

Ask yourself the following 20 questions to determine whether your organization needs an ERP system and is ready to implement one.

1. What are the current issues prompting us to consider an ERP implementation? (List them — for example: unable to scale sales or other business operations, inconsistent internal controls, ineffective financial reporting, increasing manufacturing complexity, existing systems no longer supported.)
2. Do we have a documented ERP strategy? Can we create such a strategy now, aligned with our business objectives?
3. Have we assessed our current business processes for strengths and weaknesses?
4. Have we documented our organization's shared values, so we can align our planned ERP implementation goals with those values?
5. Have we defined our ERP system business requirements?
6. What are the hardware and software requirements for the new ERP system?
7. What customizations, if any, will our ERP system require?
8. What components of an ERP system would we like to implement? (Consider: accounting, finance, human resources, manufacturing, inventory management, warehouse management, supply chain management, customer relationship management, ecommerce.) How would we prioritize their importance?
9. Have we assessed our data quality for migration to the new ERP system?
10. Have we defined clear, measurable goals for our ERP implementation?
11. Who will be on our ERP project team?
12. Who are our executive sponsors for the project?
13. Have we thought through and documented how the ERP implementation will change the way our organization's employees do their work?
14. Do we have a change management plan?
15. What is our timeline for the ERP implementation?
16. What factors might delay or derail implementation?
17. Have we established a budget for the ERP implementation?
18. Have we determined our total cost of ownership and return on investment for our ERP system?
19. Do we have a training plan?
20. What systems will become irrelevant after the implementation?