

# 5 STEPS TO SUCCESSFULL ERP ROLLOUT

## 1 Initiate

Establish the specific site for the project to rollout to and create an APEX Project Plan.

- Statement of work reviewed
- Project plan (site specific) & task list
- Project charter reviewed

## 2 Review

Prepare a series of APEX workshops for all functional areas, where the core design is reviewed in order to determine if it can be implemented with minimal changes.

- Review core solution & gap fit analysis
- Infrastructure evaluated
- Local build
- Process Owners Training
- Review and edit Systems Integration, Data Migration Strategy & Business Reports

## 5 Go live

Initiate support for the initial phases of the Go Live process and resolve any issues. Create an APEX post project review.

- Data migration
- Cutover
- Go live support
- Handover to Support
- Project evaluation & completion

## 4 Deploy

Establish a detailed cutover plan and final configuration of the solution.

- UA test scripts
- Core solution developed
- Technical specifications for local customisations
- Review & translate training materials
- Securities reviewed

## 3 Develop

Create and approve the technical specifications for the localisation development.

- User acceptance testing
- System acceptance document
- Readiness assessment document
- Cutover plan
- End user training