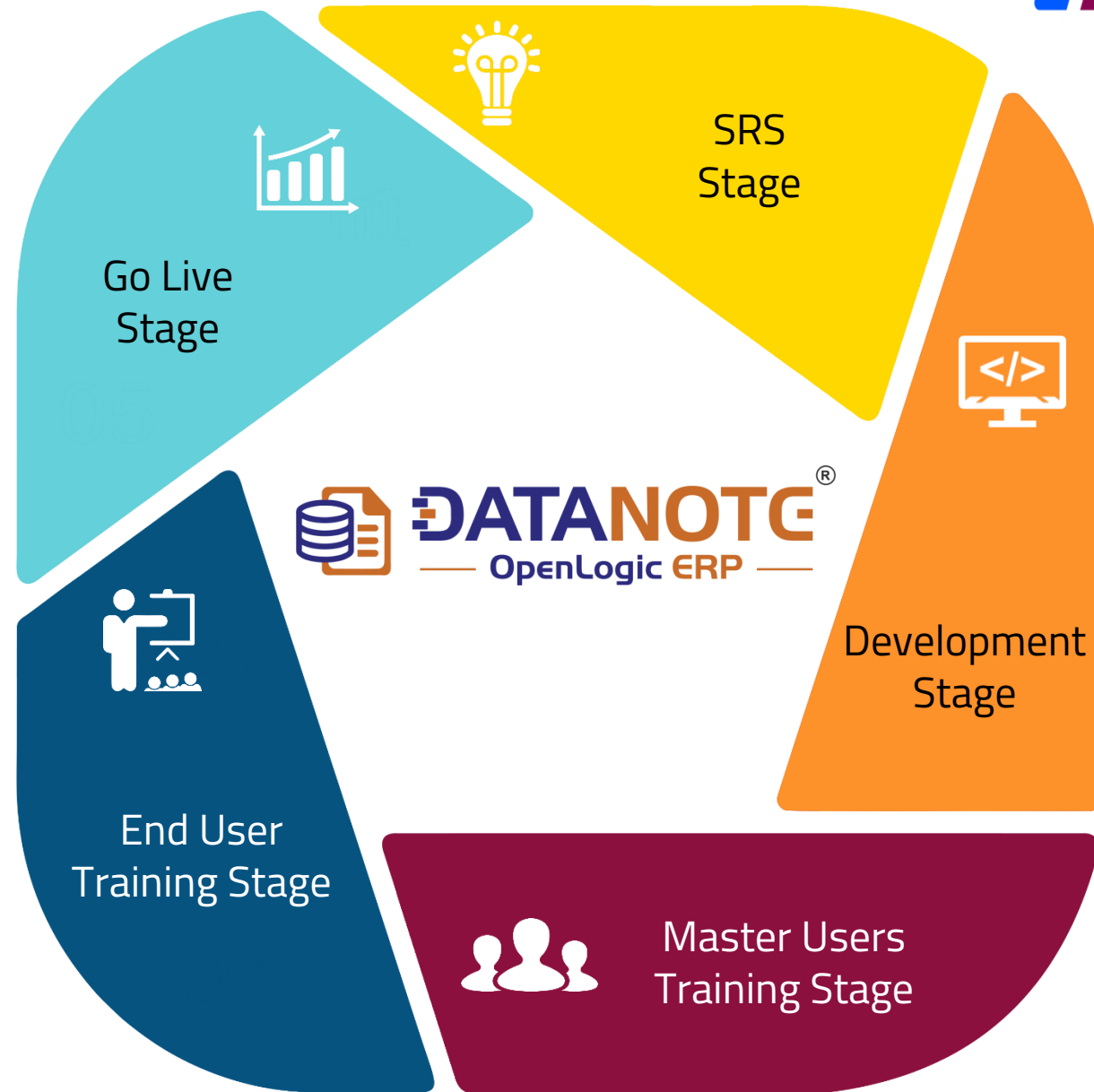


Ideal ERP Implementation Methodology

Five Stage Implementation Plan

- **SRS Stage (SS)**
- **Development Stage (DS)**
- **Master User Training Stage (MUT)**
- **End User Training Stage (EUT)**
- **Go Live Stage (GLS)**

DataNote Implementation Lifecycle



SRS Stage

- **Standard Product Walkthrough:**

DataNote partner will provide a general overview of the product with the existing system to be acquainted with the plan and think more about missing requirements.

- **Software Requirement Study (SRS):**

Detailed brainstorming session with every departmental head, end-users for their requirements, wishes from the ERP system. It is a gap analysis between AS-IS and TO-BE.

- **Review & Confirm The Project Plan.**

- **Collection Of Report Formats From Various Departments.**

- **Hardware Procurement & Setup: Take A Look At Proposed Hardware Requirements And Its Procurement Progress.**

Development Stage

- Development as per signed SRS documents will be going on during this phase.
- The development team of DataNote Partner will develop each requirement and modifications
- Once development is done, the project coordinator will do the preliminary testing at the development site.
- Transaction report designing and development activity will be done simultaneously.

Master Users Training Stage

- This stage requires the identification of master users of all the departments.
- Master users / key users will check customization, configuration & transaction reports as per the SRS sign-off document.
- Master, the user/key user, will submit the necessary changes/modifications to the development team.
- Once changes are done, the master user/key user will perform the earlier activity.
- Hardware setup at hosting site OR at company premises verified.
- Installation activity carried out on the central server.
- User wise roles and responsibility will be applied during this stage.
- Master user training will start from this stage (sit–system integration test).

End Users Training Stage

- One time data import activity will be done at the beginning of this stage (party master and item master).
- Department wise end-user training activity will kick off during this stage.
- Progress sheet preparation by EDP department
- Evaluation of implementation process by top management from both side.
- MIS report development against a bunch of data.

Go Live Stage

- Parallel run (optional): it is advisable to go for a parallel run for a month or two.
- Go live date: customer can go live with all modules or some introductory modules in one shot (phase wise).
- Hand-over to support team
- Project closure

Required Documents

- Service request & sign-off
- Change request & sign-off
- Issue logs
- Project status report (monthly)
- Project meeting minutes (weekly)

Key Factors Implementation

- Equal participation from client users and top management
- Strict implementation of policy-related changes up to end-users
- Proper documentation
- There should be minimum alteration in predefined schedules

Key Quotes for Any Change Implementation

“You can have the best technology in the world, but if you don’t have a community who wants to use it and who are excited about it, then it has no purpose.”

~ **Chris Hughes Co-Founder of Facebook**

The Holy Grail (unwritten rule) of ERP implementation is, synchronizing existing company practices with the ERP package rather than changing the source code and customizing it to suit the company.

However an organization can only get the maximum value of these inputs if it successfully adopts and effectively uses the system.



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