Monash University: Assessment Cover Sheet

Student name	Bagati	Anmol Sanjay	
School/Campus		**Student's I.D. number**	30535808
Unit name	FIT5101 Enterprise systems S1 2020		
Lecturer's name	Stephen Paull	**Tutor's name**	Stephen Paull
Assignment name	Assignment 1 : Enterprise System Evaluation Report	**Group Assignment: Yes** **Note, each student must attach a coversheet**	
Lab/Tute Class:		**Lab/Tute Time:**	**Word Count:** 10,488
Due date: 03-05-2020		**Submit Date:** 03-05-2020	**Extension granted** ☐

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Extension granted until (date): ..../......./........... Signature of lecturer/tutor: ....

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Penalties apply to late submissions and may vary between faculties. Please refer to your faculty's late assessment policy for details.		

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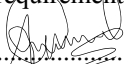
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Monash University: Assessment Cover Sheet

Student name	Almeida		Rachel Robert	
School/Campus	Monash university caulfield		Student's I.D. number	30305225
Unit name	FIT5101 Enterprise systems S1 2020			
Lecturer's name	Stephen Paul		Tutor's name	Stephen Paul
Assignment name	Assignment 1 : Enterprise System Evaluation Report		Group Assignment: Yes Note, each student must attach a coversheet	
Lab/Tute Class:	11	Lab/Tute Time: 14:00 to 16:00	Word Count: 10488	
Due date: 03-05-2020		Submit Date: 03-05-2020	Extension granted ☐	

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Date: 03/05/2020 Signature: Rachel Almeida *

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Monash University: Assessment Cover Sheet

Student name	Gao		Weiwen	
School/Campus	Caufield		Student's I.D. number	29908795
Unit name	FIT5101 Enterprise systems S1 2020			
Lecturer's name			Tutor's name	Stephen Paull
Assignment name	Assignment 1 : Enterprise System Evaluation Report		Group Assignment: Yes Note, each student must attach a coversheet	
Lab/Tute Class: Activity 11		Lab/Tute Time: Tuesday 2PM	Word Count:	10,488
Due date: 03-05-2020		Submit Date: 03-05-2020	Extension granted ☐	

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Enterprise System Evaluation Report

2020.05.02

Executive Summary

Fitter snacker company is known for NRG-A and NRG-B snack bars. Both these bars are sold directly or in a wholesale. The bars are sold in wholesale to small shops and health food operators with lower prices. When these bars are directly sold to large grocery stores and sporting goods stores, large discounts are offered. Each division interacts with accounting and finance to generate the invoice and later the payments are processed.

The NRG-A bar is advertised as 'advanced energy' and NRG-B as 'body-building proteins'. In order to attract more customers, 2% discount is offered if the customer pays within 10 days. The company functions within four departments namely sales and distribution, order filling, accounting and invoicing, payments. The sales and distribution deals with the pricing, order-processing and delivery. The order filling deals with packing lists, shipping labels and manages the inventory. The order details are sent to the accounting department where invoices are generated. After the invoice the payments are made by the customers. However due to inappropriate communication between departments the customers get frustrated because of incorrect pricing, late delivery, no discounts, incorrect debits from accounts, etc.

ERP systems help organizations to manage their business using common database and shared management reporting resources. Therefore, selecting a vendor and software will help improve the functionality of organization. They will provide more cost efficiency and perform all the tasks with expertise and perfection. Implementing SAP will improve the quality of system, user satisfaction, organizational and individual impact and quality of information within the organization (Gable, Guy G. and Sedera, Darshana and Chan, Taizan (2003)).

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1. INTRODUCTION

Fitter Snacker is a Fast-Moving Consumer Goods (FMCG) brand which manufactures and markets its flagship product, The Nutrition Bar. The bar comes in two different categories based on the type of enhancement delivered, NRG- A (Advance Energy) and NRG- B (Body Building Protein). The two identified Go - to - market strategy - Wholesale and Direct sale, are managed by two separate teams independent of each other. From business process to marketing strategy, everything is done differently. Although, there are a set of departments common between them, account & finance and SCM to name a few.

Integration problems and serrated functions are major implications of this incoherence of the business processes of these divorced teams.

The problems faced by the organisations are multidimensional. Processes like Order generation, Sales, Invoicing and Payments are affected, explained in brief below

Sales and Distribution: Having separate information systems for warehouse, sales and accounting is a vital cause for this mismanagement. Moreover, manual delivery of information in formats which may need conversion into an electronic format gives room for human correction. This provokes incorrect pricing and credit info.

Order Generation: Inventory management is a tough task to conduct physically. Real time information and regular audits are needed to make sure inventory is managed. At Fitter Snacker, a regular audit shows 5% inventory loss which advocates a poor Inventory system.

Invoicing and Accounts: Physical delivery of order details are delivered at the end of the day elicit delay in the process. Any corrections amidst order filing brutalizes tracking it back. These corrections are sometimes non-consistent in the order generations and invoicing systems resulting in incorrect invoicing.

Payments: Due to glitches in order generation and filing systems and the lapse in the invoicing process due to it causes another blunder all together, Payment. Almost all customers pay the invoice within 10 days to avail an additional 2 % discount, but delivery of incorrect or delayed invoice creates an issue in the 'correct' customer being credited 'correctly'.

Fitter Snacker is a huge organization with an impressive 1200 employees in Australia. This includes the 4 dignified Top-Level Managers, 12 Middle Managers and 16 other very qualified operational managers. They are responsible for Fitter Snackers operations and sales.

A total of 420 users engage with the systems on a daily basis. The level of competency of these users differ with some highly experienced while some are more casual. It's important to note that these stakeholders are to be kept in mind while devising a solution as they are impacted by it.

1.1 Purpose

The cardinal desideratum of this study is to devise a solution for Fitter snackers after reviewing the current systems in place. Klaus et al, 2000 emphasises the importance of ERP and how the holistic approach from a single IT infra can help streamline business processes ensuring tremendous enhancement. ERP implementations have known benedictions like reinforced product knowledge, smooth and seamless interaction between business processes, improved agility, meaningful tactical insights and improved efficiency. (Alanazi et al, 2019) In addition to these, some small improvements in terms of cost reduction, shrinkage in delays and better communication between cross functional teams. (Nwankpa, 2015).

1.2 Scope

The scope of the project spans from the initial company description and the current scenario at which they operate. The current business processes and their loopholes & drawbacks. Moving onto the selection of a suitable vendor and ERP system as a devised solution patching up the loopholes in the current system. Furthermore, the desired and realised key benefits are presented which are measured against KPIs. The organisational structure which is conducive to the new Enterprise system is produced in the report.

The final proposed business process post implementation of the ERP system, easing the functions of the organisation.

| Company Background | Weighted Score Model to finalise Vendor | Expected benefits to be realised and KPIs | 'As is' Organisatioal Structure | Post Implementation Business Process Layout |
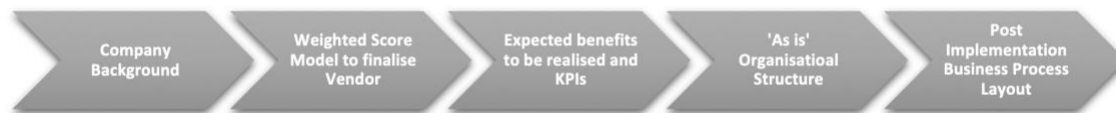
1.3 Audience

The intended audience of this report are chiefly the Board of Directors - Fitter Snacker and the various stakeholders this system will interact with for its operations. This report can be used as reference in the future or as a benchmark for in depth research.

2. Project Background

With the innovation and development of technology, various industries have gradually transformed to adapt to the new business environment. Traditional industries are gradually integrating the company's management methods and optimizing internal resource allocation to enhance their market competitiveness. Fitter Snacker, as a nutritional food manufacturer responsible for production and sales, their main sales business is wholesale and direct sales. Direct selling department, wholesale department and other fields work together to operate the company. However, due to the company's existing information not being integrated, the information is not updated in time and excessive manual adjustments lead to the company's functional issues in sales and distribution, order management, accounting and invoices and payment. According to the investigation and analysis, several independent information processing systems of Fitter Snacker did not aggregate the information in time. It is well known that timely information plays a decisive role in making important strategic decisions of the company. Fitter Snacker hopes to use an enterprise system management software to optimize their company's management, timely collect market demand and department performance, analyse and make correct decisions. Fitter Snacker also hopes that this software can reduce the probability of errors in various departments because of the artificial operations, the purpose is to reduce the adverse effects of errors on the company. The ERP system is a very important technical procedure in today's B2B market, affecting the profitability and commercial competitiveness of the entire company (Chung, 2008). The powerful functions brought by ERP have changed the business model of the enterprise (Chou, 2005). The ERP system provides company executives with timely and accurate market information. In the face of complex business environments, executives use such intelligent software to help them analyse and understand business conditions and find solutions (Rouhani, 2016). Fitter Snacker is also facing such a situation. It requires an information system such as the ERP system to identify, capture,

integrate and store real-time information. Based on this information, companies can conduct business communication and transactions between internal departments of the company and external customers (Acar, 2017). In other words, the ERP system can help them integrate and coordinate their business. But now there are many ERP vendors to choose from. Choosing a vendor that suits the enterprise's conditions and environment plays a significant role in the development of the company. According to this situation, Fitter Snacker needs to make a decisive decision on this.

3. Vendor and software selection

ERP systems handles everything from making, shipping and accounting the customer orders. All the information within Fitter Snacker will be integrated when appropriate ERP will be implemented. Since Fitter Snacker is having problems in sales and distribution, order filling, accounting and payments, it is important to have an ERP system implemented.

3.1 Vendor selection Table

3.1.1 Comparison between software systems offered by different ERP Vendors

	Oracle ERP Cloud	Oracle NetSuite	SAP S/4HANA	ERPNEXT
SPECIFICATIONS				
Vendor	Oracle ERP Cloud Developer: Oracle	Oracle NetSuite Developer: Oracle	SAP S/4HANA Developer: SAP	ERPNEXT Vendor: Frappe
Price	Various subscriptions available Some compliances start at $175/user/month	Price is $999/month for license of core software plus $99/user/month	Various custom pricing options available $108/user/month for professional user $56/user/month for limited license.	Standard: $10/user/month Pro: $25/user/month Extra payments for email, security and backup services.
Max no of users	Depends on subscription	Depends on subscription for number of users	Depends on subscription for professional and limited license user	Depends on subscription
Software Requirements	Saas architecture, Oracle, web browser	Saas architecture	Install SAP ERP	Linux OS, Saas architecture

			Microsoft SQL Server 7.0, Explorer 5.0	
Hardware Requirements	Cloud hosted	Cloud hosted	CPU Intel Pentium III 500 MHz	Ubuntu OS with minimum 40 GB and 40 GB hard disk.
Cloud or On-premise	Cloud	Cloud	Cloud and On-premise	Cloud and On-premise
Support	Packages available	Basic and premium	Basic and licensed	Package of services
Maintenance Cost	Included in purchase cost	Included in purchase cost	$260/user/year for professional user $0 for limited license.	Depends on type of maintenance.
Customer success	Western Digital, Dropbox, Scottish Water	IBM, Sage, Totus, Microsoft	Delta, Hitachi high-tech, AIG	ZERODHA, wallbox, Reliance
score	8.1/10	7.1/10	8.6/10	8/10
FUNCTIONALITY				
Financials:				
Accounts Payable	Payables and assets are supported by: - Supplier balances, order Invoices and payable payments are all controlled. - Integrated imaging - Tracking and fixing Assets - The bank accounts, Cash positions and forecasts	Features includes: - KPIs for daily routine, product cost, bill of materials, reminder of deadlines, delivery dates are tracked. - Providing partners with self-service capabilities, strengthening cooperation between	Features includes: - Providing accurate commitment dates to customers. - Boosting client's confidence by Enforcing limits on time and expense billing. - Easy-to-use user interface. - Keeps track of the due dates for	Features include: - Real-time viewing of opensource dashboards for expenses. - Maintains a clean ledger to avoid mismatching when closing accounts. - Maintaining bank accounts by checking balances of

Unit Name: Enterprise system
Student name: Anmol Bagati, Rachel Almeida, Weiwen Gao
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	are managed	vendors and customers.	payments.	suppliers and customers.
Accounts Receivable	All the receivables are supported by: • Creating Customer invoices and due payments receipts automatically • Managing customer Balances and recognize revenue	Features includes: • Billing management module improves quotation reliability, reduces pricing errors, increases revenue. • Customer, order, invoice and shipping information are centralized which reduces errors. • KPIs such as account balances, outstanding bills or invoices are tracked.	The feature includes: • Real-time profitability reporting. • Tracks the recurring revenue management process. • Detailed system to store the upcoming payments from customers.	Features include: • Real-time viewing of opensource dashboards for income. • Customers are sent emails and SMS reminder regarding invoices and receivable payments. • Auto-generated invoices for subscribed and local customers.
General Ledger	Ledger and analytics is supported by: • Creating a medium for Multi-dimensional reporting • Self-service research and close	Features include: • Smart execution between financial management and built-in business departments.	Features include: • Streamlining time-entry on cloud to notify employees when their time entries are rejected. • Consolidating	Features include: • Integrating production planning with customer management, sales order, accounting with

	Collaborative • Capabilities for simulation and visualization.	• Full visibility to production workflows for customers to place orders on market efficiency and time. • Real time data visibility for smarter decision.	requisitioning across business units with one central approval workflow. • Coordinates manufacturing operations from material requirement to payments based on real-time information from business. • Boost quality and lower cost by enforcing collaboration between teams.	respect to business. • Different versions of same items are considered as item variant by ERPNEXT. • Maintains the leaves and attendances of employee.
Revenue management	It supports revenue management by: • Creating contracts and performance obligations based on organization rules • Allocating revenue across performances	Features include: • Providing with audible revenue management and company's financial performance. • **Accurate revenue recognition management helps in**	Feature include: • Machine learning for invoice matching • Simplify the revenue by predictive accounting. • Real-time analysis, audit trails and compliance reporting	Features include; • All the accounting is done with the tax calculations. • The sales from every department of organization and quotations are designed.

	• recognize the revenues over time • accruing liabilities and assets of the organizations	calculating accurate financial statements • "what-if" financial modelling is used to aid budget and forecast profit.	to predict cash flow and manage liquidity. • Maximizing sales with order and contract management.	• Inbuilt Payment reconciliation tools. • Flexibility in performing financial planning, accounting and budgeting processes.
Marketing:				
Marketing strategies	• The profit potential of organization is shared on cloud to attract customers. • Omnichannel fluidity of marketing cloud persist the customers to stay with the organization from first interaction to post purchase.	• Supports e-commerce functions and CRM for marketing.	• Creating customer contracts with competitive pricing, personalized payments plans and multiple method of payments. • Improving the supplier chain visibility. • Forming relationships with optimal mix of suppliers and partners.	• Supports website creation and design for organization to attract new customers. • Sales and customer relations management module to communicate with existing and potential customers. • Product catalogue and shopping cart module

				for savvy users for marketing.
Risk management:				
Organizational risks management	Supports risk management by reporting, dashboarding and exception management: • Uses standard built-in platforms for reporting and dashboarding. • Manages exceptions by simple workflows and minimal manual intervention • Builds audit trail from analysis.	Features include: Excellent dashboards are maintained to track KPIs such as account balance, outstanding bills, deadlines, meetings, etc. Perform advanced tasks like tracking total annual income and expenses.	Features include: • Addresses the financial risks from the market fluctuations • Integrates and automates processes for risk management to protect the assets. • Real-time analysis, audit trails and compliance reporting to mitigate the risks	Features include: • The working environment is controlled by ERPNEXT.
OTHER:				
Which business requirements are supported?	Procurement, project management, Financial management, Enterprise performance management.	Financial management, revenue management, CRM, billing, e-commerce, order management.	Finance and accounting, sales, supply chain, discounting system, R&D and engineering, professional services, procurement, asset management.	Enterprise resource planning, human capital management, supply chain management, marketing, sales, services.

Which legacy systems would be replaced?	It replaces the previous legacy systems.	It integrates with the organizational structure and legacy system.	It will integrate all the functions and legacy systems with SAP.	Completely replaces the organizations legacy system.
Additional Comments	It analyses data across all setups and transactions.	Provides functionality and scalability which gives long term value.	Supports the organization from manufacturing to supply chain to sales. Hence, overall great ERP system for organization.	Is very flexible and can be customized.

3.1.3 Vendor selection with business requirements of Fitter Snacker

Vendor selection table with column demonstrating each software supporting the business requirements of Fitter Snacker organisation is shown below:

	Oracle ERP Cloud	Oracle NetSuite	SAP S/4 HANA	ERPNEXT
SPECIFICATIONS				
Vendor	Developer: Oracle	Developer: Oracle	Developer: SAP	Vendor: Frappe
FUNCTIONALITY				
Financials:				
Accounting and billing	integrated module to track accounts	Not efficient enough	Machine learning used for accuracy in managing accounts	Realtime viewing of expenses
Profit after applying volume discounts	No separate function to calculate discounts.	Calculated by sales module	Calculated by the sales module.	Not available
Generating Customer invoices	Controls balances, invoices and payments	KPIs set for invoices and due dates.	Realtime management of accounts payable and receivable.	Viewing of dashboard for expenses available

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Profit after setting lower fixed price	Not accurately provided	Calculated by sales module	Calculated by finance and sales module	'Item variants' feature takes care off.
Sales and distribution:				
Correct and efficient pricing	Managing customers order processes	Manages customers order processes	Tracks the market value and real time tracking of customer order processes.	Provides reports of items and prices
On-time order processing and delivery	Has very little Error rate	Full visibility of workflow available	Enforces and provides accurate delivery dates	Integrates the sales and delivery department
Order filling:				
Managing inventory	Provides Visualization capabilities for managing inventories	Provides real time view of inventory	Consolidates requisitioning across all business units including inventories	Integrating production planning with inventory levels
Reduce inaccuracy in order filling records	Uses standard built-in platforms for filling records	Inaccuracy can be reduced to some extend	Provides efficiency with machine learning and artificial intelligence	Inaccuracy can be reduced to some extend
Accounting and invoicing:				
Timely information on new sales order	Not accurately available	Order management modules handles it	Procurement and assets management modules, handles it	Sales module handles it.
Information about partial shipments	Project management handles	Not available	Supply chain and manufacturing collaborates together	Not available
Other:				
Supply chain management	Supports SCM efficiently	Supports SCM efficiently	Supports SCM efficiently	Supports SCM efficiently
Customer relationship management	Efficiently handles the CRM	Efficiently handles the CRM	Efficiently handles the CRM	Efficiently handles the CRM

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Profit management	recognizes profit over time	Performs "what-if" financial modelling	Simplify the revenue by predictive accounting	Paid service
Revenue management	Allocates the revenue across department	Provides Accurate revenue recognition management	Simplifies the revenue by predictive accounting	Inbuilt Payment reconciliation tools.

3.2 Describe the process the team used to decide upon the final vendor(s) and their system(s). You should also include a Weighted Scoring Model.

ERP systems have a sense of compatibility with an organization. Hence, it is of supreme paramountcy that a system is carefully researched on its compatibility with the system and the desired outcome. There has to be a synergy between the objective of building the system and the system features and functionality (Hurbean, 2006).

It is worth noting that most of the ERP software are failures and even after having ERP for over 20 years, its implementation & selection mantra is howbeit ambiguous. (Mahmood et al, 2019)

According to Gool & Seymour, 2018 there are instances during implementation where a vital decision between customising ERP systems to fit business processes or the other way rounds makes or breaks the whole objective or implementing an ERP system. Thus, the following are the steps we have undertaken to assure finding the right fit for Fitter Snacker. The process draws essence from "A 12 Step Guide To ERP Selection", 2020:

3.2.1 Need for ERP

The first and foremost step of ERP software selection is to understand and retrospect the need for a new ERP System.

Fitter Snacker is a growing brand with need for better customer service and interaction, ease in order filing, invoicing and payments are all imperative to achieve higher sales growth.

Questions to ask:

Does Fitter snacker need an ERP?

Keeping future growth in mind - Yes. The goal of the organisation is to enhance current business processes to witness unprecedented growth.

Does Fitter Snacker need a new ERP?

Considering the issue, it faces with the current system and the losses they incur due to mismanagement it is crucial to deploy a new augmented ERP system.

3.2.2 A Selection Team

A selection team comprising members from all functional departments which are impacted by the system. Mrs **XXXXXXX (Director of Operations)** is assigned as the project lead and hence will overlook all costs and procedures related to implementation of the ERP system. She will also ensure that a suitable IT deployment strategy is structured to get the best out of the system.

Mrs **XXXXXXX (Director of Operations)** is nominated by mutual consent of Fitter Snacker and us. She is nominated based on high competency in operations and leadership. Her technical background facilitates ease of apprehension.

3.2.3 Evaluate Business Requirements

Brainstorming over 4 days with all the departments who will have the ERP system integrated into theirs. A long list of all business requirements alluded is prepared.

"Need" vs "want" analysis shortens the list to a few key requirements. Every department has an reasonable representation on the list of requirements. Everyone's interest is guarded.

3.2.4 Systems Requirements

The hardware and core network competency required before drawing up a list of suitable vendors:

1. What are the languages we need incorporated in the system? What currencies are to be input?

2. System Access requirements for the users coupled with their restrictions to ensure safety

3. Hand-held devices to scan at delivery for accurate invoicing and inventory management.

4. What sort of platform will be deployed for service delivery? On cloud, or on premise, or hybrid?

5. How will the new system be integrated into the current?

3.2.5 Selection Criteria

Carefully studying the Fitter Snacker scenario the following Selection Criteria was framed:

3.2.6 Draw a list of congenial vendors

Best way to start a vendor search is competitive analysis. Analysing the competitors in the industry, especially the ones which are bigger than Fitter Snacker. The aim is to prevent "re-inventing the wheel" . Industry leaders have better research capabilities and hence looking at their current system should give an idea about the goal.

The primal aim is to choose a vendor which can be seen as a long-term partner. Commitment in ensuring regular updates to the system and periodic staff training and support is vital.

Choosing Price as a eliminator, most of the drawn up vendors are now omitted. A shorter, much concise list is now prepared.

3.2.7 Fully Probe the vendors

Checking website reviews, customer testimonials, the reputation of the vendor in the market, the market share it enjoys, the awards achieved.
Since a long-term relationship is in the picture, this step carries utmost importance. The customer reviews are read, the negative ones as well to probe the areas of shortcomings, if consistent in many reviews, raises a red flag.

3.2.8 Open lines of communication with vendor

To start the process, the initial contact while making an inquiry is asked to generate a RFI (Request for Information). This document submission to the vendor gives them a detailed overview of the list of business requirements and the current infrastructure. This document is

basically everything the vendor needs to know about the different business areas which need this ERP system. This document is constructed with each department's input.

A list of questions for the vendor is attached in this document for further understanding and showing willingness to do business. Questions about pricing and all the overhead or hidden costs which are coupled with the quotation. In Addition to that, the staff training methods and type of support provided by the vendor.

3.2.9 Assess and rank potential vendors

Weighted Score methods is a model used to check superiority of given options based on their performance in some chosen areas. ("Project Management (ISM 678) » 2-3-2-5 Weighted scoring model", 2020)

For instance, the 5 chosen selection criteria are assigned weights according to how important that factor is in your decision-making process. The below are the weights assigned to the criteria.

Functionality	Level of provided support	Ease of Implementation	Total Price	Ease of use/ Level of staff training needed	Total Score
25	15	15	30	15	100

Based on the research done and the various expert opinions gathered, marks were awarded to the shortlisted vendors on their performance in these criteria. This perception is created after reviewing customer recommendations and the promises made in the SLA (Service level agreement)

Weighted score for our assessment:

Criteria	Functionality	Level of provided support	Ease of Implementation	Total Price	Ease of use/ Level of staff training needed	Total Score
Weightage awarded (out of 100)	25	15	15	30	15	100
SAP S/4HANA	8	7	7	8	9	785
Oracle NetSuite: Oracle	7	6	7	6	8	670

Oracle ERP Cloud: Oracle	7	7	7	7	8	715
Frappe: ERPNext	5	8	7	6	8	650

The result of the weighted model shows **SAP S/4HANA** to be the winner. Weighted models work on the principle of priority marking. Assigning weights to higher priority factors and so on.

3.2.10 Determining the Return on investment

ROI is a term which is perhaps the most important while making a huge investment such as this. https://www.panorama-consulting.com/resource-center/erp-roi-calculator/
The above is an ROI calculator for ERP software. ("A 12 Step Guide to ERP Selection", 2020)

3.3 Why SAP S/4 HANA best for Fitter Snacker

The ERP system selected for Fitter snacker is SAP S/4 HANA which is developed by SAP. The overall ranking SAP S/4 HANA has is 785 out of 100 from the Weighted Scoring Model. Many organizations know the benefits of implementing the SAP ERP in their organizations. However, high cost, uncertainties and other risks obstruct in doing so (Boo Young Chung; Mirosław J. Skibniewski; Henry C. Lucas Jr.; and Young Hoon Kwak, 2008). Form the vendor selection table above, the cost of implementing SAP ERP into organization is economical. The current business requirements of Fitter Snacker are fulfilled by this ERP. SAP S/4 HANA runs on memory database and integrated ERP system.

The fitter snacker sells two bars NRG-A and NRG-B selling it by individual sale or wholesale. The direct sales offers discounts to customers and wholesale provides lower fixed prices. Fitter snacker is in need to implement discounting systems for its sales division. SAP has built-in embedded analytics tool and digital assistance which helps in providing actual discounts to the customers. The total profit accounted by selling the snack bars to different customers' needs to be tracked by the ERP system. SAP has the feature of simplifying the revenue from the total sales after deducting the total investment on it. It supports real time analysis, audit trials and cash flow with the systems. Hence the profit after selling the bars regardless of the size of order can be determined when SAP S/4 HANA is implemented. Fitter snacker also sales bars in store-brand wrappers which too brings some profit in the organization. This, too, needs to be monitored.

Currently, fitter snacker faces problems of incorrect pricing, missed deliveries dates, order-processing delays, excessive calls to customers to collect information, etc which shows that fitter snacker needs order fulfilling module, CRM module, accounting and invoicing module, efficient sales and distribution module in their system. SAP has inbuilt features which allows organization to automatically calculate the commitment dates, upload time and date entry on cloud to notify the order dates and delivery date to the employees, implement centralized

workflow to circulate appropriate customer information among specific department, implement machine learning and artificial intelligence for invoice matching, improve the supply chain flow, real-time analysis of orders received, orders delivered, upcoming delivery dates, etc.

The order filling department of Fitter snacker faces the problem of managing the inventory as the warehouse staff counts the inventory on hand and compares with the records in database which gives 5% errors indicating problems in filling orders. SAP has order fulfilling module with intelligent automation support by artificial intelligence to transform the business processes on cloud where appropriate data is accessible with special permission to the staff.

The order-entry is inserted into accounting system at the end of day due to which the accounting department is unsure of recent sales order until the day after. SAP has the feature to automatically calculate accounts receivable with continuously improving processes based on artificial intelligence. This will reduce any human error made by the fitter snacker staff. SAP can help fitter snacker transform with innovations like monitoring new orders, storing new orders, tracking orders and their delivery dates, production records, packing lists, etc.

The department of accounting and invoicing of fitter snacker faces problem of customer invoices. Here the clerks change the order-entry system and the accounting system manually for partial delivery of orders. SAP can monitor the performance with real-time analysis where the accounting system and the order-system system will be updated at real-time. This will give the staff clear picture of order and accounts of the organization.

Fitter snacker provides discount of 2% for payments within days of delivery. However, sometimes incorrect invoices with wrong quotations are generated which can affect the count of customers intact with fitter snacker. SAP uses machine learning to match the invoices with the order-fulfillment process. All the steps throughout the fulfillment of order are stored and the invoice is generated by processing the steps thus errors in invoices will be negligible.

Hence SAP S/4 HANA is best ERP for fitter snacker organization.

4. Expected Business Benefits

4.1 Describe the expected benefits that Fitter Snacker could achieve from implementing this new system(s).

By analyzing the four alternative vendors from different perspectives, we believe that SAP S/4HANA® can be more suitable for company Fitter Snacker. Because the company's existing information system is not integrated, Fitter Snacker has many problems in the field of sales and distribution, order filling, accounting and invoicing, and payment. By using the SAP S/4HANA® system, the following expected benefits can be produced for Fitter Snacker. SAP manages all corporate contracts by using a central repository, establishes best practices and enhances business focus and agility. Because the existing intensive manual adjustment of orders and invoices by Fitter Snacker has low efficiency, high error rate and long response time, the internal company-based solution provided by SAP S/4HANA® has achieved the effects of increased control, optimized output, batch processing of orders, and faster response time. At the same time, users and Fitter Snacker companies can use the SAP S/4HANA® cloud solution provided by SAP to request online creation of faster-response contracts, reduce the chance of errors caused by manual data adjustment, simplify workflow, and implement efficient and effective management of orders. Using the system provided by SAP to replace the original old system without integration to improve the interaction efficiency between internal

departments, providers and customers, and effectively solve the current functional problems caused by the lack of integration of information systems. The high transparency and integrated management of relevant data such as orders and invoices among various departments improve the efficiency of internal management and production, and the speed of creating orders with a short response time improves the convenience of Fitter Snacker and customers. By using the ERP system provided by SAP, Fitter Snacker can improve the ability to manage a large number of contracts, reduce the number of transaction errors with customers, and improve the reputation in the market. For example, in terms of payment and invoices, Pulling rated events and complete bills from multi-vendor rating or billing streams into a single converged invoice, consolidating service pricing from multiple sources, producing clear invoices that increase cash flow and reduce disputes, and automatically settle paid consumption and published receivable accounts. In the terms of payments, Increasing AR and AP throughput by using artificial intelligence technologies such as automated and real-time processes and a unified sub-ledger to manage secure payment services more effectively, and promote the traceability and compliance of accounting, reconciliation, and period closing processes. SAP S/4HANA® provides customized price options for different companies. Companies can choose services and maintenance under different quotations according to their own needs. At the same time, the purpose of the SAP company to provide training courses on the system is to allow the staff of the user company to use the system to make faster and more wise decisions, and maximize the convenience and improvement brought to them by the SAP S/4HANA® system. Thus, Fitter Snacker will improve the business level and may obtain the expected or even unexpected economic benefits.

4.2 Identify anticipated Key Performance Indicators (KPIs) BEFORE the system is implemented.

As a quantifiable measure, key performance indicator (KPI) is used to evaluate the achievements of an enterprise as a whole and its employees in achieving performance goals (Simpson, 1989). Companies use KPI to define the efficiency of key business goals from many levels. For example, low-level KPI focuses more on the business processes of human resources, sales, and marketing departments, while high-level KPI focuses on the overall performance of all businesses. In other words, each KPI and performance indicator are positively correlated with specific business results. When defining and identifying KPIs, it is necessary to consider expected goals such as making the company's sales revenue this year higher than 15% of the previous fiscal year. When identifying KPI, consider what the expected result is, why this result is important to the initiator of the KPI, how to measure the progress, how the initiator will affect the result, who is responsible for the business result, how to know that the result has been achieved, and how long to detect the completion progress of the goal. Identifying and defining the KPI of an enterprise plays a decisive role in the future development of the enterprise. At some point, profit cannot be the ultimate goal for a company. Perhaps they are investing in an important R & D, product expansion, overseas expansion or acquisition. Of course, constantly updating and developing the enterprise's KPI has a positive impact on its prospects and updating the KPI under a reasonable environment and time to adapt to changing business needs. For example, finding a new method, perhaps it will be more effective and efficient than previous decisions, or adjust the decision. In the definition of KPI, we regard it as evaluating the success of an enterprise in terms of goals. In fact, an enterprise is a group composed of employees at all levels, and the common goal of all members of the group can accelerate the enterprise to complete the goal. Thus, KPI helps enterprises to align employees with the goals of the entire group. According to the business drivers behind the implementation, the main

headquarters of Fitter Snacker want to review consolidated financial statements. The management also needs the latest data. By using these financial statements and the latest data, their executives want to check the business situation of each department according to the data in a timely manner and change their strategies and goals in time. This is an example of timely adjustment of KPI. Similarly, Fitter Snacker decided to track the profitability and manufacturing cost of each product and adjust the output of the product in time to maximize the benefit. Faced with the current situation, Fitter Snacker has problems in the functional field due to the untimely update of information and the lack of integration of department information. They hope that through new software technology, they can interact with business partners and solve problems in a timely manner, reduce the current negative impact, and improve their own market Competitiveness. Management is willing to abandon the original system and complete the strategic business model transformation. Of course, as a commercial company, profit and revenue are still the most basic company needs. Determining the KPI of each product's profit and comparing the changes in KPI before and after the system implementation can make effective and efficient adjustment decisions. It is necessary for the Fitter snacker to determine the expected KPI before the system is implemented, because they need to compare the KPI changes after the implementation, analyze and adjust the decision in time. According to the division of industries and departments, Fitter Snacker needs to determine and monitor multiple types of KPI. For example, the sales indicators of the sales department, which may include monthly sales growth, average interest rate, average lead cost, retention rate and churn rate, etc. Similarly, the marketing indicators of the marketing department include brand awareness, customer participation, marketing investment returns, etc. to measure the activity value of the marketing channel. For the finance department, the use of financial data to evaluate the performance and feasibility of the business proves the profitability and financial status of the business. Financial indicators include EBIT, EVA, net cash flow, gross profit margin, and transaction error rate. Fitter Snacker needs to focus on the transaction error rate caused by technical and system problems in their various departments.

5. Organisational structure of Fitter Snacker

5.1 Describe what is meant by an organisational structure.

Organizational structure outlines the flow of activities in an organization to achieve its goals with maximum performance. Different levels work in different departments with different hierarchies in any organization. The Organization structure determines the strategy, objectives, information and decision flow between different levels. In some organizations the information flows from top to bottom whereas in some decision-making power is distributed between various levels. To be focused, efficient and effective every organization must have a systematic organizational structure.

5.2 Describe why it is important to identify Fitter Snacker organisational structure pre-implementation.

There are four types of organizational structures namely:
- Functional
- Divisional

· Matrix
· Flatarchy

Fitter snack manufactures NRG-A and NRG-B snack bars.it works in 4 departments sales and distribution, order filling, accounting and invoicing and payments. All the departments are handled by manager and has sub-departments associated with it. However, it faces problems like incorrect pricing, order-processing delays, extra calls to customers and late deliveries because the departments and sub-departments communicate electronically using file transfer or manually by printouts which results in human errors. Physical count of inventory in warehouse is calculated by department staff which results in 5% inaccuracy. The same erroneous report is carried forward to accounting department. Clerks makes entries in order-entry system and accounting system where discrepancies are created as new orders are not visible until next day. In order to maintain the coordination and working of the fitter snack organization, the organisational structure is necessary. The hierarchy in organization structure will help staff to determine what to report and whom to report accurately. The business drivers need to provide the sales report to the marketing department.

When the current organizational structure is studied only then can the updated structure be designed to increase the efficiency. If the sales department does not talk with the production system, then the manufacturing will suffer. Again, if sales systems are incompatible with the finance department, then Fitter Snacker will have to evaluate decisions without the product and customer profitability (Thomas h. Davenport, 1998). All the three systems should be coordinated which will allow growth and expansion in organization because if a company's departments are fragmented, its business is fragmented. In order to obtain coordination between four departments of Fitters Snacker organization and to improve the coordination and increase the revenue it is important to identify Fitter Snacker organisational structure.

5.3 In the form of a diagram present the as-is organisational structure of Fitter Snacker designed from the case study.

Understanding the basic working of organization to understand its departments and sub-departments.
The departments are:
1. Sales and distribution
2. Oder filling
3. Accounting and invoicing
4. Payments

Other sub-departments include:
1. Warehouse department
2. Accounting
3. Invoicing
4. Order filling
5. Order processing
6. Tax and audit

5.3.1 Basic workflow of Fitter Snacker
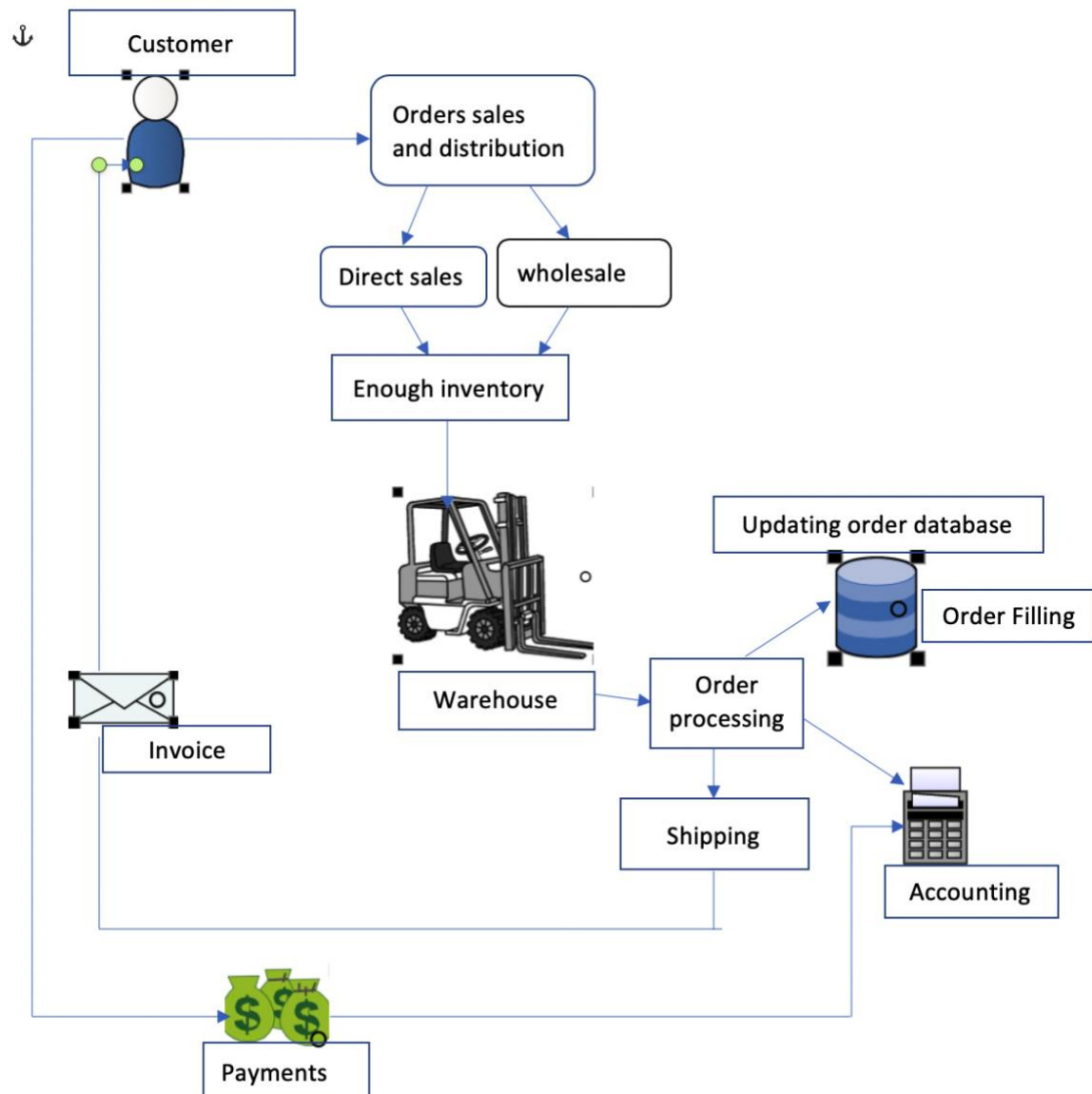
5.3.2 Organizational structure of fitter snacker:
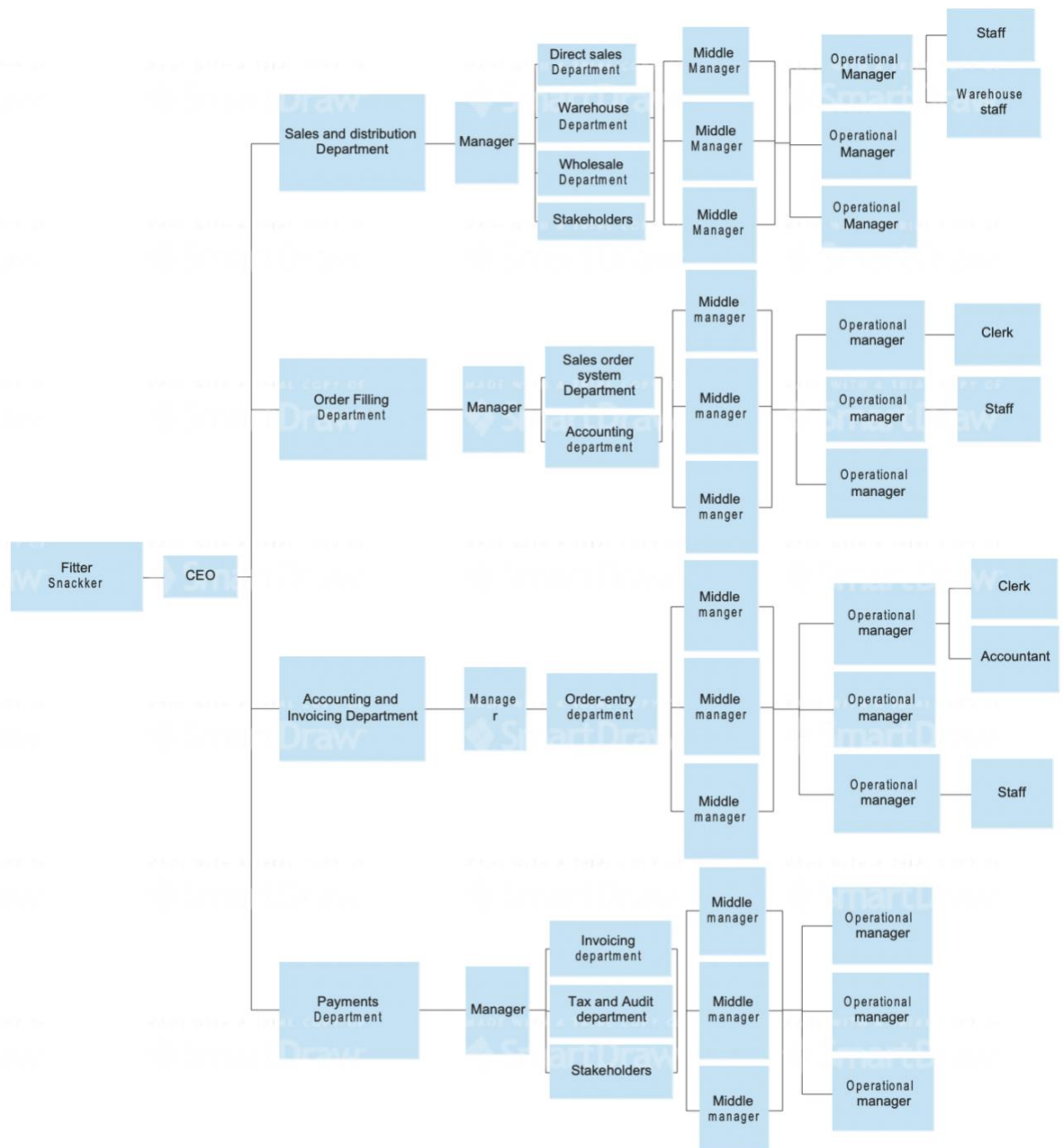
8.Overall Summary

ERP and knowledge management which increases the operational and financial performance (Acar et al.,2017). Through the investigation and research of fs companies, it is found that Fitter Snacker is a typical example among many companies requiring improvements. In today's rapid development of science and technology, technology has changed people's way of life and work. Similarly, core technology also determines the company's future development. Today, for an enterprise, in terms of internal management, a suitable software system is needed to maintain the company's daily operations and business exchanges, and the cross-enterprise business model has gradually changed from the offline transaction model of the last century to the Online trading model by the influence of distance and time. The emergence of ERP system has solved the business problems faced by an organization. Through the survey, it is found that the same super-powerful companies have different choices of ERP suppliers, because each company's corporate background, business model, strategic goals and the benefits it pays attention to are different. Therefore, the company needs to carefully choose its own factors and goals to produce the most effective ERP system for the company. As shown in the selection steps presented in the report, determine the enterprise's system requirements and goals, understand the organization 's internal business processes and structure, and formulate selection criteria such as system implementation and maintenance costs, breadth and depth of functionality, flexibility and Scalability, easy to change the management of the enterprise and training, hardware and software limitations, etc. According to the selected selection criteria, market research is conducted to find the ERP supplier that meets the demand. It is necessary to understand the business processes and structure within the organization because after the implementation of the ERP system, it is necessary to compare the changes before and after the analysis of the system to improve the company's business processes and organizational structure to improve efficiency. KPI, as a standard for the overall achievement of performance goals of companies, plays a decisive role in the development of the organization. In fact, choosing the right ERP system to bring gain to the company is a manifestation of formulating KPI. The constantly updated KPI coordinates the company's business changes and creates maximum benefits for the company. All in all, companies need to regularly make KPI to constantly update business models and strategic decisions, the purpose is to improve market competitiveness. This research has a guiding role for the company's development.

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Unit Code: FIT5101
Unit Name: Enterprise system
Student name: Anmol Bagati, Rachel Almeida, Weiwen Gao
Student ID: 30535808, 30305225, 29908795

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10. Appendix

10.1 Team project plan

Team Number	Project Team Members					
252	Anmol Bagati (AB) Weiwen Gao (WG) Rachel Almeida (RA)					
Task Number	**Description**	**Resources**	**Duration (days)**	**Start Date**	**End Date**	**Comments**
1.1	**Team Set up Planning**	AB, WG, RA	1	4/4/2020	4/4/2020	Zoom meeting discussion
1.1.1	Setting a team meeting	AB, WG, RA	1	03/04/2020	03/04/2020	Online zoom meeting.
1.1.2	Team Set-up	AB, WG, RA	1	4/4/2020	4/4/2020	Zoom meeting discussion
1.1.3	Analysing the Project	AB, WG, RA	1	4/4/2020	4/4/2020	Zoom meeting discussion
1.1.4	Task List Creation	AB, WG, RA	1	4/4/2020	4/4/2020	Zoom meeting discussion
1.1.5	Task Allocation	AB, WG, RA	1	4/4/2020	4/4/2020	Zoom meeting discussion
2.1	**Prepare Project Plan**	AB	1	4/4/2020	4/4/2020	
2.1.1	Thorough reading of Report	AB	1	4/4/2020	4/4/2020	Completed on time
2.1.2	Task and Time allocation	AB	1	4/4/2020	4/4/2020	Completed on time
2.1.3	Project Plan establishment	AB	1	4/4/2020	4/4/2020	

Unit Name: Enterprise system
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3.1	Vendor & Software Selection					
3.1.1	Conducting a zoom meeting	AB, RA, WG	1	09/04/ 2020	16/04/ 2020	Online zoom meeting
3.1.2	Gain Knowledge of vendors	AB, RA, WG	2	10/04/ 2020	12/04/ 2020	Zoom meeting discussion
3.1.3	Gain knowledge of the different ERP software	RA	1	14/04/ 2020	14/04/ 2020	
3.1.4	Produce & Evaluate Vendor Selection Table	RA	3	14/04/ 2020	17/04/ 2020	
3.1.5	Finalise Vendor from the Table	AB, RA, WG	1	17/04/ 2020	17/04/ 2020	Zoom meeting discussion
3.1.6	Mapping Vendor s/w to Business Drivers	RA	2	19/04/ 2020	21/04/ 2020	
3.1.7	Discussing the process to choose the final vendor	AB	2	14/04/ 2020	16/04/ 2020	
3.1.8	Determining the business process	AB	1	14/04/ 2020	14/04/ 2020	
3.1.9	Conduct a team meeting	AB, RA, WG	1	16/04/ 2020	16/04/ 2020	
3.1.10	Develop the weighted scoring model	AB	2	17/04/ 2020	19/04/ 2020	Referred online
4.1	Explore Probable Business Benefits	WG				
4.1.1	Research & Realise benefits of ERP Implementation	WG	2	19/04/ 2020	21/04/ 2020	Enough resources
4.1.2	Identification of KPIs (before go-live date)	WG	1	21/04/ 2020	21/04/ 2020	Enough resources
4.1.3	Description of identified KPIs & process flow of identification	WG	2	22/04/ 2020	23/04/ 2020	
4.1.4	Impact Analysis on KPIs (with diagrams and tables)	WG	2	24/04/ 2020	25/04/ 2020	
4.1.5	Conducting a team meeting	AB, RA, WG	1	24/04/ 2020	24/04/ 2020	Zoom meeting discussion
5.1	Designing Organisational Structure					
5.1.1	Thorough Research on Organisational structure	RA	1	06/04/ 2020	06/04/ 2020	Referred to textbook.
5.1.2	Research on organisational structures in with company size perspective	RA	1	06/04/ 2020	06/04/ 2020	
5.1.3	Research on ERP and its impact on organisation structure	RA	1	08/04/ 2020	08/04/ 2020	Online resources referred
5.1.4	List assumptions made	RA	1	08/04/ 2020	08/04/ 2020	
5.1.5	Development of Multiple versions of organisational structure before ERP implementation	RA	4	21/04/ 2020	24/04/ 2020	
5.1.6	Selection and justification of chosen organisation structure	RA	1	24/04/ 2020	25/04/ 2020	

6.1	**Analyse Business processes before & after implementation of EPR system**	AB				
6.1.1	Identify current scenario Business processes (Before ERP)	AB	2			
6.1.2	Identify future scenario Business processes (After ERP)	AB	2			
6.1.3	Develop future scenario Business process map	AB	1			
6.1.3.1	Document the change in Business process post Implementation	AB	2			
6.1.4	Describe one business process in detail	AB	1			
8.0	**Overall summary**					
8.1	**Discuss the organization**	AB, RA, WG	1	26/04/ 2020	26/04/ 2020	Zoom meeting discussion
8.2	**Describe the organization**	WG	1	26/04/ 2020	26/04/ 2020	
9.0	**References**					
9.1	**Conduct a team meeting**	AB, RA, WG	1	01/05/ 2020	01/05/ 2020	
9.2	**List the references**	AB	1	26/04/ 2020	26/04/ 2020	
9.3	**Merge the contents for document**	AB, RA, WG	5	23/04/ 2020	27/04/ 2020	Google Document
9.4	**Make the rough document ready**	WG	1	28/04/ 2020	28/04/ 2020	
9.5	**Make the final document ready**	RA	1	28/04/ 2020	28/04/ 2020	
9.6	**Prepare power point presentation**	AB, RA, WG	1	07/06/ 2020	07/06/ 2020	Zoom meeting
9.7	**Presenting the presentation on Enterprise system Evaluation Report**	AB, RA, WG	1	09/06/ 2020	09/06/ 2020	Zoom meeting
10.0	**Appendix**					
10.1	**Prepare the agenda of meeting**	AB, RA, WG	6			
10.2	**Prepare the minutes of meeting**	AB, RA, WG	6			
10.3	**Prepare the weekly timesheets**	AB, RA, WG	6			

2020.05.02

Unit Name: Enterprise system
Student name: Anmol Bagati, Rachel Almeida, Weiwen Gao
Student ID: 30535808, 30305225, 29908795
10.2 Describe what is meant by Agenda and minutes of meeting

FIT5101 Team Meeting Agenda-01

Team Name / Number: 252
Team Leader: Anmol Bagati
Meeting Time (Date and time): 02/04/2020
Meeting Location: online meeting through Zoom
Invited: Rachel Almeida, Weiwen Gao
Apologies: None

Items:
1. To decide the communication network within the team.

2. To setup dates and days for meetings in future.

3. To design and develop the project plan.

4. To create a task list for the project.

5. To allocate the created tasks.

6. To allocate the actual time and resources to particular task.

7. Read the assignment 1 specifications

8. Allocate assignment 1 individual components

Meeting No: 01
Location: Online zoom meeting
Attending: Anmol Bagati, Rachel Almeida, Weiwen Gao
Apologies: None
Meeting start time: 2 pm

Matters arising from Previous minutes: YES   NO

Issue raised from previous minutes	Discussion	Outcome (Resolved?)
none	none	none

Confirmation of minutes from last meeting: YES   NO

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
How to communicate with the team members	Since members can't personally meet, we were trying to find online platform to meet and work as a team	Online zoom meetings to meet and work on project.	Team members
To choose the team leader	The team leader for the project	Anmol Bagati	Team members
To discuss the tasks for the project plan	To design the project plans various tasks needed to be performed.	We divided tasks among ourselves	Team members
To discuss the timeline for tasks	We have to give certain time period to complete particular task.	We divided tasks among ourselves	Team members

Meeting closed at: 5 pm

Next Meeting time, date and location: 09/04/2020

FIT5101 Team Meeting Agenda-02

Team Name / Number: 252
Team Leader: Anmol Bagati
Meeting Time (Date and time): 09/04/2020
Meeting Location: online meeting through Zoom
Invited: Rachel Almeida, Weiwen Gao
Apologies: None

Items:
1. To read the assignment 1 specification.

2. To discuss the team and individual components.

3. To read the 'Guide to ERP Software Selection'.

4. To discuss the Fitter Snacker case study and take inputs from each team member.

5.   To allocate the actual time and resources for particular component.

Unit Name: Enterprise system
Student name: Anmol Bagati, Rachel Almeida, Weiwen Gao
Student ID: 30535808, 30305225, 29908795

Meeting No: 02
Location: Online zoom meeting
Attending: Anmol Bagati, Rachel Almeida, Weiwen Gao
Apologies: None
Meeting start time: 3 pm

Matters arising from Previous minutes: YES   NO

Issue raised from previous minutes	Discussion	Outcome (Resolved?)
none	none	none

Confirmation of minutes from last meeting: YES   NO

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Who will work on 'Expected Business Benefits'?	Since this is an individual component, we decided among ourselves as which members will work on it	Weiwen Gao	Team members
Who will work on 'Organizational Structure of Fitter Snacker'?	Since this is an individual component, we decided among ourselves as which members will work on it	Rachel Almeida	Team members
Who will work on 'Fitter Snacker business processes'?	To design the project plans various tasks needed to be performed.	Anmol Bagati	Team members
To discuss the group component	The group components to be completed in a team by all the members hence we discussed on when to start with the group component	We divided tasks among ourselves and decided to work on 'introduction' and 'background' first before starting the individual components.	Team members

Meeting closed at: 4 pm
Next Meeting time, date and location: 16/04/2020

Unit Code: FIT5101
Unit Name: Enterprise system
Student name: Anmol Bagati, Rachel Almeida, Weiwen Gao
Student ID: 30535808, 30305225, 29908795

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FIT5101 Team Meeting Agenda-03

Team Name / Number: 252
Team Leader: Anmol Bagati
Meeting Time (Date and time): 16/04/2020
Meeting Location: online meeting through Zoom
Invited: Rachel Almeida, Weiwen Gao
Apologies: None

Items:
1. To discuss the team and individual components.

2. To read the 'Guide to ERP Software Selection'.

3. To read and discuss the introduction, executive summary, background of the report.

4. To discuss the Fitter Snacker case study and take inputs from each team member for different vendors and software.

5. To decide any 4 software and vendors for Fitter Snacker.

6. To allocate the actual time to each group member to complete particular component.

Meeting No: 01
Location: Online zoom meeting
Attending: Anmol Bagati, Rachel Almeida, Weiwen Gao
Apologies: None
Meeting start time: 2 pm

Matters arising from Previous minutes: YES   NO

Issue raised from previous minutes	Discussion	Outcome (Resolved?)
none	none	none

Confirmation of minutes from last meeting: YES   NO

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
	One of the group components was to select ERP vendors and	Many software and vendors were discussed and top	Team members

Discussion on which ERP vendors to select	software's. So, team members discussed on some of the vendors	4 were shortlisted.	
Rachel presented 'executive summary' of the report	Rachel was responsible for the 'executive summary' of the report	Some remarks from team and changes were suggested	Rachel will work on it produce the updated version in next meeting.
Anmol presented 'Introduction' of the report	Anmol was responsible for the 'Introduction' of the report	Some remarks from team and changes were suggested	Anmol will work on it produce the updated version in next meeting
Weiwen presented 'Background' of the report	Weiwen was responsible for the 'Background' of the report	Some remarks from team and changes were suggested	Weiwen will work on it produce the updated version in next meeting

Meeting closed at: 4 pm

Next Meeting time, date and location: 24/04/2020

FIT5101 Team Meeting Agenda-04

Meeting no: 4
Team Name / Number: 252
Team Leader: Anmol Bagati
Meeting Time (Date and time): 24/04/2020
Meeting Location: Online Meeting Through Zoom
Invited: Rachel Almeida, Weiwen Gao
Apologies: None

Items:
1. Weighted Score Model

2. Priority rating. Which criteria to give more weightage

3. Software selection after weighted score model

4. Evaluation of each other's Components

Unit Code: FIT5101
Unit Name: Enterprise system
Student name: Anmol Bagati, Rachel Almeida, Weiwen Gao
Student ID: 30535808, 30305225, 29908795
Meeting No: 04   Meeting Data: 24th April 2020
Location: Online zoom meeting
Attending: Anmol Bagati, Rachel Almeida, Weiwen Gao
Apologies: None
Meeting start time: 2 pm

Matters arising from Previous minutes: YES   NO

Issue raised from previous minutes	Discussion	Outcome (Resolved?)
Choosing different software's from one vendor in our vendor selection table	Asked our tutor	Resolved.

Confirmation of minutes from last meeting: YES   NO

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Discussion on the software rating &weighted average criteria	Different organisations provide criteria for rating an ERP software. They were researched In detail and some remarks were made and more discussion after some research was done.	A selection Idea and shortlist of Criteria was made	Team Members
Discussion on how to prioritise the criteria	Detailed discussion on which criteria is important and by how much and how should the weight be distributed between them	A weighted model table with the weights and the marks given to each software base on the criteria	Team Members
Discussion on individual component	We viewed the individual part of each member and gave any suggestions we had or any corrections we thought of making	A cohesive report	Team Members

Actions in brief:

- Discussion and correction in each other's component
- Finalisation of criteria and how to rate them
- Final rated list

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Unit Name: Enterprise system
Student name: Anmol Bagati, Rachel Almeida, Weiwen Gao
Student ID: 30535808, 30305225, 29908795

Meeting closed at: 3:45 pm

Next Meeting time, date and location: 01/05/2020 – 1 PM – Zoom

FIT5101 Team Meeting Agenda-05

Meeting no: 5
Team Name / Number: 252
Team Leader: Anmol Bagati
Meeting Time (Date and time): 01/05/2020
Meeting Location: Online Meeting Through Zoom
Invited: Rachel Almeida, Weiwen Gao
Apologies: None

Items:
1. Checking the document for all the components.

2. Checking and comparing the group components with the assignment specification.

3. Check the intext reference list in the document. Check for correctness

4. Final spell check and a read through with cross questioning.

5. Thank everyone for their contribution and congratulate each other on completion

   of the report.

Meeting No: 05   Meeting Data: 1st May 2020
Location: Online zoom meeting
Attending: Anmol Bagati, Rachel Almeida, Weiwen Gao
Apologies: None
Meeting start time: 1 pm

Matters arising from Previous minutes: YES   NO

Issue raised from previous minutes	Discussion	Outcome (Resolved?)
None	None	-

Confirmation of minutes from last meeting: YES   NO

Outcome of meeting:

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Issue	Discussion in brief	Outcome	Action: Name and Timeline
Final referencing format	APA style intext references are checked and	Correction on all intext references and Final list of reference	Team Members
Spell check and final read through	The final report is given a thorough proof reading and cross questioning on any assumptions made.	An updated and corrected report	Team Members

Meeting closed at: 2:15 pm

10.3 Timesheets

10.3.1 Timesheets Rachel

Timesheet 1:
Team member's Name: Rachel Almeida

Project Team Number: 252

Project team leader: Anmol Bagati

Team Supervisor: Stephen Paul

Date	Task Description – Describe what activity you have been working on.	Actual Hours Spent	Running Total
Thu 2 April	Reading the assignment 1 specification	30 mins	30 mins
Thu 2 April	Understanding all the components of the assignment	30 mins	1 hr
Thu 2 April	Contacting team members for meeting.	30 mins	1.5 hrs
Fri 3 April	Discussing the tasks with the team members to generate the project plan	2 hrs	3.5 hrs
		1 hr	4.5hrs

Fri 3 April	Completing the project plan with timeline and resources for the project		

Timesheet 2:

Team member's Name   Rachel Almeida

Date	Task Description – Describe what activity you have been working on.	Actual Hours Spent	Running Total
Mon 6 April	Reading the assignment 1 specification	1 hr	1 hr
Mon 6 April	Started working on group component 'Executive Summary'.	1 hr	2 hrs
Tue 7 April	Research on 'what is organizational structure' and searching for journal papers on 'organizational structure'	1.5 hrs	3.5 hrs
Tue 7 April	Started working on individual component and completed section 5.1	2 hrs	5.5 hrs
Wed 8 April	Contacting team members for meeting.	30 mins	6 hrs
Thu 9 April	Updated team members about my part of work and progress	1 hr	7 hrs

Timesheet 3:

Team member's Name   Rachel Almeida

Date	Task Description – Describe what activity you have been working on.	Actual Hours Spent	Running Total
Tue 14 April	Reading the assignment 1 specification	1 hr	1 hr
Tue 14 April	Research on types of ERP vendors.	1 hr	2 hrs
Tue 14 April	Started working on all the vendors like oracle cloud ERP, oracle NetSuite, SAP H/4 HANA, ERPNEXT.	1 hr	3 hrs
Wed 15 April	More information on how to draw organizational structure of organization.	1 hr	4 hrs

Thu 16 April	Research on SAP H/4 HANA, ERPNEXT vendors and software	1.5 hrs	5.5 hrs
Thu 16 April	Contacting team members for meeting.	30 mins	6 hrs
Thu 16 April	Updated team members about my part of work and progress	2 hr	8 hrs

Timesheet 4:

Team member's Name   Rachel Almeida

Date	Task Description – Describe what activity you have been working on.	Actual Hours Spent	Running Total
Tue 21 April	Continued working on individual component and section 5.3	1 hr	1 hr
Tue 21 April	Continued working on group component 'Executive Summary'.	1 hr	2 hrs
Tue 21 April	Continued working on individual component and section 5.2	1 hr	3 hrs
Thu 23 April	Contacted Tutor for 'organizational structure'.	15 mins	3 hr 15 mins
Thu 24 April	Contacting team members for meeting.	15 mins	3.5 hrs
Thu 24 April	Updated team members about my part of work and progress	1 hr	4.5 hrs

Timesheet 5:

Team member's Name   Rachel Almeida

Date	Task Description – Describe what activity you have been working on.	Actual Hours Spent	Running Total
Mon 27 April	Completed the group component 3: vendor selection table	1 hr	1 hr
Tue 28 April	Completed and reviewed the group component 3.3.	1 hr	2 hrs

Tue 29 April	Completed and reviewed the individual component 5.	1.5 hr	3.5 hrs
Tue 29 April	Uploaded my part on google document.	30 mins	4 hr
Tue 29 April	Started editing final document.	3 hr	7.5 hrs
Sat 2 May	Uploaded final document on Moodle for plagiarism check	30 mins	8 hrs

10.3.2 Timesheets Weiwen

Team member's Name: <u>Weiwen Gao</u>

Project Team Number: 252

Project team leader: Anmol Bagati

Team Supervisor: Stephen Paull

Date	Task Description – Describe what activity you have been working on.	Actual Hours Spent	Running Total
Thu 2 April	Reading the assignment specification	20 minutes	20minutes
Fri3 April	Understanding all components of the assignment 1	30 minutes	50 minutes
Fri 3 April	Zoom meeting. Set the weekly meeting time. Design and develop the project plan and allocate the content for each team member.	3h	4h 10 minutes
Thu 9 April	Zoom meeting. Allocate three individual component and group component. At first, we decided to focus on introduction and background together.	1h	5h 10minutes
Thu 9 April	After zoom meeting, I analyse the situation of Fitter Snacker according to the material. Finding their companies shortage and their requirements. Making the survey of ERP system.	4h	9h 10minutes
Fri 10 April	Do more research of ERP System, know the significant role and benefits for an enterprise. Compare several companies for providing the SAP service. Write some notes.	4h	13h 10minutes

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Sat 11 April	Focus on the component of introduction and project background. Share some ideas with groupmates by using WhatsApp	3h 30 minutes	16h 40 minutes

Thu 16 April	Zoom meeting. Select four ERP vendors and their software. Allocate the work of executive summary, introduction and project background. Identify the main responsible person for each component, team members can make suggestions for any part.	2h	18h 40 minutes
Thu 16 April	After zoom meeting, I write the draft of project background.	2h 30 minutes	21h 10 minutes
Sun 19 April	Focus on the individual components. Do some research of KPI. Because my part's content needs the benefits which the software brings.	2h	23h 10 minutes
Sun 24 April	Discuss the content of group component. According to weighted scoring model, discuss the criteria of Fitter Snacker. 4 Software rating. Identify the final vendor and software. Give some suggestions for teammates of their parts.	1h 45 minutes	24h 55 minutes
Mon 25 April	Focus on my individual component. After confirming the vendor and software, do some research of this vendor and software from feature view, look through SAP's website and find some major advantages of SAP 4/ HANA. Write the draft of this part.	5h	30h 55 minutes
Tue 26 April	Continue to write and modify my draft.	3h	33h 55 minutes
Thu 28 April	Everyone put their content on the word file of google drive, so we can see each other's contents and progress in any time, I read their contents. Also continue to modify the draft of my part.	2h	35h 55minutes
Fri 1 May	Zoom meeting. Check the APA style intext references of our report. Spell check and final read through.	1h 15minutes	37h 10 minutes

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