



PetroPower Refinery

January 15th

Document Status: Draft | **In Review** | Approved

Executive Summary: The purpose of this project is to implement (ERP) system in Petro Power refinery to streamline business processes, improve data visibility, and enhance decision-making. The ERP system will integrate various business functions, including finance, human resources, supply chain, and operations, to support the company's growth and competitiveness in the petroleum refining industry.

Project Goal

SMART: *Specific, Measurable, Attainable, Relevant, and Time-bound*

- Implement an ERP system that integrates all business functions, including finance, supply chain management, and operations management
- Improve business process efficiency by 20%
- Develop a comprehensive training program for 80% of employees to ensure a smooth transition to the new ERP system

Deliverables

- A fully implemented and functional ERP system
- Documented business processes and procedures (Blueprint)
- Test Scripts
- Hardware Procurement
- Training manuals, videos and employee training program
- Post-implementation support

Business Case / Background

Why are we doing this?

By implementing ERP system, we are expecting to:-

- **Improved operational efficiency:** 20% reduction in manual processes and 15% reduction in costs
- **Enhanced decision-making:** real-time visibility and transparency, enabling informed decisions and improved performance tracking
- **Improved customer satisfaction:** enhanced data accuracy and consistency, reducing errors and improving customer satisfaction

Benefits & Costs

Benefits

1. **Improved Efficiency** by reducing the time taken for tasks such as inventory management, procurement, and reporting.
2. **Real-time Data Access:** Centralized data systems provide immediate access to information, aiding better decision-making.
3. **Adaptability for Growth:** An ERP system makes it easier for a company to scale operations, add new functionalities as needed, and expand to new markets.

Costs:

1. Software and licensing costs \$200,000
2. Implementation and consulting costs \$400,000
3. Infrastructure and Hardware costs \$450,000
4. Training and support costs \$250,000
5. Miscellaneous costs \$50,000

Budget needed:

4. \$1,350,000

Scope and Exclusion

In-Scope:

- Implementation of the following functional modules Financial Accounting, Material and inventory management ,Sales and distribution management ,Plant Maintenance ,Production planning ,Quality Management, Human capital Management.
- Infrastructure and hardware procurement.
- Hand on Job training program.
- Post-Implementation support.

Out-of-Scope:

Implementation of Modules : Project system, TRM, HSE

Project Team

Project Sponsor: CEO/Steering committee

Project Lead: Project Manager

Project Team: Business Analysts, Technical team, Functional team, Data specialists, Quality assurance team, Training team, Support team, Procurement team.

Additional Stakeholders: Key users (Business process owners), Customers, Departments heads, End users ,IT team

Measuring Success:

What is acceptable:

- The project will be considered complete when the ERP system is fully implemented and functional, and all project deliverables have been met within the timeline agreed.
- A post-implementation review will be conducted to assess the project's success and identify areas for improvement.

By signing below, the project stakeholders acknowledge that they have read, understood, and agree to the project charter.

Signature: _____

Date: _____