CMRL Project

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**Project requirements**

**REQUIREMENTS ANALYSIS**

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| **Project title** | **SAP implementation at the Lille Regional Assembly Center** | |
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| **Reference of the project** | **SAP30/CMRL** | |
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| **References** | *[Which strategy, strategic objective, portfolio, or program is the project affiliated with?]* | |
| Example of CMRL project  This project is part of the CMRL portfolio. This is the last step in the implementation of the SAP system in all entities of the Confassis group. | | |

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| **Version Control** |  |
| **Version** | **Owner** | **Description** | **Date** |
| 001 | Chantal DUPONT | Project manager | 2022-05-21 |

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## Context of the project

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| **Context of the project** |
| [Put the need in context here]  **Example:**  Our Regional Assembly Center in Lille is the last entity in the group that has not yet installed the SAP system.  It produces headquarters for our car manufacturer customers.  Existing IT solutions are outdated, expensive, and no longer maintained.  In addition, the integration processes with headquarters systems are mainly manual and generate errors.  Monthly closing procedures are lengthy and often incorrect, creating additional work.  Finally, the lack of flexibility of current solutions ties up the setting up of necessary applications for our expansion strategy.  For all these reasons, the Management Committee approved the transition to the group's SAP systems, with a project started as soon as possible. |

## Goals and objectives

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| **What needs will this project cover? (and their implication)** |
| [Express the needs here, grouping them either by group of beneficiaries, order of priority or by subject. Be as synthetic and clear as possible. Concentrate on the functional, trying to avoid any interpretation. Add diagrams.  You can also give at this stage an idea of ​​the necessary resources, the risks, and the benefits associated with these needs.  IMPORTANT: the detailed objectives related to these needs as well as the deliverables will be defined during the establishment of the detailed requirements, we describe here "only" the needs.]  Example:  All CMRL's administrative IT systems will be replaced by the headquarters’ SAP model already installed in most of the group's entities, and mainly:  • Finance - all modules  • Sales - including forecasting as well as B2B and B2C  • Purchasing - including connections to third parties  • Logistics - including automated inventory management  • Production support - mainly interfaces to technical servers.  To do this, the infrastructure will be adapted according to the study made after the approval of the opportunity study.  The CMRL specifics will be subject to approval by the project steering committee and will be configured in the new system.  The standard test procedures of the IT SAP center of excellence will be fully applied:  •Unit tests  • Integration test  • Consolidation tests  • Pre-Production / Non-Regression tests  All departments will assign resources for these tests, dates will be communicated at a later stage.  Data from old systems may need to be corrected: a dedicated team will be assigned to develop a tool to clean the data, before transferring it to the new system.  In addition, the control procedures will be reviewed and corrected if necessary.  Olivier Robespierre, Financial Director of CMRL, will sponsor the project.  The project manager is Ms. Chantal Dupont, on a special assignment. |

## Project Requirements

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| **Overall Requirements** |
| [Describe here the requirements of the project, its constraints. These requirements/constraints can be:  • Technical (Servers, networks, etc.)  • Human (sufficient resources? Need for service providers? Etc.)  • Regulatory / Legal (Are there any legal standards to be respected?)  • Financial (Budgetary limitations? ...)  • Market-related  • Related to the project]  Example:  Technical requirements  • The standard SAP Model implemented at the Headquarters will be the basis of the new system  • CMRL specifics will be configured if they have been approved by the steering committee  • For information, these specifics must be justified by regulatory or legal reasons, technical reasons due to the specificities of CMRL, or needs that have not yet been identified during SAP implementations on our other sites  • The IT network will be upgraded, as recommended by our network experts from the IT department  Human requirements  • An integration manager, Mr. Jacques Meunier, has been assigned by the CMRL to coordinate the activities of the CMRL resources of the project  • A change manager should be assigned in the following days  • IT resources will be assigned full time to the project  • Some CMRL resources will also need to be assigned full-time. The needs will be communicated in the coming days  • The resources assigned to the tests must be available on a full-time basis at testing time  • The project must have the support of the unions  Regulatory / Legal Requirements  • Our auditors will be consulted throughout the project to ensure that all legal constraints are respected and that we are fully compliant.  • To ensure a correct year-end close, with verified data, the switchover will take place in November 2022 - and no later than December 2022  • The switchover procedures will also be validated by PwC  **Financial Requirements**  • The budget and the start date will be respected. Any modification must be approved by the management committee, and by the finance department.  • Old systems will be shut down before the end of January 2023 and uninstalled  • All contracts for old systems will be canceled on time, in September 2022 latest  **Requirements related to business strategy**  • The new systems will be available before the start of production of the CMRL expansion project  • The installed systems will have to support the needs of this expansion.  • To do this, the SAP30 / CMRL project will be included in the CMRL Portfolio and will be reviewed regularly during the CMRL Portfolio steering committees. |