



## 5 Steps to Prepare Your Business for an ERP Implementation

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When it comes to ERP implementation, following a proper process is just as important as choosing the right ERP solution. You have a much better chance of success if you use a structured and proven approach to implementation. We recommend that you follow these 5 ERP implementation steps based on our experience with countless implementations and rescues.

## **1. Identify the business needs and goals that the ERP system is expected to address.**

The key to any digital transformation project's success is having a clear understanding of the desired results. Implementing a cloud ERP solution is no different.

Understanding the organizational goals and what must be delivered as a result is essential. This means understanding how the project fits into the larger picture and what outcomes must be achieved to ensure success.

## **2. Assemble a project team with members from different departments and functional areas.**

Once you have a clear idea of the goals you want to achieve by implementing a cloud ERP solution, compile a list of them and prioritize them. The benefits with the highest priority should be used as the project's focal point.

Next, all project stakeholders should double-check these. This ensures that your ERP has a documented set of agreed-upon outcomes that can be used to provide direction at the start of the project, to keep things on track during the project, and to allow for a post-project review.





### **3. Do a thorough evaluation of the current processes to figure out how the new ERP system can accommodate or modify the existing ones.**

Because an ERP implementation affects all areas of the business, it is critical that the ERP is properly implemented and meets all of the requirements of the core business units.

### **4. Forecast budget and include contingencies.**

When implementing a new ERP system, it is easy to go over budget, just as it is with other large-scale software projects. Budget realistically and expect some stumbling blocks during the implementation process.

It is therefore advisable to include a reasonable amount of contingency in your budget from the start to cover unexpected costs and delays. This contingency can be reviewed throughout the implementation process to ensure that it is adequate and adjusted upwards or downwards to reflect actual project progress.

Unexpected costs that are frequently overlooked include:

- Hardware and storage – although this can be minimized in cloud ERP deployments.
- Implementation related (mostly people and travel).
- Training and change management related.

### **5. Communicate the ERP implementation plan to all employees and stakeholders.**

Communication and change management are important when implementing an ERP because they help ensure that all stakeholders are aware of and prepared for the changes that will occur as a result of the new system. Effective communication helps to build buy-in and support for the ERP implementation, which can help to minimize resistance and ensure that the project stays on track.

Additionally, change management helps to manage the risks associated with the implementation and to ensure that the ERP is adopted and used effectively by all stakeholders. This includes identifying and addressing any potential issues that may arise during the implementation process and ensuring that training and support is provided to all users.

Overall, effective change management and communication can help ensure a successful ERP implementation and maximize the benefits of the new system.



## In Summary

There are many factors that can impact ERP implementation success, but effective change management is arguably one of the most important. If your people aren't on board and feeling supported through the change, you won't be able to fully leverage the power of your new system. And keep in mind, the larger the organization, the greater the need to have resources dedicated to oversee change management. Especially when an organization has grown accustomed to using an older legacy system or a workflow that has been tested and proven to be effective and now requires a new ERP system.

Meanwhile, if you're planning to implement a cloud ERP system such as NetSuite ERP or Acumatica ERP, contact the ERP experts at Concentrus for guidance on how to get started on the right foot. At Concentrus, we can help your business clarify your business needs as you consider switching from an accounting software to cloud-based ERP system.

Unlike other ERP implementation firms, our goal is not just a go-live, but a solution that meets your company's needs - so you can get up and running on ERP the first time, the first time. [Contact us today.](#)