

TMS Implementation Plan Template

Purpose:

Use this structured template to plan and coordinate your Talent Management System (TMS) rollout across departments. Ensure a smooth transition by aligning teams, timelines, and communications.

Pre-Implementation Checklist

Task	Owner	Status	Notes
Final vendor selection	HR	<input type="checkbox"/>	
Internal stakeholder alignment	HR Lead	<input type="checkbox"/>	
IT infrastructure readiness	IT	<input type="checkbox"/>	
Data audit and cleanup	HRIS Specialist	<input type="checkbox"/>	
Security & compliance review	Legal/IT	<input type="checkbox"/>	

Project Timeline

Phase	Start Date	End Date	Milestones
Pilot Test			Team selected, feedback collected
Full Rollout			System live for all users
Training Sessions			Onboarding completed
Hypercare Support			All initial issues resolved

Stakeholder Map

Function	Role	Name	Responsibilities
HR	Project Lead		Vendor coordination, HR process mapping
IT	Technical Lead		Integrations, data migration
Finance	Budget Owner		Budget approvals, ROI tracking
Ops/Admin	Change Champion		Training, feedback collection

Data Migration Strategy

Data Type	Source System	Responsible Team	Migration Tool	Status
Employee profiles	HRIS	HR	Internal tool / Vendor support	<input type="checkbox"/>
Performance history	Excel/Legacy system	HR	Vendor Import Tool	<input type="checkbox"/>
OKR data	Spreadsheets	Team Leads	Manual / API	<input type="checkbox"/>

Communication Plan

Audience	Message	Channel	Timing	Owner
Executive Team	TMS launch goals & ROI	Email & Live Kickoff	Week 1	HR Lead
Managers	System training & responsibilities	Training + Slack	Week 2	L&D
All Employees	What's changing & how to use the tool	Email + Demo Videos	Rollout Week	HR Ops