The functional implementation team is responsible for validating business requirements, design, configuration, testing, deploying, and supporting the Workday solution.

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| Role | Main Responsibilities |
| Solution Lead ([Client]) | * Responsible for project managing the business and solution activities related to the project. * Work closely with KPMG’s leads, and liaise with the respective stakeholders and SMEs to meet the project objectives. * Identify and induct project delivery team members and SMEs to the project. * Coordinate process re-engineering meetings, workshops and participate in process analysis workshops and activities to help lead and drive the achievement of process transformation objectives in line with [Client] Design Principles. * Lead identification of business impacts that are to be addressed/resolved. * Confirm that the overall business processes and solution designs are aligned with [Client]’s process model, future processes, and strategic direction. * Confirm that risks and issues are raised through project governance as appropriate. |
| Solution Architect (KPMG) | * Gather inputs and requirements from SMEs. * Review existing business processes and lead the process redesign. * Work with the HCM Functional Consultants to design business processes. * Lead the application configuration for all Workday HCM functionality in scope. |
| HCM Consultants (KPMG) | * Review the business processes with the SME. * Refine future state business processes considering the feasibility of system implementation in Workday. * Gather reporting requirements by closely working with SMEs of different business process functions. * Assess current state structure, including processes, to achieve [Client]’s reporting requirements and design a multi-dimensional data structure in Workday. |
| Business SMEs ([Client]) | * Provide significant inputs on the respective business process function. * Provide inputs to the analysis and redesign of business processes and undertake the business process documentation. * Seek various inputs and provide the required information to the respective HCM Consultants as needed. * Provide significant inputs to identify the system requirements to support the implementation. * Play a critical role in communication and Change Management initiatives for the respective portfolio or function. |
| Project Testers/Business Testers ([Client]) | * Assist with the preparation and load of data for System Test, SIT, Parallel Test and UAT test tenant. * Chair daily defect calls/triage meetings with development, test, and operational teams and provide clear actions and minutes. * To track that all defects are documented correctly and controlled/managed effectively. |