

**18th Sept 2023**

**MFI HUB COMPANY LIMITED**

DRAFT ONBOARDING PLAN – LUANAR ACCO

**DRAFT ONBOARDING ACTIVITY PLAN**

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| **Item** | **Activity Description** | **Man Days** | **Due Date** |
| **Off Site Activities** | | | |
|  | Analysis and corrections of migration data | 5 | 18th – 22nd Sept 2023 |
| **Onsite Activities** | | | |
|  | * Onsite Kick-off Meeting * Data Verifications & Sign-Offs | 1 | 25th Sept 2023 |
|  | Training for Fin-financials - Core Modules | 7 | 26th Sept – 3rd Oct 2023 |
|  | * System parameterization * Core Modules & Reports activations | 4 | 4th – 7th Oct 2023 |
|  | Auxiliary Modules Activation & Training   * Fixed Assets * HR * Payroll * Inventory * Document Management | 5 | 9th – 13th Oct 2023 |
|  | * User acceptance testing (UATs) | 4 | 14th – 18th Oct 2023 |
|  | * Go-live * Data catch-up and onsite handholding * Exit Meeting & Signoffs | 3 | 19th – 21st Oct 2023 |
|  | **Total Onsite Working Days** | **26** |  |

1. **KICK OFF MEETING AGENDA** 
   1. Key automation objectives
      1. Computerize banking operations and reports
      2. Computerize accounts information and reports
      3. Computerize HR, Payroll and Fixed Assets management and reports
   2. Project teams and reporting structure
   3. Communication and escalation channels
   4. Timelines & targets
   5. Responsibilities
2. **MIGRATION DATA VERIFICATION AS OF CUTOFF DATE** 
   1. Master customer list (individuals) – count and data completeness
   2. Master customer list (groups) - count and data completeness
   3. Product List definition and related policies
   4. Product/Member accounts balances – compare this with Trial Balance
   5. Trial Balance
   6. GL/Charts of Accounts definitions – to comply with RBM template
   7. Fixed asset data
   8. HR and Payroll data
3. **SYSTEM TRAINING** 
   1. System administration – profiles & users creation, access rights, modules and reports assignments + special functions e.g. teller definitions
   2. Member administration/registration & enquiries management
   3. Transactions management
   4. Loans, Savings and Share products definitions and management
   5. Accounts management
   6. Reports management
   7. Setups and global parameters management
   8. Fixed assets management
   9. Inventory management
   10. Human resource and payroll management
   11. Regulatory reports and GL accounts mapping for report s to RBM
4. **PARAMETERISATION AND MODULES & REPORTS ACTIVATION** 
   1. All modules 3.1 to 3.11
5. **USER ACCEPTANCE TESTS AND DATA CATCHUP HANDHOLDING** 
   1. All modules 3.1 to 3.11
6. **REVIEW /EXIT MEETING AND GO LIVE SIGNOFFS**
   1. Review meeting & Signoffs (User Contract, migration and training signoffs).