SDTR CONSULTING LLC is looking for an independent consultant to join our team!!

ERP Business Analyst will be required to perform the following:

➤ Meet with relevant individual Client's Department Directors and their key staff members including IT staff members to determine desired business systems and technology needs;
➤ Identify business objectives and document current and proposed business processes/workflows for each application
➤ Develop detailed business process workflow requirements including identification and definition of the business processes for each application as part of needs assessment and conceptual design
➤ Develop As-Is and To-Be Process maps for each application
Identify the list of interfaces, third party software needs, data conversion and migration needs, and future mobile computing needs for each application
➤ Estimate the budget requirements for each recommended application and infrastructure need for initial implementation and ongoing support;
➤ Document and present findings in a comprehensive needs assessment that documents methodology, requirements, As-Is and To-Be maps, estimated budget, and recommendations.

➤ Assist in the development of Requirements for subsequent RFPs to solicit vendors to provide the agreed upon solutions including but not limited to:
➤ Develop detailed list of required functions and features to be included in the future RFPs for each solution presented
a. Detail the selection process and deliverables for each software solutions proposed
b. Develop list of potential vendor RFP candidates.
c. Attend vendor question and answer session.
d. The term of the proposed contract – the anticipated date contract work will commence and date of completion.
e. If relevant, where the services are to be performed.
f. Critical dates for the project – (Deliverables and Milestones) when the contractor is to complete certain phases or components of work.
g. Traceability Matrix
h. Specific information and /or facilities the Client will provide to proposer, if any.
i. The scope should state that the contractor will complete all services listed for a certain amount of payment.

Work with core project team to provide input and recommendations to assist with proposal response review
➤ Develop consistent comparison criteria for a qualified vendor selection process by comparing the response to requirements, supported hardware and database platforms and any third party software requirements
➤ Assist in scoring RFP responses using a vendor scoring matrix
➤ Assist project core team with facilitating vendor product demonstrations
➤ Assist with contract negotiations
Assist in implementation management

Send resume and references to srichardson@sdtrconsulting.com or call me at 407-221-2138