BDF ●●●●
Beiersdorf

GHANA GO-DIRECT PROJECT STATUS

Monday, 26th   APR 2021

vxceed **SERVETECH** Systems **Beiersdorf**

AGENDA

- **Overall Project Status**

- **Key Project Risks/Issues summary**

- **CR Status**

- **Distributors Status**

OVERALL PROJECT STATUS

ID	BDF Ghana GO-Direct	PIC	Start	End	Status
1.0			4-Jan	31-May	
1.0.1	**Project Pre-activities Phase:**				
1.0.2	Servetech - BDF Contract Sign Off	Servetech / BDF/Vxceed	4-Jan	4-Jan	Completed
1.0.3	Project Kick Off meetings	Servetech / BDF/Vxceed	11-Jan	11-Jan	Completed
1.0.4	Workshop(BDF KE DMS,Central & SFA showcase)	Servetech / BDF/Vxceed	11-Jan	14-Jan	Completed
1.0.5	Development of any Gap	Vxceed	15-Jan	1-Feb	Overdue
1.0.6	DT Readiness(Master Data, Devices, Internet,System,Infra,Resources/Team Capacity And Capability etc.)	Servetech / BDF	4-Jan)	1-Feb	Completed
1.1	**Training Phase:**				
1.1.1	Prepare Training Environment (3 days for UAT Setup, 2 days for Master Data)	Vxceed	26-Jan	1-Feb	Completed
1.1.2	Post Implementation Support Structure Review	Servetech	26-Jan	1-Feb	Completed
1.1.3	Update Training Documents	Servetech	26-Jan	1-Feb	Completed
1.1.4	Conduct Train the Trainer (DMS,Central & SFA for Super Users) - Servetech Ghana Team	Servetech	2-Feb	8-Feb	Completed
1.1.5	Execute UAT	Servetech	9-Feb	20-Feb	Completed
1.1.6	UAT Signoff	BDF	22-Feb	22-Feb	Completed
	Execute End User Training (EUT) & Simulation - Distributor Team	Servetech	22-Feb	26-Feb	Completed
1.2	**Cutover Phase:**				
1.2.1	Pilot preparation	Servetech / Vxceed	22-Feb	26-Feb	Completed
1.2.2	Cutover Execution	Servetech / Vxceed / BDF	25-Feb	26-Feb	Completed
1.3	**Pilot Go Live:**				
1.3.1	Go Live	Servetech / Vxceed / BDF	1-Mar	1-Mar	Completed
1.3.2	Intensive Care Support - Support Continous…	Servetech	1-Mar	19-Mar	Completed
1.4	**Pilot Review:**				
1.4.1	Pilot KPIs Review	Servetech / BDF	1-Mar	19-Mar	Completed
1.5	**Rollout Phase:**				
1.5.1	Rollout preparation	Servetech / BDF	8-Mar	19-Mar	Completed
1.5.2	Rollout Batch 1 Go Live - 6 KDs	Servetech / BDF	15-Mar	2-Apr	Completed
1.5.3	Rollout Batch 2 Go Live - 6 KDs	Servetech / BDF	6-Apr	23-Apr	Completed
1.5.4	PGLS Support	Servetech	19-Apr	23-Apr	Completed
1.5.5	Support / Project Hand-Holding / Training	Servetech	26-Apr	31-May	WIP
1.6	**Project Closure:**				
1.6.1	Conduct Post Implementation Review	Servetech / BDF			
1.6.2	Project Sign Off	Servetech / BDF	31-May	31-May	Not Started

PROJECT KEY RISKS/ISSUES

Status	Priority	Issue Description	Owner	Estimated Resolution Date	Resolution Date	Final Resolution & Follow-on actions
Closed	Critical	Name of Printer which would be used for Ghana	Eleanor, Harry, Benson	03-01-21	11-01-21	Benson Confirmed that they will use ZQ520
Closed	Critical	Print format for Invoice for DMS and Mobility.	Eleanor, Harry, Benson	03-01-21	15-01-21	
Closed	Critical	All master data that is required for setup	Eleanor, Harry, Benson	23-01-21	12-02-21	08/02/2021: Analia to share prices in the requested format by 08/02/2021. This was shared on 12/2/21 by Benson
Closed	Critical	Principle Code and Name in SAP for BDF Ghana	Eleanor, Harry, Benson	03-01-21	04-01-21	Information has been shared
Closed	Medium	Deliberate on extra DTs which were not part of the roll out plan	Harry/Tom/Mahesh	18-01-21	14-01-21	Alignment on Extra DTs has been done and Roll out plan scheduled
Closed	Critical	Project Contract has not been shared and signed by relevant parties	Harry,Mahesh,Eleanor	14-01-21	15-02-21	11/2/21: Desmond to follow up on the Contract and get it signed by EOW
Closed	High	Pilot DTs don't have Devices,Sim Cards & Bundles	Harry	01-02-21	11-03-21	11/2/21: Printers and Printer Rolls to be availed by 22/2/21. 22/02/2021: Printers will be delivered after Go Live. 15/2/21: Phones, Bundles and Sim Cards to be availed at the DT point by EOW. 22/02/2021: Phones, Sim Cards & Bundles delivered 22/02/2021: Van Sales to Go Live w without printers as they will be availed later after Go Live 11/03/2021: Printers delivered and configured for all Pilot DTs
Closed	High	Daddy Ash Limited: Missing information for	Amon	11-02-21	10-02-21	Amon Advised the Team to upload AION routes under Daddy Ash
Closed	Medium	Approval of new outlet from mobility not working on Central	Roshan	05-03-21	09-03-21	28/02/2021: Issue escalated to Roshan and Team 02/03/2021: Tech Team have shared an ETA of 05/03/2021. 09/03/2021: This has now been closed
Closed	High	Daddy Ash Limited: Lack of cooperation from two DSRs i.e. Ebenezer Owusu	Nathaniel	02-03-21	04-03-21	02/03/2021: Nathaniel to check what the issue could be w with the two sales persons. 02/03/2021: Nathaniel has issued warning letters to the two o persons and DSRs are now compliant
Closed	Medium	Integration for Daddy Ash	Nathaniel	09-03-21	09-03-21	02-03-2021: Nathaniel to check with DT if they may need any integration. 03/03/2021; Nathaniel to organize a meeting between DT IT person and Xnapp Team. DT Nolongers wants integration as reported by Nathaniel
Work In Progress	Medium	KPIs Achievement computation does not work hence can't display on mobility dashboard	Sai, Benjamin	04-04-21		15/03/2021: Benjamin Tested and confirmed that it's not w working. Sai has instructed Benjamin on steps to follow and get back to the Team. 17/03/2021: Benjamin & Sai to activate the KPIs screen on DSR's Dashboard and Xnapp Sight 25/3/21: Sai to deploy the New APK for this. 29/3/2021: Roshan will deploy the New APK on Sunday 08/04/2021 : Benjamin & Atsu have deployed the APK on one route to monitor for 2 weeks. 12/04/2021: Targets shared for upload by Benjamin. 22/04/2021: Issue reported that it's not working and Sai is working on it
Closed	Medium	Business needs a Report on LPPC	Harry,Roshan	08-04-21	08-04-21	19/03/2021: Sai to Check and revert with an ETA. 24/3/21: Routewise LPPC report deployed in UAT. Harry and Team to check and revert 01/04/21: Harry and Team to revert by 06/04/2021 08/04/2021: The Business has confirmed they're fine with it 08/04/2021: Release Deployed on Production
Work In Progress	Medium	Set Up XI Client for PO Generation & Train the Country Team how it will be used	Benjamin,Sai			30/3/2021: Sai Shared XI set up files with Benjamin. Benjamin will set it up and train the BDF HQ resources on how this is used 08/04/2021: XI setup done. File also generated. Atsu to be trained by Sai on the same 16/04/2021: XI Client successfully installed and being monitored . Atsu to Train HQ Team on the usage 19/04/2021: HQ to provide PC where XI client can be installed
Work In Progress	Medium	Submission of Bank details	Govind	30-04-21		31/3/2021: Govind to share details by end of April
Closed	Medium	Virgin O Pricing issue	Benjamin	07-04-21	07-04-21	07/04/2021: Revised price was uploaded succesfully by Benjamin as advised by Harry
Work In Progress	Medium	APK is passing product long description to the printer instead of short description hence product description is not fully displayed on the print out	Sai, Benjamin			19/04/2021: Sai is checking on it. 22/04/2021: Release on UAT for Testing by Atsu

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CR STATUS

Priority	Issue Description	Owner	Estimated Resolution Date	Date Identified	Final Resolution & Follow-on actions
Medium	Bulk upload for Stock adjustment should be enabled and Reason for bulk upload should be captured once at the header not line by line	Roshan,Harry,Eleanor	01-04-21	12-01-21	Roshan to check on the feasibility and revert with ETA. 17/02/21: Solution: This will be handled via Physical stock count. A given excel Template will be downloaded from the system then Adjustments captured. The adjustments can be either '-ve or +ve. Then uploaded back to the system with reference to specified Warehouse. 18/02/2021: Awaiting approval from Eleanor and Harry so that the Tech Team can share ETA. 02/03/2021: Tech Team shared an ETA of 01/04/2021. 03/03/2021: Eleanor reverted with some comments to be reviewed by Vxceed. Vxceed to review and provide an update. 09/03/2021: Vxceed shared the FSD with comments for review with Eleanor & Benson. 09/03/2021: Stock adjustment approval is not feasible. 05/04/2021: Some bugs were detected on UAT hence the release couldn't be deployed on PRD. Release taken back to QA Team. 08/04/2021:Its deployed in UAT ,Testing done and it's working fine. Atsu to Test and share with Business Team to validate the same before we can move it to production 12/04/2021: Atsu shared the Test results with business for approval. Eleanor, Harry & Desmond to provide approval. Approved, Release to be deployed on production.
Medium	Review the Header level discount on Invoice footer in DMS	Roshan	09-04-21	19-01-21	25/01/2021: For Kebana Reporting to match DMS reporting; Mobility Header Level discount is split and saved at line level. That means printing header promotion value and percentage on DMS invoice Print is not Feasible 25/01/2021 :Awaiting for confirmation from Eleanor & Harry to close this Gap. 24/02/2021: Vxceed Shared a Template for approval by the Business. This now sits with Eleanor and Team 03/03/2021: Eleanor reverted with some comments to be reviewed by Vxceed. Vxceed to review and provide an update 10/03/2021: Vxceed reverted with comments to be reviewed by Eleanor and Benson. Sai has asked Eleanor to organize for a call on the same. 19/03/2021: Eleanor and Benson to align with Desmond then get back to the Team 22/3/21: Format for Presale Invoice with discount amount at the footer shared for review by Vxceed. Vxceed to review and share the ETA 08/04/2021: Invoice format shared with Harry & Team for approval. Desmond & Harry already provided approval, still waiting for Eleanor & Team. 15/04/2021: Eleanor has approved the new format though she's raised some new requirements. The release is to be deployed on prd
High	Development of DMS & Mobility printing formats	Harry,Benson,Benjamin, Roshan	02-05-21	12-01-21	08/02/2021: The release has been deployed in UAT for Verification by Eleanor, Benjamin & Harry. 17/02/2021: Back Office Release approved by the Business. 17/02/2021: Mobility Format to be approved once the Team gets the printers. 10/03/2021: Printers and Rolls have been delivered to DTs. Configuration and Testing done. 12/03/2021: Benjamin to finalize on Testing and share the results for approval. 19/03/2021: Print out has been shared with Benson & Eleanor for review and approval. 22/3/21: Eleanor and Team says the printout still does not display Total discount Amount. The print out to display SPGR only and not the full nart. The Team also need to capture pack size in the same line as product description. 23/3/21:Vxceed requests Eleanor & Harry to share the print out marked with a pen on how they would want it appear so as to make it easier in explaining to developers 06/04/2021: Eleanor & Harry Promised to close this ASAP. 12/04/2021: Harry Shared the samples with Tech Team. Sai & Team to review and revert 14/04/21: Roshan shared an ETA of 02/05/2021
Medium	Inventory Interface should show the stocks in correct UOMs i.e. in both Cases & PCs to avoid manual conversions after download	Roshan	23-04-21	22-02-21	22/02/2021: Waiting for a feedback from Vxceed on this Tech Team has shared an ETA of 23/04/2021 07/04/2021:UI level display of Cases is available in UAT. New column introduced ' OnHand(UC) ' In Central Product master , we have column called ' UC conversion ' there you need to give value same as Conversion1 value then it will display cases value in Invenotry UI. Atsu to Test and share with Business Team for approval 12/04/2021: Atsu shared the Test results with business for approval 16/04/2021: Release approved and to be deployed on production
Medium	Warehouse Setup at Daddy Ash	Nathaniel,Benjamin,Sai	06-04-21	02-03-21	To be discussed on Monday 09/03/2021 09/03/2021: Eleanor & Nathaniel to have an internal meeting to align on this then share a documentation around the same 22/3/21: Documentation shared and to be discussed on Monday's call 29/03/2021: Documentation shared with Eleanor & Nathaniel for approval before our Team can proceed with setup 31/3/2021: Nathaniel provided approval. Benjamin created the Warehouse and instructed Fred to take the DT Team through the process. Awaiting confirmation from Nathaniel so that it can be closed. 12/04/2021: Atsu to work with Nathaniel to train the resource who will be using the mobility device. 16/04/2021: Atsu has started Training the DT resources before handing over the system. 23/04/2021: Training completed succesfully. Nathaniel to confirm the closure
Low	Stock adjustment to be done once in a month	Eleanor,Harry,Roshan		09-03-21	12/03/2021: This is not critical to the business. CR to be raised for this after Roll Out. The CR won't attract any cost.

DISTRIBUTORS STATUS

Batch	Name	End User Training	Stock Take	Stock Upload	Sanity Check	Live on Xnapp
Pilot	Daddy Ash Limited	Completed	Completed	Completed	Completed	Completed
Pilot	Daniel Adjei	Completed	Completed	Completed	Completed	Completed
Pilot	Mateen Sakeen	Completed	Completed	Completed	Completed	Completed
Batch 1	Amab Enterprise	Completed	Completed	Completed	Completed	Completed
Batch 1	Tina Priority	Completed	Completed	Completed	Completed	Completed
Batch 1	Gold Coast	Completed	Completed	Completed	Completed	Completed
Batch 1	Mateen Sakeen	Completed	Completed	Completed	Completed	Completed
Batch 1	Virgin O	Completed	Completed	Completed	Completed	Completed
Batch 1	Virgin O	Completed	Completed	Completed	Completed	Completed
Batch2	Erneivero Cosmetics	Completed	Completed	Completed	Completed	Completed
Batch2	Awurade Adom	Completed	Completed	Completed	Completed	Completed
Batch2	Theokalma	Completed	Completed	Completed	Completed	Completed
Batch2	Erniejay Investments	Completed	Completed	Completed	Completed	Completed
Batch2	Star Fod	Completed	Completed	Completed	Completed	Completed
Batch2	Daddy Ash Limited	Completed	Completed	Completed	Completed	Completed

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