ERP Implementation Methodology

SAFAL ERP
Six Stage Implementation Plan

- Initiation Stage (IS)
- SRS Stage (SS)
- Development Stage (DS)
- Testing & Training Stage (TTS)
- Feedback & Review Stage (FRS)
- LIVE Stage (LS)
Implementation Lifecycle
SAFAL ERP

Initial Stage (IS) [A]
- Project Kick-off
- Forming Project Team
- Identify Roles & Responsibilities
- Determine Hardware Infrastructure
- Draft Project Plan

SRS Stage (SS) [B]

Development Stage (DS) [C]
- New requirements will be accommodated
- Tested functionally at SAFAL End

Training Testing Stage – (TTS) [D]
- Preparation to Go Live
- Cut over Preparation
- Training to Team
- Software Configuration
- Test Run & Parallel Run (Internal)
- Training to End Users with Entire Lifecycle & Dummy Entries.

Feedback Review Stage (FRS) [E]
- Weekly Review Meetings
- Progress Sheet Preparation by EDP Department
- Evaluation of Implementation Process
- User Feedback System
- Effective Gathering of Feedback

Go Live Stage – (LS) [F]
- Project Closure
- Cut-over
- Parallel run
- Post Implementation Review
- Hand-over to Support Team

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Initiation Stage

Stage 1

- **Project Kick - Off:**
  General overview of SAFAL i.e Methodology, Standards, Planning etc.

- **Forming the Project Team:**
  Identify best resources to form project team from both side who will be key resources during whole implementation process. They will be used for requirement filtering, training and implementation purpose.

- **Identify Roles & Responsibilities:**
  Define roles and responsibility for each team member as mentioned above

- **Determine the Hardware Infrastructure:**
  Determine required hardware and software keeping eye on number of end users.

- **Draft Project Plan:**
  Define detailed project plan with timelines like duration of SRS, data migration, development, testing, UAT and training.
• **Standard Product Walkthrough:**
  SAFAL Will Provide General Overview Of Product With Actual System, So That End User Can Be Acquainted With The System And Think More For Missing Requirements.

• **Software Requirement Study (SRS):**
  Detailed Brainstorming Session With Each And Every Departmental Head, End Users For Their Requirements, Wishes From The ERP System. It Is Basically Gap Analyze 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
Stage 3

- Development as per Signed SRS Documents will be Going On During This Phase.
- Each Requirement and Modifications Will Be Developed And Tested Functionally At Our End.
- Report Designing And Development Will Be Done Simultaneously.

Testing and Training Stage
Stage 4

- Data Will Be Imported Into The System (Party Master And Item Master).
- All The Changes & Developments Checked Against SRS Document.
- Hardware Setup at Company Premises Verified. Installation Done at Customer End.
- Master User Training Will be Start from This Stage (SIT – System Integration Test).
- End Users Will Be Trained And Encouraged For Maximum Dummy Entries And Testing (UAT – User Acceptance Test)
- Cut Off Date Revised Accordingly
Feedback & Review Stage

Stage 5

- Weekly Review Meetings. Using This Possibility Client’s Top Management can be Involve into Implementation Progress & Suggest their Comments
- Progress Sheet Preparation by EDP Department
- Evaluation of Implementation Process by Top Management of Both Ends.
- User Feedback System
- Effective Gathering of Feedback

Live Stage

Stage 6

- Parallel Run (Optional): It Is Advisable To Go For Parallel Run For Month Or Two.
- Go Live Date: Customer Can Go Live With All Modules or Some Preliminary Modules In One Shot (Phase Wise).
- Hand-Over To Support Team
- Project Closure
Documents
Important During Implementation

- Service Request & Sign-Off
- Change Request & Sign-Off
- Issue Logs
- Project Status Report (Monthly)
- Project Meeting Minutes (Weekly)

Some Key Factors for Successful & Timely Implementation

- Equal Participation From Client Company.
- Strict Implementation Of Policy Related Changes Upto End Users
- Proper Documentation
- There Should Be Minimum Alteration In Predefined Schedules

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“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.