

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

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Course Code

(PMG506)

Advanced project Management

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Project Title	Enterprise Resource Planning System (ERP) Implementation Project
Purpose of the Project	The purpose of this project is the implementation of an integrated ERP application that fits our firm and support its strategies. The scope of the project includes: 1. Identity Management Basis (Identity Integrating Database). 2. Human Resources. 3. Finance. 4. Data Storage. 5. Supply Chain Management (SCM).
Scope	Within the purpose as stated above the following objectives have been identified: 1. Enhance quality of performance, and improve staff experience 2. Implement business intelligence tools to support better decision making. 3. Improve business processes. 4. Lower IT costs and other operating expenses. 5. Offer reporting tool that provides the management of information help in decision-making. 6. Integrate information between the departments (e.g., Human Resources and Finance). 7. Improve operational efficiency. 8. Reduce usage of papers.
Objectives	The project members are: 1. Project Sponsor 2. Project Manager 3. Application Analyst 4. Application Developer 5. Quality assurance 6. Department Representatives
Project Members	

7. Project Review Committee
8. Budget Review Committee
9. End users

Project Communication Management includes processes required to ensure timely and appropriate generation, collection, dissemination, storage, and ultimate disposition of project information.

Project Communication

These communication processes provide essential links among people, ideas and information that are critical to the successful completion of the project. Each process may involve effort from one or more project member/s based on the needs of the project and each of which generally occurs at least once in the project life cycle.

The project Milestones:

1. Project Planning and Initiation:
 - Project plan and charter
 - WBS
 - Schedule
2. Requirements Analysis and Design:
 - Software requirements specifications
 - System design
3. Software Development:
 - Coding according to system design
 - Testing
4. Implementation:
 - System implementation
 - User acceptance
5. Data Migration.
6. Customization:
 - Customize ERP system according to user needs
7. Training:

Project Milestones and Activities

- Develop training plan
- Develop training manual
- Training to end user

8. Executing:

- Launching the system and go live
- System improvement

The Budget Review Committee will serve to:

1. Review the project budget.
2. Review project expenses.
3. Review Cost to Complete Reports.
4. Meet on a monthly basis.
5. Advise the Implementation Steering Committee of issues.

Project Budget

The project records include:

1. Project Plan
2. Project Charter
3. Change Request logs
4. Organizational Chart of Project members
5. WBS
6. Project Schedule
7. Communication Plan
8. Quality Report
9. Budget Report

Project Records

In conclusion, the project will be implemented to facilitate the process of the firm and to manage the relationship between departments. Each project member has defined role and responsibility towards the success of the project. Accordingly, project communication plan should be defined properly along with quality monitoring. The project will have some documents that help in assuring well implementation and leading to project achievement.

Project charter: Defining the scope, objectives, project organization, and overall approach of the project.

Project communication plan: Defining project management, scope and goals to stakeholders and participants of the project.

Project meetings: Managing and track the progress of the project.

Change requests: Identify changes to project scope and submit requests to project members.