



BUILD THE

FOUNDATION

FOR SUCCESS

PLANNING AND SCOPING ENTERPRISE SOFTWARE PROJECTS

# DON'T

# BECOME A

# STATISTIC

Mitigate against Enterprise Project Failure by Engaging in a Planning and Scoping project before you commit to an Implementation

According to analyst firm Gartner 75% of Enterprise Software projects fail. They do not meet the project objectives, run over time and budget and fail to provide the projected return on investment.

For this reason organisations spend around 3 to 4 months on average, analysing solutions and implementers against requirements in order to select the best fit solution for their needs. However, an independent study by Vason Bourne of Enterprise Software decision makers found that, even after going through a selection project less than 25% were confident in their choice once implementation began, with more than half the respondents believing that the implementers were not transparent about system costs, functionality and resourcing requirements. The result is to an over run on budget and timelines during implementation.

But can you really put all the blame on the implementer? Many organisations lock themselves into implementation contracts without providing the implementer enough time and information to fully understand their requirements and properly cost solutions during selection. However, it makes no sense to give this information to all implementers in selection or to all shortlisted implementers and few implementers will commit that much effort during selection without a commitment to purchase their software, over others. It is not an ideal position for either party.

So what can be done to set realistic expectations and mitigate against the risk of project failure before signing an implementation project?

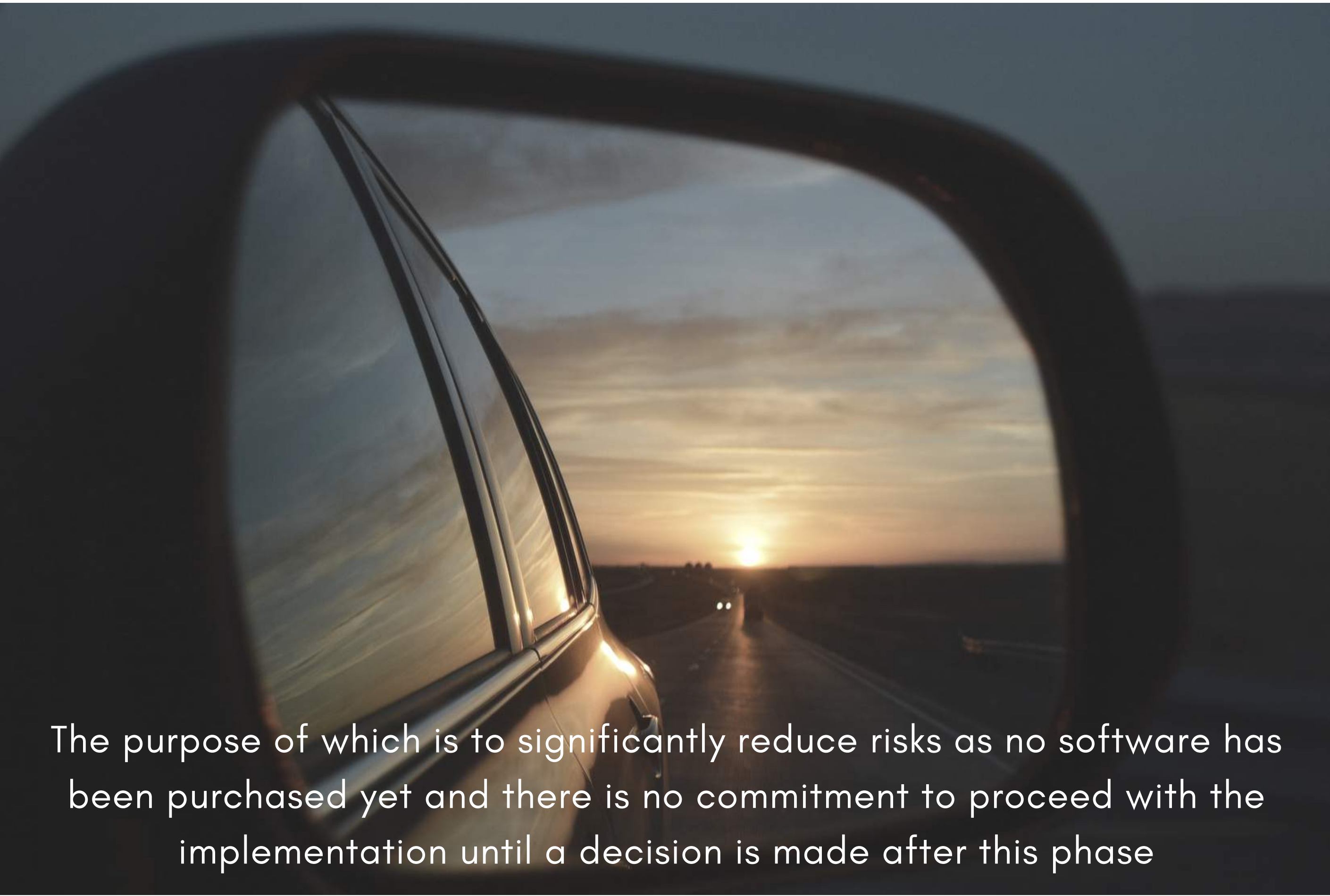
At Solution Minds we have helped clients by guiding them through a Planning and Scoping Phase with the preferred vendor after selection and before implementation.

# REMOVE THE SMOKE & MIRRORS

What is Planning and Scoping and Why is it Important to your Project?

Planning and Scoping is a critical phase, immediately after Selection and before Implementation. The preferred Implementer is engaged for 2-8 weeks on a services only contract to conduct detailed scoping with your SME's/Users to understand standard system flows & functionality. They confirm requirements, integrations, reports, etc. and develop a comprehensive, detailed and realistic project plan and refine pricing. You then have the option of a Fixed Price implementation.

Providing you with enough visibility of gaps and development costs and the capability of the Implementer's consultants.



The purpose of which is to significantly reduce risks as no software has been purchased yet and there is no commitment to proceed with the implementation until a decision is made after this phase

# SET YOUR PROJECT UP FOR SUCCESS

The Objectives of the Planning and Scoping Phase ....



- To scope the project at a very detailed level with requirements traceability
- To refine all costs and update the business case & ROI prior to buying software
- To determine the best deployment approach
- To develop a realistic and comprehensive project plan, including all Implementer and client-side milestones
- To understand organisational readiness and stakeholder engagement
- To agree strategies for Data Migration, Testing and Training
- To ensure contracts are fair and reasonable with best possible commercials
- To confirm deliverables, responsibilities and acceptance criteria
- To agree project structure, roles and responsibilities
- To assess the quality of the Implementer resources
- To set-up your project for success

# ENSURE

# QUALITY

# DELIVERABLES

## Deliverables You're Responsible for:

Phase Planning and Kick-off presentation  
Project Governance structure and reporting templates  
Data Migration Strategy, Testing Strategy, Training Strategy  
Combined Project Schedule/Plan, including Implementer and Client-side milestones and resource constraints  
Client-side Resource Plan  
Project Organisational Chart, with Roles and Responsibilities  
Deliverables RACI with acceptance criteria  
Risk Management Approach and Identification  
Updated TCO model, Business Case and ROI  
Requirements Management Approach  
Design Authority Approach  
Signed Scoping Document and Software License Agreement  
Place Order for Hardware infrastructure  
Signed Statement of Work for Implementation

## Deliverables the Implementer is Responsible for:

Project Implementation Methodology  
Implementation Project Schedule/Plan  
Implementer Resource Plan  
Technical Architecture  
Approach for system environments  
Scoping Document  
Refined Project Costs  
Software License Agreement  
Statement of Work for Implementation

 **solution minds**

CAN  
HELP YOU

we offer guided self-service to more involved consulting support to set your project up for success

# OUR PAS TRACK RECORD



# ENGAGE

# SOLUTION

# MINDS TODAY

Set your project up on the road to enterprise software success with Solution Minds. We are Australia's leading Independent ERP and Enterprise Software Consultants.

Knowledge

Independent Specialists not Generalists  
Extensive market knowledge & IP  
This is what we do for a living

People

Big team with deep systems and process improvement experience  
Guided self service to full consulting support to lead your project to success

Technology

Game-changing Decision Support technology  
Cloud BPM tool  
Rapid process analysis and requirements definition

Methodology

Comprehensive, proven and efficient  
Quality outputs  
Lower Risks

