

# ERP Implementation Methodology

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## 1. Discovery and Planning

This first phase begins during the sales process and then continues post-sale. During this period, the project team will be created. There will be initial meetings and documentation developed as the team works to identify current issues and potential solutions. An important part of this phase is constructing the project plan, which will serve as a guide throughout the rest of the project.

## 2. Design

We're not talking about painting the office or rearranging furniture. Instead, what will the new enterprise-wide system look like and how will it be used in the organization? In the ERP Design phase, the project team and implementation team will be working out the various configurations for the new system, defining roles, and documenting standard procedures.

## 3. Development

The purpose of the development phase is to prepare the entire system for going live. This includes activities such as completing any necessary customizations, developing user training, and importing data. With ERP implementations, like any custom software development projects – “First, Solve the problem. Then, write the code.”

## 4. Testing

Is the system's functionality aligning with the set requirements for the project? The Testing and Development phases will often overlap, as the implementation and project teams jump between the two – constantly fine-tuning the configuration. By

the end of this phase, project team members will be comfortable doing their jobs in the new system. This is the final step before diving into the live system.

## 5. Deployment

The project team and implementation team will assess the situation and make the final go or no-go decision. Before going live, the final data will be loaded and validated. The project team will train other employees who will then start working in the new system, and completely stop using the old one.

## 6. Ongoing Support

Once the ERP system has gone live, the purpose of the project team will shift. Over time, as the way the users work within the system evolves, adjustments, and changes to the system configuration may be needed.

We have included all of these steps in much greater detail in the free e-book which you can download below. PC Bennett has been implementing ERP systems and providing ongoing ERP support for companies since 2002 and we are happy to assist as we know it can be a large endeavor.