirements for termination processing, Social Insurance, Banking/EFT requirements, Payslip, Security/Authorisations and Data Migration. | | | | | | | | | | | |
| Day 5 – 16th August 2019 | | | | | | | | | | | |
| Recap of previous day’s workshop | | | | ALL | | | ADP GlobalView &  RMIT | | | | 9.15 am |
| 1. Reporting | | | | ALL | | | Qi Wang &  RMIT | | | | 9:20 am |
| **Close** | | | | | | | | | | | **12.30pm** |
| **Friday**: workshop focuses on reporting requirements. | | | | | | | | | | | |

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**Amendments and Authorizations**

| Version | Authored | Approved | CRM ticket | Next Review Date |
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