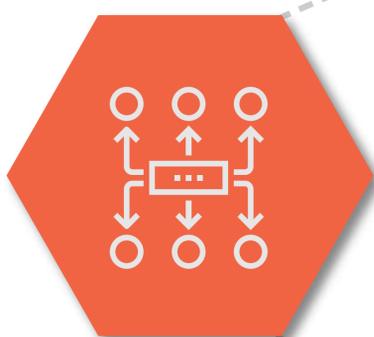




ERP LIFECYCLE



PLANNING & ORGANIZATION

This phase designs the implementation process. It is in this phase that the details of how to go about the implementation are decided. Time schedules, deadlines, etc. for the project are determined, the plan is developed, roles are identified and responsibilities are assigned. It will also determine when to begin the project, how to do it, and the path to completion. A committee made up of the team leaders running each implementation group usually does this planning.



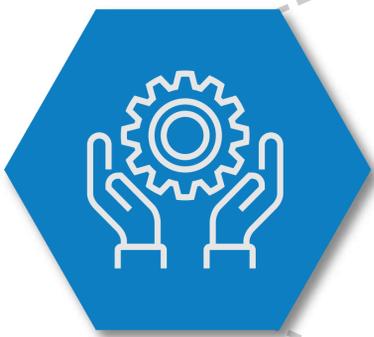
SYSTEM SELECTION

This phase involves selecting the vendor and the ERP software that best addresses the needs of the organization. The pricing models offered by different vendors, the functionality of different ERP products, and the training required are some of the factors that are considered when selecting an ERP vendor/package. The careful and strategic selection of an ERP package for an organization will minimize the risk often associated with ERP implementation and increase the likelihood of success.



IMPLEMENTATION

In this phase, efforts are made to synchronize existing business processes with the ERP software package. Customization of the ERP software may be required to meet specific needs of the business. Most ERP software requires that you work with a third-party implementer to install and assist in the configuration of your system. Your implementer plays a critical role in the success of your project. Regardless of the product you choose, consider releasing a separate RFP for implementation services.



DATA CONVERSION, ARCHIVING & LOADING

This phase will be conducted in tandem with the implementation. Decisions must be made around what information is required to be part of the data conversion to the new ERP versus data that can be archived and retrieved when needed. This may include those federal and local guidelines, or bodies who issue licenses or accreditations to your organization. Once data conversion decisions are made, a plan must be created outlining what information will be converted, when it will be converted, and a thorough review of the data converted.



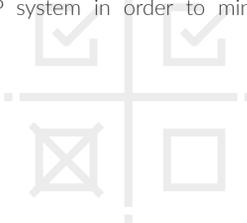
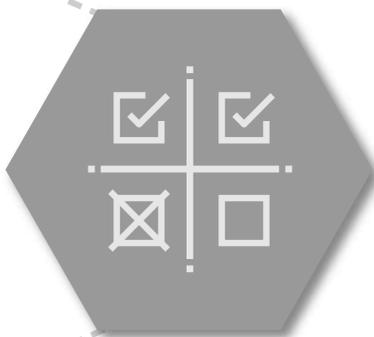
USER TRAINING

User training starts with the implementation process. Employees need to thoroughly understand the system in order for the system to run smoothly. Use this stage to help your employees learn the software and its features and to become self-sufficient. Identify super users or those users who grasp the tasks and daily operations requirements, who can assist in training others during this process. Keep this team in place even after implementation for new hire training and on-going upgrade and change testing.



TESTING & VALIDATION

Testing is an important step and is carried out so that the errors can be found and resolved before go-live. It is necessary to test data, procedures and processes before launch of ERP system in order to minimize errors after deployment.



GO LIVE

At-the-elbow support can assist the new end user at the crucial time of ERP system use. This is where all of the individuals who work thru the daily business operations, really begin to understand how the ERP systems and their process work together. Having individuals available side by side, or in smaller areas having a SME to guide them in system use when needed, will assist in adoption of proper system use and/or an understanding of where optimization might be necessary.



FOLLOW UP & COMPLETION

Making optimal use of the implemented ERP system is vital. After a go-live, all organizations go through a period of "normalizing". This normally take between 3 to 6 months depending on the organization. During this time, all processes associated with the ERP should be reviewed. This allows the organization to execute the changes that are required to make the best use of the ERP system, in order to achieve the established goals or business case of the implementation.

