

## Pilot Checklist for the 90-Day HR Digitalization Roadmap

Area	What to Observe During the Pilot	Status / Notes
Process Functionality & Flow	The process is clear and understandable from start to finish	
	Process steps logically follow each other without workarounds	
	Roles and responsibilities (HR, manager, employee) are clear in daily use	
	No critical gaps or ambiguities appear during execution	
User Experience (Employees & Managers)	Users understand what they need to do and when	
	The process feels simpler than the previous way of working	
	The process requires minimal ad-hoc explanation from HR	
	Users would be willing to use the process long-term	
HR Workload & Efficiency	Manual HR administration is reduced in practice	
	HR spends less time on follow-ups, corrections or reminders	
	The process is manageable without increasing HR operational load	
	HR has better visibility over the process status than before	
Data Quality & Transparency	Data generated through the process are complete and consistent	
	Data ownership and responsibility are clear	

	Data can be used for reporting or downstream processes	
	No parallel tracking (e.g. Excel files, emails) is required	
Assumptions & Expected Benefits	Key pilot assumptions are actively tested in real conditions	
	Expected benefits are visible or measurable	
	Gaps between expected and actual outcomes are clearly understood	
	The pilot provides sufficient input for a scale / adjust decision	
Quick Wins	The pilot delivers visible improvements over the previous state	
	Improvements are easy to explain to managers and employees	
	Quick wins can be communicated without overstatement	
	Quick wins align with the defined success criteria	
Champions & Adoption Signals	There are users who actively support the new process	
	Champions can explain the benefits in their own words	
	Champions are willing to share their experience with others	
	The pilot increases confidence in further digitalisation steps	