

HCM Software Purchasing Timeline

Use this quick-reference guide to help you plan your HCM platform journey—from early vendor research through purchase and full implementation. Each phase includes a general time estimate to help set expectations and keep your team aligned. *Note: Timelines may vary based on your company's internal processes and approval workflows.*



Internal Alignment

- ✓ Audit your current processes and pain points
- ✓ Create a list of needs/wants
- ✓ Build your business case
- ✓ Get stakeholder alignment (HR, Finance, IT, etc.)

4-6 WEEKS

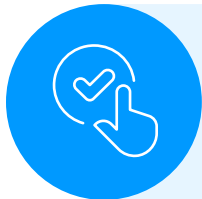
Shortlisting Vendors

- ✓ Research HCM vendors
- ✓ Match your internal needs list to vendor offerings
- ✓ Narrow list to 2–5 vendors to evaluate

1-4 WEEKS

Evaluation

- ✓ Schedule demos
- ✓ Build comparison scorecards
- ✓ Involve cross-functional stakeholders
- ✓ Assess product fit and usability

2-4 WEEKS

Selection

- ✓ Final vendor choice
- ✓ Legal review
- ✓ Contract negotiations
- ✓ Final budget and IT/security approvals

3-6 WEEKS

Implementation

- ✓ System configuration
- ✓ Data migration
- ✓ Training
- ✓ Go live

6-12 WEEKS

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