

# ActivTrak Implementation Overview

ActivTrak solutions help drive productivity and performance to new levels across your business. We have a proven implementation method, used across 9,000+ successful implementations to date to help you plan and ensure employees **understand, embrace and experience the benefits.**

## Across Your Organization, Employees May Wonder...

Who knows about ActivTrak?

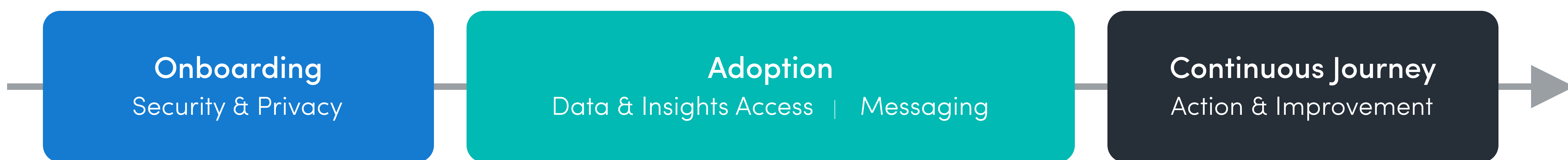
Is my data and information safe?

What will you do with the data?

Who will have access and what will they see?

## Success Starts With the Right Stakeholders & Plan

This sequence of activities is based on the recommendations from 1,000+ ActivTrak implementations.



## Four Ways to Ensure a Successful Implementation



### 1. Security & Privacy

#### Who is involved?

*Business Champion,  
IT Owner*

Working through your implementation guide or with a dedicated expert, ActivTrak will guide you through defining security and privacy settings to ensure data, employee and business safety.



### 2. Data & Insights Access

#### Who is involved?

*Business Champion,  
Leaders*

Before messaging, leaders must determine an access approach. This is based on the productivity challenges the business aims to solve. Organizations of all types will employ varying access levels based on what will drive improved decision-making.



### 3. Messaging

#### Who is involved?

*Leaders, HR, Change  
Manager*

Once the organization has a clear message to communicate, leaders will select the stakeholders who will receive the message. This messaging will:

- Differ across groups
- Vary based on what fits your culture
- Typically be messaged over time



### 4. Action & Improvement

#### Who is involved?

*Leaders, Managers,  
Change Manager*

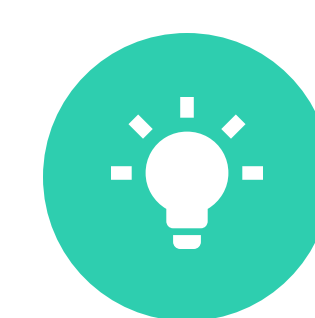
A critical component to gain buy-in is through the actions your organization takes because of the insights you gain from the solution. To earn trust and credibility with your workforce, share your observations and tie the findings to your investments to improve the business.

# What to Consider for a Successful ActivTrak Implementation



## The DO's for a Successful ActivTrak Implementation

- **Communicate the initiative, not the technology.** Employees are eager to hear about the why, so don't start with the how. ActivTrak is your method to achieve something that deserves far more attention from your workforce.
  - Lead with the intent to make wiser investments where needed most based on improved insights.
  - If it's more applicable, put emphasis on improving the pervasiveness of burnout or fatigue.
- **Communicate when you have a clear message to communicate.** Define your security and access strategies first so you can field these questions when employees ask.
- **Take action on your insights.** Whether you communicate the use of ActivTrak or not, this principle applies. Whether it's a few individuals or an entire organization, they are counting on you to leverage the insights you collect for improvement. Maintaining trust and credibility matters.
- **No need to complete your roll-out all at once.** While it's helpful to deploy your agents fast so you can adjust configurations to ensure data accuracy and gain visibility immediately, many organizations benefit from initially doing a discrete deployment and reevaluating when or what to share more broadly later.



## Remember

- **Avoid communicating with limited information and no plan;** design your approach before you communicate more broadly.
- **Full transparency is not the only method to implement;** there are many ways to implement ActivTrak with employee trust in mind.
- **Adoption assurance steps following deployment are key;** visibility is invaluable, along with training and education to ensure data accuracy and solution usage.

## Dedicated to Support Customers Along the Way

ActivTrak has you covered with the right resources to best achieve your goals. Learn about the different ways you can fast-track success with ActivTrak.

ActivTrak  
Academy



Implementation  
Guide



Productivity Lab  
Guidance



Support Packages

Include:

- Customer Success Manager
- Technical Account Manager
- Additional access to the Productivity Lab