

Maximize the value of your

# ERP Implementation

A step by step guide to an ERP implementation. Transform your business processes from chaos to control.

## Requirements Analysis

Define business objectives and requirements for each department

### Example: Logistics

#### Department Objective:

Optimize order fulfillment

#### Critical Business Processes:

Inventory Mgmt    Order Fulfillment  
Warehouse Mgmt   Sales Order Processing

#### Days to complete each department



### Requirements Workshop

Include users and managers to identify current challenges and desired outcomes.



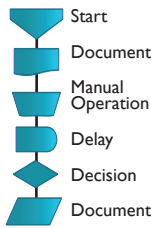
### Outside help saves time



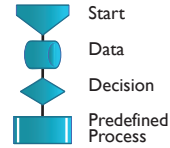
## Solution Design

Define how the business requirements will be implemented

### "As Is"



### "To Be"



### Definitions

**As Is** - current process

**To Be** - future process

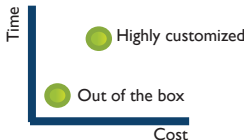
**Out of the box** - function exists in software

**Customization** - code written to add function

**Integration** - connect data between applications

**Fit-Gap Analysis** - match software functions to requirements, identify need for customization

### Minimize customizations



## Development/Configuration

Build and test the system components defined and approved in the solution design specifications

### System configuration checklist

- Company information ✓
- Chart of Accounts ✓
- User Roles and Groups ✓
- Security ✓
- Customers ✓
- Vendors ✓
- Inventory ✓
- Warehouses ✓
- Workflows ✓
- Reports ✓
- Dashboards ✓

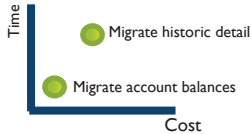


### Plan data migration carefully



of organizations who underestimate the costs related to the data acquisition tasks by an average of 50%.  
Source: Gartner

### Data Mapping and Migration



## Deployment/Training

End user training, user acceptance testing and the actual cutover to the new production environment

### Go Live



- Legacy system preparation ✓
- Application preparation ✓
- Infrastructure preparation ✓
- Final data migration ✓
- Data migration reconciliation ✓
- Application initialization ✓
- Go Live ✓

### User Acceptance Testing

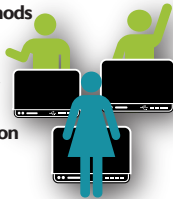


### Identify User Groups

Power Users  
Key Users  
End Users

### Training methods

Classroom  
Web-based  
Train the trainer



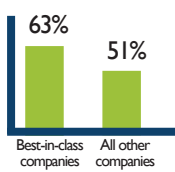
### Documentation

User guides  
Wikis  
Knowledgebase

## Operations

Close the project, provide post-production support and transition ownership of the solution and knowledge

### % of companies training employees on ERP after implementation



Source: Aberdeen Group

### Ongoing support

24x7 help desk  
Self-service support  
User communities

### Customer Portal

Documentation  
Searchable knowledge base  
Product roadmaps  
Training

