

Implementation Success Package: Testing Best Practices with IDI

Thank you for choosing Integrated Design! We are really excited to have you join our customer ranks. We've been in the data integration business for over 30 years. Along the way we have learned what makes a software implementation successful and we'd like to share that with you to ensure your implementation is successful.

We cannot stress enough how important your in-house testing is. We have found that no matter how much internal testing we do of your configured solution before releasing it to you, the best testing is done by you. You are the experts in your business processes and you have the most experience dealing with those unique scenarios that arise. So, while we are working on your configuration, we ask that you work on your internal test plan.

Below is our suggested approach for your testing methodology:

- Engage your SMEs in the process** – Make sure your Subject Matter Experts and stakeholders give you scenarios. How are your employees going to use the system on a day to day basis? How are you, as the Admin, going to validate your results?
- How do you make sure you have good scenarios?** – Your SMEs and stakeholders should give you a “user story” and a calculation of the expected results. Every scenario must include an expected result.
- How can you come up with good scenarios?** – Think about what you're doing now. For example, if IDI is creating an FLSA weighted overtime rate solution for you, and you're currently doing the calculations manually, use a prior pay period and the actual results to create your scenarios. The more scenarios, the better! We really want you to come up with all of your “exception” scenarios, too. Do you have unique pay rules for a special holiday or bonus?
- Testing** – Execute your test plan from end to end – that means run every single scenario. Document any issues, error messages or unexpected results and provide all of your feedback at once. This comprehensive approach ensures that we can jointly identify any patterns or bigger issues, as well as separate out any data issues.

We fully expect to make adjustments after you start testing. Despite all of our mutual planning and collaboration, we always find that the data presents itself differently than expected once your employees really start using the system(s).