

DynamicsSavings ERP Implementation Process/Stages

Seq. No.	Description	Methodology	Responsible
	Application Dynamics GP version 9.0		
	Doc Type Implementation Process/Stages		
1	Business Process Study (BPR / RFP)	Standard Questionnaire/Discussion with client	Implementation Team
2	Business Model Report (BMR)	To be prepared based on Business Process Study	Implementation Team
3	GAP Fit Analysis	Based on BMR, identifies the Customization & Configuration areas	Implementation Team
4	BMR Submission	BMR to be submitted to client for discussion	Implementation Team/Client
	BMR - Final Review	Changes as per discussion with client	Implementation Team/Client
5	BMR Sign-off	After BMR discussion with client both project managers should sign-off	Implementation Team/Client
6	Customization Study	To be discussed with client for detailed requirements	Implementation Team/Client
7	High Level Design Document (HLD)	To be prepared based on the BMR specification with the customizations documented after the discussion with the client	Implementation Team
8	Preparation of Master Lists	Implementation Team determines the required Master Lists	Implementation Team
9	Obtaining Master Data	Client should submit data per the Master List requirement	Client
10	Validating the Master Data	Implementation Team should compare & validate the data given by client	Implementation Team
11	Hardware/System Study	Implementation Team's technical person will study the existing system with the assistance of the client technical resource. Implementation Team will provide the additional hardware requirements, if any, for the new implementation.	Implementation Team
12	Application Installation	Implementation Team's technical person will perform the installation with the assistance of the client's technical resource.	Implementation Team
13	Configuration - Test Environment	Implementation Team will configure the system with the help of the client's Project Leader.	Implementation Team/Client
14	Training	Training will be conducted onsite based on the "Train the Trainer" concept. Client's Project Leader will be fully trained on all areas including modules, configuration, setup, and access rights. End-users will receive role based training.	Implementation Team/Client
15	Testing - Test Environment	Two types of Testing will be carried out: 1) Implementation Team & client's Project Leader will test the system functionality including configurations and customizations, if any. 2) End-user will test the application within their own roles and responsibilities.	Implementation Team/Client
16	Configuration - Production Environment	After the user testing and approval from the client's Project Leader, the test environment will be reproduced in the Production Environment.	Implementation Team/Client
17	Testing - Production Environment	Sample tests will be carried out by the Implementation Team & the client's Project Leader to ensure a successful "Go Live" process.	Implementation Team/Client
18	User Guides	Standard User Guides will be available within the Dynamics GP application. Additional user guides will be provided for any customization created (in the form of Word, PDF or other form of online document).	Implementation Team
19	Roll-Out/Go Live	Client begins operations in the new system with the assistance of the Implementation Team.	Implementation Team/Client
20	Post "Go-Live" Support	Post "Go-Live" support will be carried out as per agreed terms. Implementation Team suggests that an Issue Tracker be maintained by the client's Project Leader to track newly identified issues and their resolutions. This Issue Tracker will also be useful for future reference.	Client