# ERPSOFTWARE SELECTION **CHECKLIST**

## **GUIDE HIGHLIGHTS**









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Download as spreadsheet

steps covered in this checklist, download our ERP selection survival guide.





# **FURTHER READING**









### **SELECTION TEAM TASKS**

1	Select an ERP selection project lead
2	Assemble an ERP selection team including key stakeholders from each departmental group
3	Randomly select a cross section of each department to form user groups
4	Identify external requirements for consulting expertise
5	Define scope and timeline for external consultancy resources
6	Develop a selection consultant shortlist and gather references from previous projects for each
7	Identify a C-Level executive sponsor for your project
8	Request C-Level sponsor support for when you present to senior management
9	Define management roles and responsibilities in the selection team



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### **REQUIREMENTS GATHERING TASKS**

1	Create a map of current business processes to identify bottlenecks in efficiency
2	Identify the shortcomings of existing systems
3	Identify key business challenges you aim to solve with the new ERP system
4	Consult each functional department to discuss business challenges in the context of their processes
5	Gather the requirements of each department to address these business challenges
6	Document requirements for the new system and assign priority values to each
7	Take final requirements to end user groups to gather feedback
8	Adjust final requirements in line with user group feedback





# **SYSTEM SPECIFICATION**

Forget the bells and whistles, many ERP selection choices.





### **SYSTEM SPECIFICATION TASKS**

1	Identify the total number of users who will require system access
2	Determine preferred delivery platform (cloud, on-premise, hybrid etc.)
3	Identify mobile access requirements (web-app, native iOS, native Android etc.)
4	Identify need for mobile device compatibility (hand-held scanners etc)
5	Define offline system access requirements
6	Identify language and currency requirements
7	Identify requirements for integration with existing systems
8	Document existing hardware environment
9	Document existing network environment

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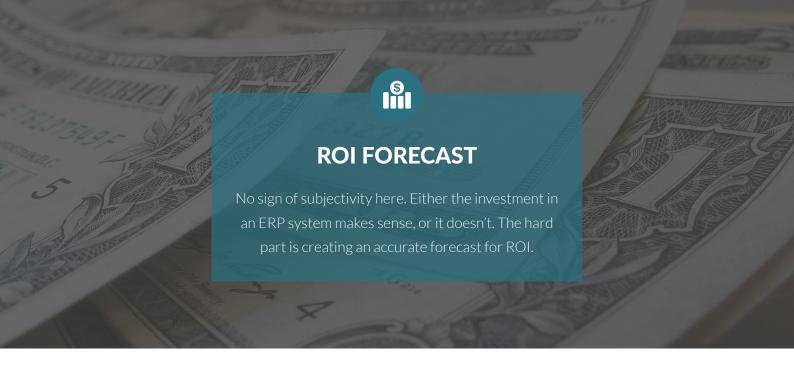
## **VENDOR SERVICES**





### **VENDOR SERVICES TASKS**

1	(phone support, online support etc.)
2	Document requirements for training scope and delivery method (classroom training, on-site training)
3	Document requirements for implementation consultancy
4	Document requirements for external project management
5	Identify data protection and security compliance requirements
6	Identify critical data sets in your legacy systems
7	Document data migration requirements for these critical data sets
8	Identify external requirements for system and network maintenance







## **ROI FORECAST TASKS**

1	Define timeframe for TCO and return calculations
2	Forecast the value of each system requirement within the specified timeframe
3	Develop a change management plan including forecasts of efficiency during implementation
4	Forecast costs for the new system within the specified timeframe
5	Work with analysts and finance to produce final ROI forecast figures
6	Compare ROI forecasts for the new ERP with those of other prospective points of investment
7	Report on ROI forecasts to senior management and seek project approval
8	Receive sign-off on your projected budget



## **VENDOR SHORTLISTING**

One of the major challenges during ERP selection is creating a shortlist of five or six candidate vendors from a market with 100's of solutions.





#### **VENDOR SHORTLISTING TASKS**

1	Research ERP employed by similar companies in your industry
2	Identify ERP solutions specific to your industry
3	Identify market leading solutions which offer some support in your industry
4	Compile initial shortlist of vendors
5	Identify competitors of your shortlisted vendors and add these to your inital shortlist
6	Produce an RFI document and send to shortlisted vendors
7	Narrow shortlist based on RFI responses
8	Compile requirements and business processes in an RFP document
9	Narrow shortlist based on RFP responses to produce final shortlist



# **VENDOR SELECTION**





### **VENDOR SELECTION TASKS**

1	Define the scope for your ideal software demonstration
2	Build selection teams to attend software demo including user group members
3	Book demonstrations with each vendor on your final shortlist
4	Seek at least two to three references from each prospective vendor
5	Produce an RFQ document and send to all vendors that were demoed
6	Assemble selection committee to review all RFQ responses
7	Make final selection decision and proceed to contract negotiations
8	Agree terms of purchase and implementation with your chosen vendor
9	Deliver documentation including vendor commitments and contacts to the implementation team



## **FURTHER READING**

To further explore each of the areas covered in this checklist, have a read of the following articles, exclusively available on ERP Focus.

#### **SELECTION TEAM & REQUIREMENTS GATHERING**

- 4 Common Mistakes when Assembling an ERP Project Team
- Hiring an ERP Selection Consultant: Two Sides of the Coin
- 5 Steps to Successful ERP Requirements Gathering
- 3 Key Stakeholders for Your ERP Requirements Analysis

#### **VENDOR SERVICES**

- 4 ERP Support Strategies That Will Help Your ERP Project Run Smoothly
- 4 ERP Support Questions to Ask Your Vendor
- 3 Ways ERP Training Improves User Buy-In

#### **ROI FORECASTING**

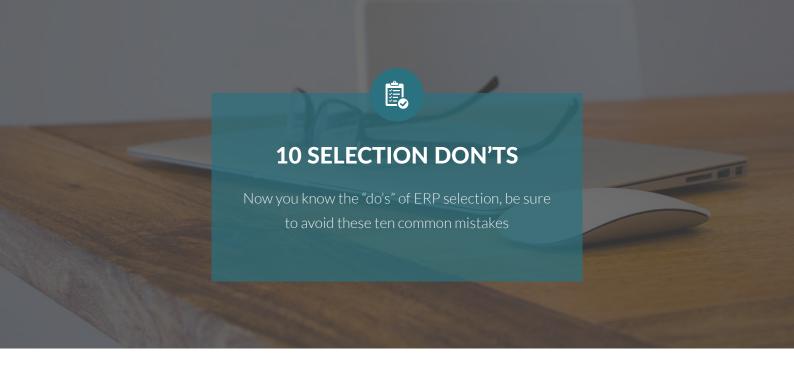
- The Value of ERP ROI as a Project Metric
- How to Identify Returns for an ERP ROI Calculation
- 5 Costs You Need to Accurately Forecast for ERP ROI

#### **SHORTLISTS & FINAL SELECTION**

- 4 Mistakes You Will Make When Building Your ERP Vendor Shortlist
- ERP RFQ, RFI and RFP: Mastering those Vendor Selection Acronyms
- 3 Challenges for Businesses Selecting ERP in 2015-2016







- Bypass C-Suite approval for your project, even if company structure technically allows you to do so
- Assume that process efficiency will remain at 100% during implementation
- Ignore training until the implementation phase. Format and schedule for training should be considered during system selection
- Forget to factor in implementation costs during your ROI calculations the price tag is just the tip of the iceberg
- Move forward without a recovery plan be prepared to put measures in place to reduce the impact of an unsuccessful project
- Exceed more than 10 products on your final software shortlist
- Purchase functionality beyond your requirements. This functionality can be considered once your core functionality have been addresed
- Assume cloud is better because it is newer. Different companies have different requirements, some of which are met better by on-premise systems
- Deliver documentation including vendor commitments and contacts to the implementation team
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This guide was written by Tom Miller, ERP Focus Columnist, with contributions from Tom Feltham, ERP Focus Editor

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