

**ABOUT HR21:**

HR21 has been a nationwide ADP Consulting Partner for 11 years. HR21 has partnered with over 300 ADP Enterprise clients to implement, upgrade and enhance Enterprise. For more information on HR21's Enterprise services, visit us at [www.HR21.com](http://www.HR21.com)

**Service Package:**

Enterprise Training and Development Implementation

**Scope of Services:**

- Requirements Analysis/Definition
- Enterprise Table Setup
- Conversion of Training History (Optional)
- End User Training
- Reporting

**Deliverables:**

- Course IDs
- Sessions
- Learning Activities
- Curriculum
- Job/Position Requirements
- Gap Analysis
- Training History (Optional)

**Assumptions:**

- No Enterprise Customization
- One Data Source for Conversion of Training History
- Client Will Provide File with Training History
- 2 Custom Reports
- One End-User Training Session

**Timing:**

- Basic Implementation - 2 Weeks
- Including History - 4 Weeks

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