

Bullhorn GoLive Professional Services

The On Demand, Integrated Front Office Leader

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BULLHORN[®]
Staffing and Recruiting Software, On Target, On Demand™

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Bullhorn GoLive™ Professional Services

Our Proven Five-Step Methodology To Fast ROI

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A Complete Solution

Implementing a mission-critical, enterprise software application is a daunting task. We understand your organization relies on Bullhorn to keep the company operating. We also understand that you chose Bullhorn to achieve specific goals.

Bullhorn GoLive Professional Services are designed to maximize your investment in Bullhorn while ensuring a successful implementation, unique to your business, in the shortest time possible.

Bullhorn offers three types of professional services packages – GoLive Professional, GoLive Corporate and GoLive Enterprise. Each package is standardized, based on extensive customer experience, to provide your firm with the right level of value and service to meet your needs.

Having successfully implemented hundreds of clients and thousands of users, our team of highly qualified individuals has in-depth business knowledge to meet the unique needs of each client. Our dedicated team partners with you to define and coordinate each phase of our five step process ensuring a successful implementation of the GoLive Professional Service package that you select.

Our proven five-step methodology delivers on-time results to meet and exceed your expectations.

Task Force Process

Kick Off Meeting

- Introductions
- Bullhorn history and organizational structure
- Why Bullhorn is being implemented
- The roles and responsibilities of the Task Force
- Product Demonstration

Workflow Analysis and Specification

- Implementation consultants can either observe individual task force members working their desk and/or be walked through the business workflows
- Understand in house terminology

Preliminary System Configuration

- Introduce the Client Project Manager to the custom configuration capabilities of Bullhorn
- Create field mappings with Client Project Manager
- Use the work flow analysis and field mappings to create preliminary Private Label(s)

Task Force Training and Refinement of Configuration

- Train Task Force on the Bullhorn system using the preliminary configuration
- Refine configuration based on Task Force feedback and client's business needs.

Test Data Migration(s) and Further Configuration(s)

- Task Force reviews test data migration to ensure that all data is being migrated properly
- At the Task Force's direction, fine tune configuration

Implementation Consultant

Bullhorn's Implementation Consultants have extensive knowledge of Bullhorn's functionality. They possess strong analytical skills and apply their experience and intuition to maximize client solutions. Responsibilities include leading a task force charged with identifying business workflows and translating them to Bullhorn. This entails working closely with the client to research and collect data, synthesize complex information, design highly customized workflows and procedures, and identify customized reporting requirements.

Professional Services Engineer(s)

Bullhorn's Professional Service Engineer(s) are computer engineers with extensive knowledge of database schemas and programming languages. They also have extensive experience with complex database structures and data manipulation. The Professional Services Engineer(s) is responsible for extracting data from your legacy system and importing it into Bullhorn. They are also responsible for automating workflows, customizing reports, and creating integration with third party software applications.

Bullhorn Educational Specialist

Bullhorn Educational Specialists are experienced at understanding and teaching Bullhorn with client customizations. They are responsible for developing and implementing a training plan customized to your application.

Client's Team

Your company team consists of the following members who oversee and drive the decision-making and go-live process within your company.

Client Senior Management

Client Senior Management plays a crucial role in the success of a mission critical implementation. Responsibilities include leading the change management initiative by effectively communicating the reasons for changing to Bullhorn, the anticipated positive impact, and expressing and requiring 100% support for the initiative. Our experienced Professional Service representatives can help you craft the message, but it is imperative that the company know that senior management has made the strategic decision to implement and support the new application.

Client Project Team

The project team working with Bullhorn will be the governing board overseeing the entire project. They will determine human resource requirements and engage and manage them. The team should include a Project Manager, select decision maker(s), and technical resource(s).

Client Project Manager

The project manager is the key contact at the client location. They need to possess strong leadership skills; have credibility within the organization; communicate effectively; and are excellent recruiters and motivators. They effectively present critical ideas and obtain buy-in from all levels of the organization; include appropriate people in decision making processes; make timely decisions; and support and explain reasoning for decisions made. They align internal resources and drive the project from within.

Role of the Client Task Force

The task force is comprised of individuals from the main functions of your organization (each major job function is represented, i.e., account executives and recruiters from each division). These individuals are very knowledgeable about the organization's workflows and corporate culture. They have credibility within the organization and are effective communicators. These people will become the power users of the system and will act as liaisons and educators.

These individuals will work directly with the Bullhorn implementation team to identify workflows, define keywords and data mappings, develop customized interfaces and reporting requirements, and act as liaison and educator to colleagues.

We understand and appreciate the value of your employees' time. Our task force approach to implementation utilizes member's time efficiently and effectively. The proper amount of time dedicated to preparation will ensure a smooth implementation and fewer issues after going live.

Approach

- **Kick Off Meeting**
- **Workflow Analysis and Specification**
- **Preliminary System Configuration**
- **Task Force Training and Refinement of Configuration**
- **Test Data Migration(s) and Further Configuration(s)**

Working as a Team

Success requires team collaboration. Your Bullhorn team consists of the following members who lead and monitor each phase of the process.

Project Manager

Bullhorn's project managers have extensive experience with large scale software project management. Responsibilities include identifying project scope; developing project plans; including identified deliverables; timelines; budgets; and managing and monitoring team activities.

Bullhorn's 5 Steps

Business Analysis & Planning	System Configuration	Data Migration	Customization Testing and Review	GoLive
<ul style="list-style-type: none"> • Understand and identify business needs and objectives • Outline organizational structure • Develop detailed implementation plan • Define resource requirements • Review email options, system requirements, and setting requirements • Receive copy of legacy data • Pre-implementation training 	<ul style="list-style-type: none"> • Tailor solution to your business workflow • Create internal documentation terminology map • Create private label(s) 	<ul style="list-style-type: none"> • Map existing and historical data to Bullhorn • Create data migration scripts • Thoroughly review test migration • Refine configuration based on feedback 	<ul style="list-style-type: none"> • Create and test custom reports • Create and test custom work flows and integrations • Client sign-off on all custom work • Full-feature performance testing • Refine configuration based on feedback 	<ul style="list-style-type: none"> • Final data migration • Application deployed to production environment • Implement training plan • Attend training sessions • Transition to Bullhorn Support