

# VELCOM

*Exceed Expectation*

# ERP



# PROGRAM MANAGEMENT

VELCOM's Enterprise Business Solutions (ERP / SCM / CRM / BI) extensive experience of more than 2000 person months enables successful Product / Vendor Selection & Project Implementation for its customers.

VELCOM provides Leadership & Guidance to Minimize project risks, Step up implementation progress and Increase the success & value of the customer ERP project initiatives.

VELCOM primarily focus on mid size organizations across industries and helps its clients manage every aspect of their ERP Initiative, from strategic planning to day-to-day operations.

VELCOM achieve this through our "Generate more value from the existing IT infrastructure" strategy, which is built on our expertise in ERP consulting & technology and industry knowledge.

VELCOM serves as advisors exercising trusted responsibility to its customers.



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# ERP PROGRAM MANAGEMENT

ERP Program Management would facilitate the Client & Implementation Vendor teams work together and ensure that the ERP Project Implementation is completed within the agreed timelines and budget.

A comprehensive program management practice would ensure that all business requirements (functional & technical) are realized through successful ERP implementation. Poor project planning is one of the top challenges encountered during ERP project execution. The methodologies used in project planning and the way they are used go a long way in determining the success of the project.

Effective program management supported by People, Process, System etc., helps achieve integration of the two key elements of Successful ERP project implementation:

- ◆ The delivery of the technical, content-specific elements of the ERP Software
- ◆ The delivery of the functional business requirements of the ERP System

ERP Implementation is never an easy or simple initiative but most of the pitfalls can be avoided by putting in place a strong program management structure.

Organizations carry the misconception that vendor project methodologies fully address the program management complexity only to find later that significant issues & challenges in delivering the ERP initiative still exist. In order to ensure a successful ERP implementation, an approach that integrates vendor project methodology with the additional business activities required to successfully deliver an ERP system has to be in place.

The program management structure must also ensure that the business transformation activities, necessary to enable a functioning business platform, once the ERP goes live are planned.

Few of the key business transformation activities related to ERP Project are:

- ◆ Business process analysis (AS-IS & TO-BE Processes)
- ◆ Design requirements for customizing "out of the box" functionality to "must have" current processes
- ◆ Integration requirements for necessary legacy systems
- ◆ Resource requirements to execute the change
- ◆ Understanding the scale of data conversions and related data cleansing
- ◆ Coordination of business resources for testing and validation of functionality
- ◆ Training users of the system
- ◆ Determining organizational adequacy

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ERP  
PROGRAM MANAGEMENT  
COMPONENTS

PROJECT PLANNING

- 1) Prepare Project Plan
- 2) Define Project Scope & Objectives
- 3) Form Project Management Office (Team Structure / Resource)
- 4) Plan Resources (IT Hardware, Software, people, Infrastructure) required
- 5) Plan Project Budget & Track periodically
- 6) Define Project Status Reporting Structure & Track periodically

PROJECT  
ORIENTATION  
WORKSHOP

- 1) Highlight the benefits that can be achieved by successful ERP Project Implementation
- 2) Detail the challenges that needs to be managed during the ERP Project Implementation

BUSINESS BLUEPRINT

- 1) AS-IS Business Process Analysis
  - a) Identify End-to-End Customer Business Process
  - b) Identify Process Integration Points
- 2) Map ERP Process to Customer Business Processes
- 3) Define TO-BE (End-to-End Future Business) Processes
- 4) Identify Gaps
- 5) Propose Gap Solution - Define Program / Report / Interface / Manual Processes
- 6) Document Blueprint (including Gap-fit & Customization details)
- 7) Review & Sign-off Blueprint Document

CONFIGURATION &  
DEVELOPMENT

- 1) Configuration Solution - Configure Solution; Write Unit Test Scripts; Unit Test Configuration
- 2) Develop Code for Identified Gaps - Draft Technical Specification Document; Write Unit Test Scripts; Test Programs / Reports / Interface
- 3) Sign-off Configuration & Development

AUTHORIZATION

- 1) Define Rules in Organization
  - 2) Identify Roles for ERP Usage
  - 3) Authorization - Define / Test / Sign-off
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ERP  
PROGRAM MANAGEMENT  
COMPONENTS

DATA  
CONVERSION &  
MIGRATION

- 1) Define Fields in ERP
- 2) Map ERP Fields to Legacy System Fields
- 3) Convert Legacy System Fields to ERP Fields
- 4) Define Data for Cleansing & Cleanse Data
- 5) Sign-off Data Cleansing
- 6) Develop Migration Program
- 7) Unit Test Migration Program
- 8) Sign-off Data Migration Program

TRAINING

- 1) Define Business Processes based on Roles
- 2) Documentation
  - a) Prepare Training / User Manual
  - b) Review & Approve Documentation
- 3) Ensure sample customer specific data for training purpose
- 4) Train Users:
  - a) Core Business Users - Business Processes & ERP
  - a) IT Users - Configuration Rules, MIS
  - a) End Business Users - Business Processes & ERP
- 5) Sign-off Training with User Feedback

USER ACCEPTANCE  
TESTING

- 1) Define Business Scenarios
- 2) UAT Documents (also create defect reporting)
- 3) Define User Acceptance
- 4) test ERP Functionality
- 5) Sign-off UAT

PRODUCTION  
CUT OVER / GO-LIVE

- 1) Migrate Cleansed Data
- 2) Carry out live run
- 3) Review & Sign-off Go-Live

SUPPORT

Post ERP Implementation Go-Live Support