

# HRIS Assessment report

**Date**

Authors/Department/etc.

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# ACRONYMS

List all acronyms in document here

# BACKGROUND

Describe background of the existing HRIS system and the reason for assessment, who is funding the assessment and any background on the larger health system that is relevant. Reference any policy or strategy documents the system should align with or support. Include information on the workforce iHRIS would track, and on the positions in place who would use and support the system.

# METHODOLOGY

Describe methodology used for the assessment, interviews, meetings, calls, focus groups, questionnaires, etc. include the types of people involved in the assessment and any relevant information on the composition of the assessment team.

# iHRIS PRIORITIES

Describe the priorities of the organization implementing iHRIS (Ministry, Training institution, Professional Council, Private Sector Organization, etc.). Describe their main needs to be addressed by iHRIS. Possibly include overarching priorities and how the iHRIS will support them.

# FACTORS GUIDING ASSESSMENT RECOMMENDATIONS

Examples of factors are listed below, these may not all be applicable and there may be additional factors to include.

### INTEROPERABILITY

Include other information systems iHRIS will be exchanging data with, or any systems it would be useful to exchange data with. Include the “owners” of the other systems and any relevant information, challenges and opportunities.

### NON-DUPLICATION OF RESOURCES

Discuss the other information systems are in use, and what existing HR systems and processes are in place. Determine if any solutions can be shared or reused.

### SYSTEM SCALABILITY

Plan for scale at the beginning. Determine what will be needed to roll out the system and what challenges might be encountered. Include infrastructure and hardware needs as well as training and on-going capacity building support.

### SYSTEMS AVAILABILITY

Determine if there are any connectivity issues or other barriers to access.

### SECURITY

Determine security considerations, including confidentiality of data and backups for the system. Discuss access to the system and how staff are authorized, who enters data, uses the data, what data is shared across jurisdictional areas, etc.

### PRESENCE OF EXECUTIVE SPONSORSHIP

Include any high-level champions (or lack thereof) who have the authority to support iHRIS and encourage/enforce it’s use. Include anyone who can give approvals and make decisions regarding the system.

# **ASSESSMENT FINDINGS**

Include major findings on the existing HRIS system, gaps that were identified, main opportunities, and any challenges of note.

# **Reccomendations**

Discus recommendations on closing the gaps identified, and on how to meet the needs of the stakeholders. Describe what is needed to move forward on each recommendation and what support exists or is needed.

# **PROPOSED ACTIVITIES AND TIMELINES**

Include a table listing activities needed to implement the recommendations. Assign a realistic timeline, taking into consideration any approvals that are needed for each step.

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| --- | --- | --- | --- | --- |
| **Activity** | **Month/Quarter** | **Month/**  **Quarter** | **Month/**  **Quarter** | **Month/**  **Quarter** |
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# **CONCLUSION**

Include any summary remarks and overall thoughts on the exiting system and the proposed recommendations.

# **NEXT STEPS**

Describe the next steps for reviewing and making decisions around the recommendations.

# **APPENDIX 1 – ACTIVITY SCHEDULE**

Suggested Appendix: include the schedule or activities during the assessment

# **APPENDIX 2 – MEETINGS LIST**

Suggested Appendix: table listing meetings, dates, times, and participants, potentially contact information

# **APPENDIX 3 – IMPLEMENTATION REQUIREMENTS**

Suggested Appendix: describe any requirements that emerged that will impact the development and adaptation of iHRIS. Include hardware, functional and non-functional requirements. Note which stakeholders were associated with the request.