ERP Implementation Checklist For Government Contractors

1. Recognize the Need for Change
- ☐ Evaluate current systems and identify inefficiencies.
- ☐ Determine the necessity of switching from legacy systems to an ERP.

2. Research ERP Options
- ☐ Assess ERP solutions for industry-specific needs.
- ☐ Evaluate capabilities for project-based accounting and federal compliance.
- ☐ Consider future growth and scalability.

3. Engage with Experienced Users
- ☐ Consult with colleagues or industry peers who have implemented similar ERPs.
- ☐ Gather insights on successful integration strategies and potential challenges.

4. Organize and Move Data
- ☐ Develop a plan for compiling and transferring data from existing systems.
- ☐ Identify key data managers and the systems they use.

5. Customize for Efficiency
- ☐ Determine necessary customizations to optimize the ERP for your business.
- ☐ Engage with end-users to understand customization needs.

6. Balance Speed and Accuracy
- ☐ Implement the ERP in phases to ensure thoroughness and compliance.
- ☐ Prioritize accuracy over speed for a smoother transition.

7. Cultivate User Buy-in
- ☐ Create comprehensive training programs tailored to different roles.
- ☐ Identify internal champions to lead adoption efforts.

8. Follow Up for Long-term Success
- ☐ Regularly evaluate system performance and adapt as needed.
- ☐ Maintain an ongoing relationship with you ERP provider for updates and optimizations.