Oracle AIM Methodology Version 3.0

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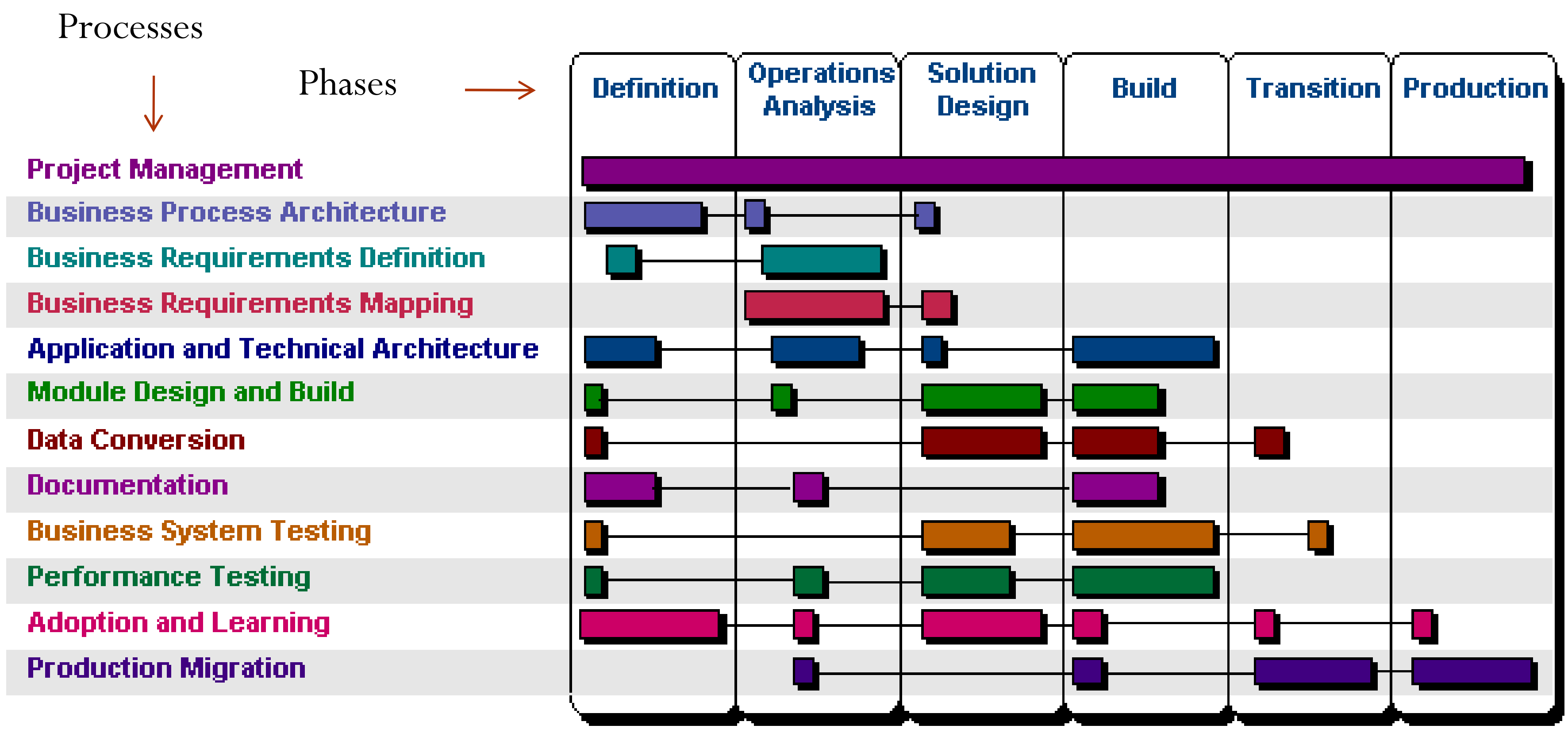
Oracle AIM Methodology

- Oracle AIM Methodology provides the Project Management methodology to be followed while implementing Oracle E-Business Suite to Customers
- AIM provides the Basic Outline with which the whole Implementation Process needs to be handled after the Contract to Implement the solution is signed with the Customer
- This has so many steps, documents and Templates and the Implementing Company can decide on which are the steps, documents and Templates to be used
- There is No Hard and Fast rule you have to use all the documents mentioned in AIM Methodology

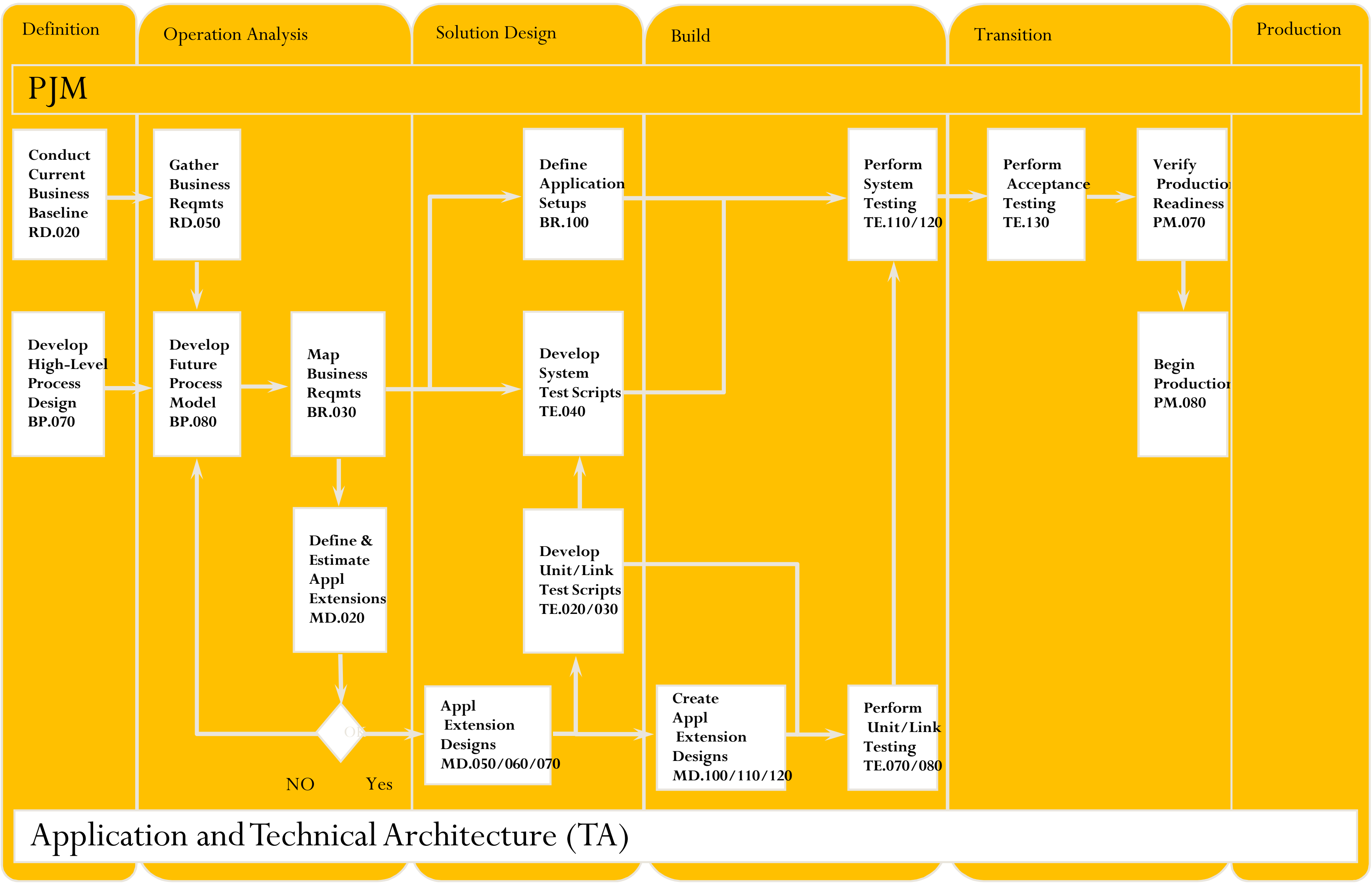
Project Management as per PMI

Processes/ Knowledge Areas	Initiation	Planning	Execution	Controlling	Closing
Project Integration Mgt					
Project Scope Mgt					
Project Time Mgt					
Project Cost Mgt					
Project Quality Mgt					
Project HR Mgt					
Project Communication Mgt					
Project Risk Mgt					
Project Procurement Mgt					

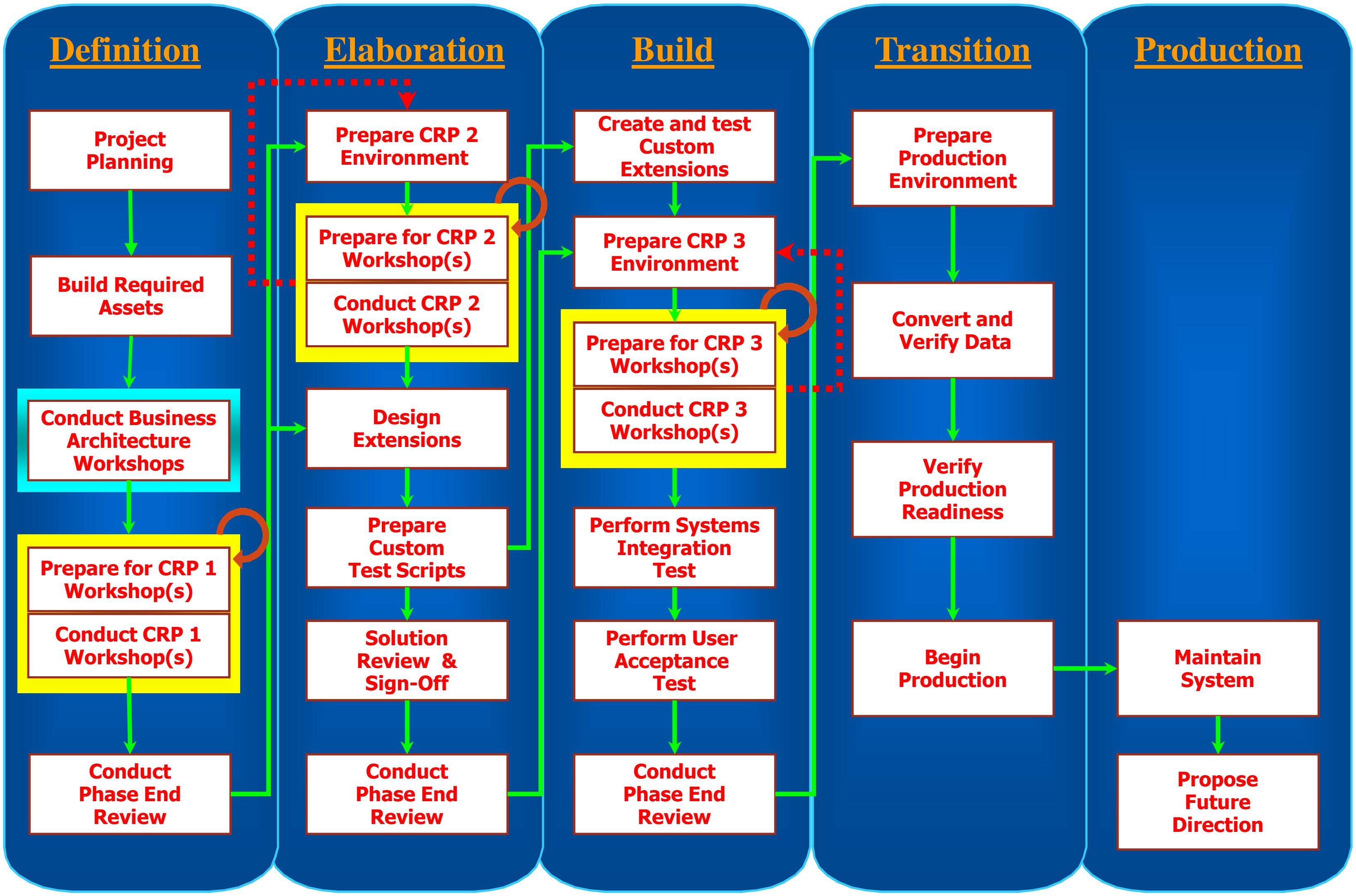
Standard Oracle AIM Method



Oracle Recommended Implementation Activities



Modified Application Business Flow



Standard AIM Project deliverables

The Standard AIM Project Deliverables are classified as

- **Core**
- **Optional**
- **The AIM Methodology is classified as follows**
  - **Phases – During a Project Phase, Your Project Team will simultaneously be executing tasks from several Processes**
    - **Processes - A process is a series of tasks that results in one or more critical project deliverables**
      - **Task - A task is a unit of work that results in the output of a single deliverable**
        - **Deliverables - Deliverables can have many formats, such as documents, schedules, program code, or test results**

In Standard AIM Methodology under each phases it is described which are Core and Optional Tasks (Project Deliverables) and it is Implementer Choice to decide what has been agreed in the Implementation Contract with the client as Project Deliverable

You can download AIM 3.0 from the following link

http://download-east.oracle.com/partners/265498.EXE

Now AIM Version 3.1 was released which is NOT Free download and only Oracle Partners has been given with limited access to my knowledge

Project deliverables

Project Deliverables I have used in my Implementation in sequential order

- CR010 – Project Management Plan / Project Plan (WM020)
- Overview Training
- RD010 – Organization Structure
- RD020 – Business Requirement Gathering
- RD050 / BR030 – MAP Business Requirements
- TA040 – Application Architecture Strategy
- CRP Session I
- BP080 – Future Business Model
- BR010 – GAP Analysis
- CRP Session II
- MD050 – Functional Design
- MD070 – Technical Design

Project deliverables

Project Deliverables I have used in my Implementation in sequential order

- System Integration Testing
- CV010 – Data conversion Strategy
- CV060 – Data Conversion Templates
- PM010 – Transition Strategy
- TE040 – Test Scripts
- BR110 – Security Profiles (Roles and Responsibility Matrix)
- User Acceptance Testing (UAT)
- Cutover and Production Migration Plan
- End User Training (End User Manual)
- BR100 – Application Set up

You Need to get a Sign off from Client from Each of the above to Protect Yourself that You have Configured the Oracle Application as per Contract and as per Business Requirement of the client.

Note: As mentioned above this is NOT 100% fool proof method. I am sharing only my experiences

Standard MYTHS about AIM Methodology

- **Many Consultants and Project Managers think it is too vast and NOT fit for practical situations which is NOT true**
- **Consultants think it is the responsibility of Project Manager alone to know about the complete AIM Methodology and NOT required at Consultant level**
- **Too much of Documents and Template which is NOT required**
- **AIM does not provide flexibility to suit various scenarios / industries.**
- **Consultants unable to grasp easily the methodology**
- **Consultants think only people with PMP knowledge can better understand and execute the AIM methodology in proper manner**
- **Consultants feel it is too difficult to understand themselves and making the client to understand**
- **Clients are reluctant to read the documents and sign off the Project Deliverables**

Actual Facts about AIM Methodology

- **AIM like any other Project Management tool advises the Project Managers to take best possible decision and provides only a basic Framework**
- **If you have taken PMP exam, the exam will start with ‘We are NOT looking for correct answers. We are concerned with Best Judgement answers based on the facts provided’ – AIM Methodology also is just giving a framework for the implementer and provides a flexibility to choose according to the client’s requirements based on best judgement assessment.**
- **It is NOT mandatory to use all Templates. In some of the implementation which are very small, we have submitted only BP080 (Future Business Model) ,TE040 (Test Scripts) and BR100 (Application Set up)**
- **AIM provides lot of flexibility and modify the templates to suit your requirement and convince the client.**
- **Consultants should go through the AIM documents and understand what is the purpose of each template and which one will best fit to client based on Business and Implementation approach (Big Bang or Vanilla).**
- **The Contract entered with Client should specifically mention what are the Project Deliverables agreed as part of the Project**

Discipline to be applied in Project Deliverables

1. Prepare the document in legible manner and easy to understand
2. Ensure the client is able to understand the purpose of documents
3. Follow the documentation principle like Preparer, reviewer with dates and approvers with version controls details in all documents.
4. Place your company logo and client logo in all documents.
5. Try to avoid Word, Excel, PPT attachments to the templates.
6. Collect enough details from client to prepare the process flow.
7. Stick on to the Project schedule to submit the documents on time.
8. Ensure to fill the open and closed issues on all updates if any.
9. Follow the uniformity in using templates across all modules.
10. Use Flow charts tools like VISIO to draw the Process flow .
11. Flow charts should clearly depict the client Business flow.
12. Avoid providing internal intranet URL etc for reference.
13. Follow the Oracle Custom standards while preparing Technical Docs.
14. Documents prepared by one person must be reviewed by another before submitting to Client.
15. Get a sign off from client and as well as from PM on all docs.

Overview of the Project Deliverables

CR010 – Project Management Plan

The essential content of CR010 are as follows

- Project Plan (mostly in Microsoft Projects) (WM020)
- Scope, Objectives, Approach
- Project Task, Deliverables & Milestones
- Control and Reporting
- Work Management
- Project Resources (Men, Hardware, Database management)
- Identified Risks & Mitigation Plan
- Change Request and Problem Report Log Management
- Minutes of Meeting
- Acceptance Certificate
- Project Team Contact Listing
- Key Task and Responsibilities of Implementation Team

Note: The Project Plan prepared in MS Projects have certain issues. The Client would like to view the Resource Allocation till end of Project is not feasible. Some Clients would like to have Joint Plan of Client Resource as well as Implementer Team Resource which is not feasible. MS Project can be used more of a Milestone chart, but there are companies in US and Europe region where they use the Plan diligently to control Scope, Time and Cost

Overview of the Project Deliverables

Overview Training

The Overview Training covers a Birds Eye view of

- Basic Modules of ERP
- Integration between Modules
- Menu, Sub Menu, Function
- Responsibilities and Users
- Icon Buttons
- Concurrent Processes
- Accounting
- Reports
- Workflow Notifications
- Database, Forms, Reports
- Different Instances
- Implementation Approach

Note: This training essentially helps to buy-in the confidence of the client that the software will meet the requirements. This Training needs to be conducted at High Level and not at End user level.

Overview of the Project Deliverables

RD010 – Organization Structure

The essential content of RD010 are as follows

- Interview organization management to obtain a clear understanding of current and proposed entity structure.
- Develop a chart showing the current organization structure. - Organization Legal Entity Structure Chart
- Develop a business organization overview and listing. - Business Organization Listing and Overview
- Define and chart the Financial Operating environment. - Financial Operating Environment
- Define the financial and management reporting environment. - Financial and Management Reporting Environment
- Review the Current Financial and Operating Structure with project management and secure approval.
- Review the Current Financial and Operating Structure with appropriate organization management and secure acceptance for the deliverable

Note: This is the most tough Task like Countries in Middle East where Legal Registration of the Companies details are not provided in detail. You cannot make this structure uniform as the Business Model varies for each and every Business within the same industry.

Overview of the Project Deliverables

RD020 – Business Requirement Gathering

The essential content of RD020 are as follows

- Schedule, confirm, and prepare for process definition sessions by business area.
- Identify the core business processes (level 1 if you are using Oracle Business Models) and write a summary description of each process.
- Conduct interviews using the questionnaires and other sources of information to clarify questions you have identified.
- Gather any other current business materials that may enhance team understanding and documenting of current business process requirements.
- Identify any issues regarding the current business analysis.
- Review the Current Business Baseline with users and business area management.
- Secure acceptance of the Current Business Baseline from business area management.
- Secure acceptance of the Century Date compliance approach described

Note: The AIM Methodology Provides a Questionnaire for every module which you have to modify to suit to your Business

You will find a Model Questionnaire for Financials in following URL

http://itsafeature.com/sample-operational-analysis-questionnaires/

Overview of the Project Deliverables

RD020 – Business Requirement Gathering

The essential content of RD020 are as follows

- The AIM Methodology Provides a Questionnaire for every module which you have to modify to suit to your Business
- Some Companies will have Clearly defined Processes and some companies DO NOT know clearly what is the Process followed.
- The Consultant needs to be clever enough to question the client and extract the right information
- In case if they DO NOT have the Processes, Documenting them is very important
- DO NOT use same Questionnaire for all clients as the Business Model will vary from client to client in same industry.
- Client will try to include what they expect in the Oracle Applications also in this list – Try to avoid or keep it separate as an expectation from the client
- Some Clients expects the same Solution in Oracle also which they current system is offering – DO NOT admit if it is NOT Possible and it is a process of Change Management in the whole implementation.

Overview of the Project Deliverables

RD050/BR030 – Map Business Requirements

The essential content of RD050/BR030 are as follows

- Assign preliminary research topics to team members and confirm that they complete all research before the first design session begins
- For each process step, document business requirements and indicate the source of those requirements.
- Assess initial fit of application functions to business requirements at the elementary business function level. Make references to application documentation or navigation and indicate where known gaps exist
- Secure acceptance of the Business Requirements Scenarios
- Review high-level gaps, and the approach to resolve these gaps.
- Become familiar with Business Requirements Scenarios (RD.050) for the target process in need of mapping
- Conduct mapping sessions to assess detailed application fit and create or revise alternative to business requirements. Map future business requirements to application features, programs, reports, and other standard modules

Overview of the Project Deliverables

RD050/BR030 – Map Business Requirements

The essential content of RD050/BR030 are as follows

- Document major requirements
- Fit issues into a Requirement Essay
- Perform process research; look for and document alternatives
- Identify current versus proposed process steps and assess the feasibility of proposed alternatives
- Document alternatives. Record possible alternative alternatives for application gaps
- Document major operating and policy decisions
- Secure acceptance of the Mapped Business Requirements

Note: **This is the Critical Phase of an Implementation. If the Client Business Processes and the available Oracle Solution alternatives are Not known, then you will face issues in every stage like CRP, UAT and End User Training.**

Overview of the Project Deliverables

TA040 – Application Architecture Strategy

The essential content of TA040 are as follows

- Establish a list of the sets of books needed for the implementation and map their interrelationship
- Establish a list of inventory organizations needed for the implementation and map their interrelationship
- Establish a list of human resources business groups and organizations needed for the implementation and map their interrelationship
- Create the integrated business architecture for the finance, manufacturing, distribution, and human resources functions of the business
- Map the integrated business architecture to the detailed business functions of finance, manufacturing, distribution and human resources functions
- Review application functional architecture with business analysts

Note: This is the Backbone of an Implementation. You need to Keep this document with an Open issue stating this document is updateable at end of Project in the last page. The reason being, I have seen in many Implementation, the Organization Structure completely changed at the beginning and close of the Project.

Overview of the Project Deliverables

CRP Session I

The Conference Room Piloting Session I covers

- Basic Understanding and mapping of the Client Business Processes
- Explain the Flow of Transaction in Sequence
- Portray the importance of Integration of Modules
- How the Integrated System helps in Proper Decision making between Procurement, Inventory, Manufacturing, Order Management, Projects, Payroll and Financials
- Demonstrate the Link of CRM and Link to related Modules if it is in scope.
- Ensure the Session covers at least 75% of Client Business Processes
- Maintain an Issue Log to cover up the missed out areas in CRP II

Note: If the Client Business Requirement is not covered in the range of 60 to 75 % in this Session, Client will have more suspicion about the Product and as well as the Implementer. Hence Ensure before announcing the CRP session, You have a Good understanding of Client Business, Organization Structure and Reporting Patterns.

Overview of the Project Deliverables

BP080 – Future Business Model

The essential content of BP080 are as follows

- Review any documented future business requirements.
- Identify and describe the events to which the business responds.
- List each process and write a summary description of each, identifying the event to which it responds and its main inputs and outputs.
- Construct the top level of the hierarchy from information provided by interviews with senior management and Current Business Baseline (RD.020) information
- Identify the steps that make up each process, their sequence, any conditions that determine alternative execution paths, and the agent responsible for each step; validate that each step maps to an elementary business function
- Construct process flow diagrams for processes with more than two steps or with conditional steps showing the sequence of process steps and the flows between them. Show conditional steps where appropriate
- Break down the detailed Future Process Model into a list of the steps carried out by all participants in the process (if your project includes process change)

Overview of the Project Deliverables

BP080 – Future Business Model

The essential content of BP080 are as follows

- Translate the to-be process design into the functions of the Oracle Application, and determine high-level changes (if your project includes process change)
- Construct the intermediate and lower levels from application reference material and other required business functions
- Review the Future Process Model with users and management
- Secure approval of project and business line management

Note: This document will signify the Future Business Model and How Oracle Applications will be mapped to suit Client Requirements. The Flow Model should include the areas where Oracle Functionality is missing for which Custom Extension has to be built.

Ex: If your Customer is a Service Oriented Organization and in the Purchasing module, Your client wanted to Capture only inventory tracking and No need for inventory accounting, then the flow diagram should clearly show how expense asset items are tracked in Oracle Applications. No need to show the Normal Inventory Procure to Pay cycle. Document only what is applicable for your client

Overview of the Project Deliverables

BR010 – GAP Analysis

The essential content of BR010 are as follows

- Identify the major GAP between Client Requirements and Software capability
- Check the possible workaround solution which will reduce the customization effort
- Compare and evaluate the costs, benefits, and risks of the alternatives
- Develop new solutions to determine an optimal set of options for the client
- Document the proposed changes to the application and other software resulting from the selected alternatives at a high-level
- Evaluate differences between current process performance and Solution Options (if the project includes process change)
- Determine differences in operating costs between the current processes and Solution Options (if the project includes process change)
- Evaluate how practices would change if the Solution Options were implemented
- Evaluate changes to staff numbers and costs, roles, and skills if the Solution Options were implemented

Note: An issue might be identified as GAP due to Lack of Oracle Application Knowledge of the Consultant. So a proper evaluation by an expert is must while identifying the potential GAPS or which can be fixed through a workaround solution.

Overview of the Project Deliverables

CRP Session II

Conference Room Piloting Session (CRP) II

- Ensure You have full understanding of Client Business and the Solution Demonstrated to the Client Covers all Issues except the one identified in BR010 GAP Document
- Ensure you have covered all Issues raised in CRP Session I is Addressed
- Identify any further issues arisen in CRP II and the same needs System level Configuration or an identified GAP which needs to be addressed through Workaround solution or Customization.
- Prepare PPT Handout and Material for the Business Users to identify and recall what was shown in CRP I and How it is addressed in CRP II
- Ensure the Client Business Requirement is met 80-90% by standard software and Balance 10% amounts to GAP which needs Customization or Workaround solutions.

Note: An issue might be identified as GAP due to Lack of Oracle Application Knowledge of the Consultant. So a proper evaluation by an expert is must while identifying the potential GAPS or which can be fixed through a workaround solution.

Overview of the Project Deliverables

MD050 – Functional Design

The essential content of MD050 are as follows

- Review Mapped Business Requirements (BR.030).
- Write the topical essay.
- Document forms.
- Document reports
- Document concurrent programs.
- Describe the technical approach.
- Review the high-level design with analysts and key users.
- Obtain approval for the Application Extensions Functional Design by the requester.

Note: Ex: A Standard Functionality does not exist and Workaround solution is not acceptable to Client. DO NOT change the Base Tables of Oracle Applications while preparing Customization / Extensions. Functional Design should be clear, Legible, unambiguous and Purposeful

I have implemented Oracle Property Manager for a Client and Client wanted to Manage those properties after Sales also. Client will be collecting Money from all owners in a Building and provide maintenance services. Each Building is a Legal Entity and only one Contract per Building for all Customers. There is NO standard solution / workaround solution in Oracle to have One Contract for multiple Customers. Hence we made a Customization without touching the base tables. The Standard CAM Functionality does not meet Customer requirement.

Overview of the Project Deliverables

MD070 – Technical Design

The essential content of MD070 are as follows

- Review Application Extensions Functional Design (MD.050).
- Describe the high-level approach.
- Define detailed program logic for modules (forms, reports, and programs).
- Document integration issues. Integration Issues
- List installation requirements.
- Document any additional information that may be helpful during the
- implementation of the customization.
- Update Application Extensions Functional Design (MD.050), as needed.
- Update Database Extensions Design (MD.060), as needed.

Note: The Technical Design Document to be in concurrence with what is required in Functional design document and requires thorough testing, in System Integration Testing, User Acceptance Testing before deployed to Production. Minor Issues tend to come up that should not change the total design structure and impairment to standard oracle functionalities

Overview of the Project Deliverables

System Integration Testing (SIT)

SIT covers the following

- SIT should be conducted after the Customization is Built and tested internally by the Implementer.
- The SIT should cover User Case with Test Scenarios and Integration of Related Modules.
- Ensure the Customization does not hamper any of the Standard Functionality
- The Test cases validate the technical Requirements and Specifications
- The Test cases verify if the application/System meet the Business & Functional Requirements specified
- The Test cases may also verify if the System meets the performance standards
- The SIT Test Script should be made ready before start of the session and Distributed to Users
- Update the issue Log with identified Bugs
- Involve Development to Fix the Bugs and get sign off from the Client

Note: The SIT involves Technical Development involvement to close any of the Bugs and Enhancements that may arise out of Testing. Getting Sign off is very Important in SIT to move to UAT.

Overview of the Project Deliverables

CV010 – Data Conversion Strategy

The essential content of CV010 are as follows

- Review existing materials and the Current Process Model and conduct interviews (if needed).
- Describe the purpose of the Data Conversion Requirements and Strategy
- Document included and excluded conversion project scope and background information for legacy systems.
- List the objectives of conversion and critical success factors.
- Describe the conversion approach, key inputs, resource requirements, organization, risks and contingencies.
- Describe the conversion approach you will follow to meet the conversion scope and objectives.
- Prepare Conversion Process Flows for each target application to which you are converting legacy data.
- List the tool and deliverable naming standards to be followed for conversion.
- Identify the key business objects and data translations for data cleanup, as well as data normalization and reduction requirements.
- Describe the high-level conversion testing strategy.

Overview of the Project Deliverables

CV010 – Data Conversion Strategy

The essential content of CV010 are as follows

- Outline the conversion project's acceptance criteria used to measure the successful completion of the defined conversion tasks
- Describe the issue tracking system that will track and resolve conversion project issues.
- Define the version control standards for conversion programs and other conversion deliverables.
- Document how conversion project scope changes will be managed.
- Inform the project team of the quality system that will govern this conversion project.
- Define the conversion requirements at the application and business object level.
- Document the specific selection criteria for each business object you are converting.
- Review the Data Conversion Requirements and Strategy with the designated approver and secure acceptance.
- Identify any material changes to project scope and associated task estimates with the project manager and update the Project Management Plan as appropriate.

Note: The Data Conversion Process should be carefully done to ensure it is as per the terms of contract what is agreed upon. Some clients will request for all Historical transactions to be loaded into oracle which should be avoided as most of the time will be spent only in data migration and try to convince client only for loading Open Transactions

Overview of the Project Deliverables

CV060 – Data Conversion Templates

The essential content of CV060 are as follows

- Document any conversion assumptions that affect the design of the conversion programs.
- Describe the Oracle tables that will be populated during the conversion, and the order in which the tables need to be populated.
- Document the processing rules to design in the conversion programs.
- Document the translation rules that need to be designed into the conversion programs.
- Document the filter rules to design in the conversion programs.
- Document the foreign key rules to design in the conversion programs.
- Document the derivation rules to design in the conversion programs.
- Document the logic required for the download or extract program.
- Document the logic required for the interface table creation program.
- Document the logic required for the upload program logic.
- Document the logic required for the translation program logic.
- Document the logic required for the interface/validation program logic.

Overview of the Project Deliverables

CV060 – Data Conversion Templates

The essential content of CV060 are as follows

- List the programs and any associated extract files created for each business object.
- Secure acceptance that Conversion Program Designs include criteria for compliance with Century Date standards.

Note: **Please ensure if you have created separate set up for Transaction Type, Dummy Payment method to load Open Transactions, etc., the same are end dated and not available in LOV after POST GO LIVE. Discuss with client the Modus Operandi (Mode of operation) of the data conversion Process and agree upon with the client before progressing to actual Data Loading to Production Instance and ensure it is as per agreed terms of Contract.**

Overview of the Project Deliverables

PM010 – Transition Strategy

The essential content of PM010 are as follows

- Review the proposed system architecture, locations, and resources within locations.
- Determine the migration priority of applications and critical business functions and organizations.
- Derive the resources and tools required in support of migrating business systems, software, and hardware.
- Anticipate implementation contingency situations by reviewing similar implementation projects.
- Review the business contingency requirements component of the Business Availability Requirements
- Define a Transition Support Strategy.
- Update the schedule to reflect the need-by dates for receiving and installing production hardware and software.
- Review the draft deliverable with senior management and seek approval.
- Identify any material changes to project scope and associated task estimates with the project manager

Note: The Transition Plan and Cut over Plan will determine what data will be available in Oracle and from which date the data will be entered in Oracle. Hence this activity requires Proper Planning. Most of the cases the data may not be available and client may not be willing to provide in the required Format.

Overview of the Project Deliverables

TE040 – Test Scripts

The essential content of TE040 are as follows

- Review the Business Mapping Test Results and map to test scenarios.
- Review the Link Test Script
- Develop the System Test Specifications
- Develop the Data Profile for the system test.
- Include a Defect Log to be used during testing.
- Develop the System Test Sequences.
- Validate the components of the System Test Script.
- Secure acceptance that system test scripts include criteria for Century Date compliance testing.

Note: The Test Scripts are prepared for Three (i) System Integration Testing, (ii) User Acceptance Testing, (iii) End User Testing. The detail of the scripts need to vary depending on the Test. It is must to get a Sign off from All users who has participated and get a Feedback or Create a Issue Log/Defect Log to address and close the issues to move forward to Production Set up.

Overview of the Project Deliverables

BR110 – Security Profiles (Roles and Responsibility Matrix)

The essential content of BR110 are as follows

- Identify user roles across all business functions and organizations.
- Identify security requirements for each user role.
- Map user roles onto application security structures.
- Define application module access for each system user role.
- Secure acceptance of the Security Profiles.
- Check the user who Needs Read Only access and set the roles accordingly.
- Ensure the Number of Licenses, Client has purchased for each module and it is within that limits. In case of shortfall inform the Client to procure additional licenses before setup.

Note: Generally there is a Standard Excel sheet format in which you maintain the Roles of Super user, Key User and End User details are mentioned and this sheet is updated on weekly basis so that it reflects the current status. There should be a proper mechanism and appropriate approval to grant access to particular user of any function.

Overview of the Project Deliverables

User Acceptance Testing (UAT)

UAT covers the following

- Ensure Client specific User Manuals are agreed in the Contract and prepare the same
- Modify the Test Scripts to suit Client Business Process Requirements
- Conduct Workshop to explain the purpose of User Manual and Test scripts and How it is used?
- Conduct UAT like a Workshop when all Users are present and they do it independently.
- Some Implementers provide a Viewlet Demo and the user replicates and test the same cycle.
- The Super Users/Key Users will perform the testing with permutation and combination and has to come out with issues if any.
- The Issue Log needs to be updated and close the issues Log by providing the required fix.

Note:The UAT serves as the acceptance criteria by the client whether the system adequately meets the Business requirement or not. Hence this is a very crucial and critical phase in any Oracle Implementation.

Overview of the Project Deliverables

Cutover and Production Migration Plan

Cutover and Production Migration Plan covers the following

- Check the Contract is there a parallel run agreed with legacy systems
- My suggestion is never agree for a Parallel run. The Client will never change the mindset to accept the new system and always try to compare Legacy with Oracle Applications.
- Have Clear Cut off date to Move to the new system.
- Plan for Period closure and adjustment entries in old system.
- DO NOT accept data from multiple sources. Always ensure the production data provided needs to be sent through one person from client side and all communication is routed through him.
- Ensure the transition have minimal impact to the Business
- Keep the Data received from client and the communication mails to ensure that the data provided as final is what is loaded and matched in Oracle. This will help to avoid any discrepancy

Note: The Cutover and Migration is a critical Milestone and ensure to run the diagnostic set up scripts for the modules which the client is using and You do not miss any set up. Run the necessary Reports and confirm that the Legacy data imported perfectly matched in Oracle

Overview of the Project Deliverables

End User Training

End User Training covers the following

- Ensure you have prepared the End user training Manual and Test scripts specific to User Roles and Responsibilities
- Conduct End User training according to the Roles and Responsibilities
  - Ex: If the AP Invoice User and Payment User are different, train them accordingly based on their roles
- Follow Train the Trainer Approach (i.e) The Super User conducts the training and you as an implemented only guide them in the training
- Depending on the geography you may have to conduct training in Local Language also like Arabic, French and German
- Ensure to get a sign off from the Users who participated in the training.

Note: The End User Training might raise some minor issues which needs to be addressed through Set up change or workaround solution. The Biggest challenge is user will not put in his concentration to do the testing. You need to ensure stakeholders give proper instructions to the concerned people and it is completed to meet the objective.

Overview of the Project Deliverables

BR100 – Application Set up

The essential content of BR100 are as follows

- Review the application configuration in the mapping environment.
- Review business mapping decisions and documents.
- Define the application setups intended for production.
- Implement the application setups in the appropriate environments (if necessary).
- Review and confirm configuration and impact of changes.
- Secure acceptance of the Application Setup Documents.

Note: This is the Final Document which you should prepare as per Production Instance Set up preferably with screenshots and get a sign off from Client. Any modification to Production Set up after this has to be handled through Change Request and Proper Approvals should be maintained for the same.

The Super Users/ Key User should Take ownership of the system and manage the system independently without much intervention from the Implementer.

Most of the cases the Support period is also managed by Implementer and Super Users not taking ownership of control causes failure of ERP Implementation.

References

The above presentation was prepared using following references

- AIM 3.0 Methodologies Documents / Templates and related PDF Documents.
- References from other sites as mentioned like (http://itsafeature.com/, www.oracle.com www.pmi.org etc.,)
- Based on my own Project Management Experiences with multiple Projects.

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Your comments and feedback on the above are welcome to my E-mail id

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The Pertinent Question is NOT how to do things right — but how to find the right things to do, and to concentrate resources and efforts on them - Peter Drucker

Thank You