



"The greatest danger in times of turbulence is not the turbulence; it is to act with yesterday's logic." - Peter Drucker

Define Scope and Plan and Communicate the plan to the WHOLE Company

1. Define ERP Scope: Begin by outlining what the ERP system is intended to achieve. This could range from integrating various business processes, streamlining supply chain management, enhancing customer relationship management, to financial and HR functions.

- **Business Process Integration:** Identify which processes you wish to integrate - from procurement, production, sales, to after-sales services.
- **Modules Required:** Decide on the specific ERP modules your company requires. Common modules include finance, HR, manufacturing, supply chain, and CRM.
- **Data Management:** Determine the data migration needs. Which data will be moved to the new ERP system, and how will the migration process take place?

2. Create a Plan:

- **Implementation Timeline:** Define a clear timeline, setting major milestones for each major phase of the ERP implementation.
- **Budget Allocation:** Set a realistic budget for the entire project. This should include all costs, software costs, consultancy fees, training, and any other associated costs such as the project team's time.
- **Education and Training Plan:** Design a training regimen to ensure that every user is well acquainted with the system.
- **Risk Management:** Identify potential risks associated with the implementation and devise strategies to mitigate them.
- **Review Mechanism:** Set up periodic review points to evaluate the progress of the implementation against the set milestones.

3. Communicate the Plan to the Whole Company:

- **Transparent Communication:** Openly share the reasons behind implementing the ERP system, its benefits, and how it aligns with the company's strategic goals. This should be done by the top management of the company.
- **Involve Key Stakeholders:** Engage department heads and key personnel in the planning process. They can provide valuable insights and will be pivotal in driving adoption in their respective teams.
- **Feedback Mechanism:** Establish channels through which employees can voice their concerns, questions, or feedback about the ERP system.
- **Education and training Sessions:** Organize informational sessions and workshops to familiarize the workforce with the new system and teach them why they are using it together of the importance to the company's future.
- **Regular Updates:** Keep the whole company updated on the progress of the implementation. Celebrate milestones to keep morale high.

Clearly defining the scope, creating a comprehensive plan, and ensuring open communication, a company can set the stage for a smooth and successful ERP implementation. Remember, the more the workforce understands and feels involved in the process, the higher the chances of successful adoption and utilization.