

THE 10-STEP GUIDE TO TRANSFORM YOUR APPROACH TO ENTERPRISE PLANNING

Your new people-focused resource planning processes will only deliver the value and benefits you expect if your teams are on board and fully adopt this new approach.

Here's our 10-step checklist to help you achieve successful and sustained transformation:

- 1. Develop a people-focused vision for the future and use it to inspire others.**
Top tip: Your vision should outline what your organisation should expect from a people-focused ERP and how it can make a difference to your employees.

- 2. Gain commitment and buy-in from your senior leaders. Encourage them to promote the changes by being visibly involved.**
Top tip: Gain stakeholder buy-in and support early to help push any business case through the organisation.

- 3. Ensure the benefits of the new processes are understood; users need to understand the changes and, why they are necessary, and how they will help them.**

- 4. Champions should be a mix of senior and junior employees - it's their passion that matters.**

- 5. Master your communication. Build awareness of the new processes across the organisation. Develop videos, social media and events to promote awareness and create excitement.**
Top tip: Create countdowns to key milestones and create a hashtag to group communications and build excitement. Encourage employees to use it too and leverage your champions.

- 6. Plan your roll out approach including diligent and visible testing to help promote the change. Ensure support options are in place and make them accessible to your user.**

- 7. Train users in the end-to-end process not just the technology. Target training so it is relevant and timely.**
Top tip: A learning platform could or should be part of your people-focused approach so use it effectively to provide the content people want to consume such as bitesize learning at the point of need when they will be performing the new process.

- 8. Obtain feedback on user experiences. Showcase changes made from feedback, share positive stories, quotes and act to make improvements where needed, communicating new functionality when available.**

- 9. Assess and promote the benefits that have been achieved, this will help with future engagement and adoption.**
Top tip: Quantify as many as these benefits as you can. Use your benchmarking data collected previously to help you do this.

- 10. Continue to train and support your new users. Consider offering different levels of training, as well as different ways of learning.**
Top tip: Don't just train employees once, consider offering ongoing training at periodic intervals, as part of onboarding or refreshers available when accessing the services.