

7 Proven Steps to Ensure a Seamless ERP Implementation

aptean Ready for What's Next, Now™



If you're running a growing business, you can't afford for costs to spiral. So how do you install your new ERP system without pain, disruption and a huge bill at the end?

To help you create a simple, effective implementation plan, here are our seven steps for a smooth ERP rollout. These steps are built on over 40 years of experience assisting thousands of businesses in transitioning to ERP software.



Make a Plan (With a Realistic Timeline)

- ✓ Create an overview of your current systems and processes
- ✓ Explore current processes and create a gap analysis
- ✓ Define your project goals
- ✓ Agree a deployment plan
- ✓ Set a realistic timeline



Integrate New Tech with Current Systems

- ✓ Plan and prepare your data for migration
- ✓ Define and communicate the impact of the project on the whole business
- ✓ Build a thorough business system integration plan

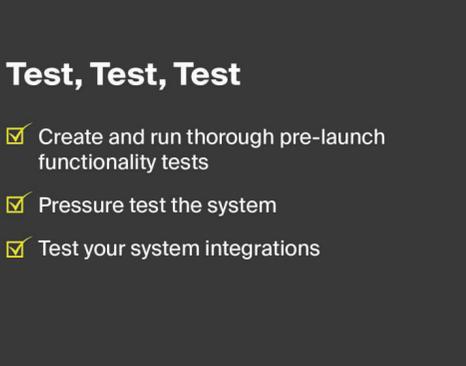
Put Together a Project Team

- ✓ Build a team with the right skills for your project
- ✓ Balance how to keep the project and your business running
- ✓ Set the cadence and method of project communications



Train Your Team to Become ERP Experts

- ✓ Gain business 'buy-in' for the project
- ✓ Create a robust training programme
- ✓ Create super users to maintain knowledge



Test, Test, Test

- ✓ Create and run thorough pre-launch functionality tests
- ✓ Pressure test the system
- ✓ Test your system integrations

Set Up a Technical Support Programme

- ✓ Set follow-up training sessions
- ✓ Assign key contacts for internal ongoing support

Measure Your Success

- ✓ Set clear KPIs that serve your business
- ✓ Collect feedback to continue to refine your new ERP



Merlin is a close-knit, small business-focused company that cares deeply about our customers, now backed by the global innovation power of Aptean. It's the best of both worlds.

If you're considering ERP software, make sure you talk to the dedicated team at Merlin from Aptean.

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