



## HKICPA Workshop Series: ERP Implementation – From a User Perspective (October 2016 to April 2017)

This series of workshops draws on experience of the speaker to provide a user perspective of the various stages of an ERP implementation. It goes into a deep dive on how Finance and the organization are impacted by an ERP implementation both from a supporting role and from a user point of view. It walks participants through the nuts and bolts of a real life ERP implementation. The workshops will be interactive allowing participants to share their own experiences and discuss practical implementation questions.

This series of workshops aims at enabling participants to:

- Understand the role of Finance in an ERP implementation and how Finance is impacted
- Reflect on the critical success factors, challenges and pitfalls of the various stages of an ERP implementation
- Be better prepared when implementing an ERP system

The last two workshops are particularly useful for participants who have completed an ERP implementation and are experiencing post go live pains.

Topic/ Programme code	Date	Time	Venue
Planning and Mobilization (WSHP16101501)	Saturday, 15 October 2016	9:30 a.m. – 12:30 p.m.	KPMG
Blueprinting (WSHP16121001)	Saturday, 10 December 2016	9:30 a.m. – 12:30 p.m.	KPMG
Testing, Data and Business Readiness (WSHP17022501)	Saturday, 25 February 2017	9:30 a.m. – 12:30 p.m.	HKICPA
Cutover, Go Live and Transition (WSHP17032501)	Saturday, 25 March 2017	9:30 a.m. – 12:30 p.m.	HKICPA
Stabilization and Benefit Realization (WSHP17042901)	Saturday, 29 April 2017	9:30 a.m. – 12:30 p.m.	HKICPA



<b>Venue</b>	Hong Kong Institute of CPAs, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong  KPMG Training Centre, 28/F., Oxford House, Tai Koo Place, 979 King's Road, Quarry Bay, Hong Kong
<b>Format</b>	Workshop
<b>Language</b>	English
<b>Fee (For each)</b>	HKICPA member or student: HK\$750 IA/ HKIAAT member or student: HK\$750 Non-member: HK\$1,500
<b>Participants</b>	Finance professionals involved in evaluating, supporting, implementing and using an ERP system
<b>Competency*</b>	Information technology; Audit and assurance; Risk management; Management accounting; Accounting and financial reporting
<b>Rating*</b>	Intermediate level
<b>CPD hours (For each)</b>	3

\* Please refer to the [Institute's online CPD Learning Resource Centre](#) for descriptions of competency and rating.

## About the programme

### Stage 1 : Planning and Mobilization (WSHP16101501)

#### Course outline

This workshop will cover the following topics:

- Project scoping
- Finance resourcing structure
- Business case development
- Cost and budget management
- Governance process

### Stage 2 : Blueprinting (WSHP16121001)

#### Course outline

This workshop will cover the following topics:

- End to end finance processes
- Embedding controls in design
- Fit gap analysis
- Local change requests
- Blueprint sign off
- Change management



## About the programme

### Stage 3 : Testing, Data and Business Readiness (WSHP17022501)

#### Course outline

This workshop will cover the following topics:

- Testing and defect management
- Interfaces
- Training
- Data readiness
- Business readiness
- Change management

### Stage 4 : Cutover, Go Live and Transition (WSHP17032501)

#### Course outline

This workshop will cover the following topics:

- Post go live resource planning
- Business continuity planning
- Go-no-go decision
- Cutover activities
- Post go live support
- First month end closing
- Change management

### Stage 5 : Stabilization and Benefit Realization (WSHP17042901)

#### Course outline

This workshop will cover the following topics:

- Issue resolution
- Stabilization
- Embedding
- Benefits tracking
- Post implementation review
- Business as Usual (BAU) governance

## About the speaker

**Ms. Lolita Edralin**, Regional Stabilization Lead - SAP implementation, British American Tobacco ("BAT")

Ms. Edralin is a qualified accountant with over 30 years of audit and commercial experience. This includes 9 years of external audit experience with Arthur Andersen & Co, and over 20 years of senior management positions at BAT, where she served as Finance Director for Greater China Area, Head of Finance for Asia Duty Free, Head of ASEAN Audit and Finance Lead for Regional SAP implementation. Ms. Edralin has led the implementation of 2 SAP projects in BAT. The most recent one being the Regional SAP implementation for 24 markets in Asia Pacific, involving 430 full time user resources and over 50 SAP consultants.

Ms. Edralin obtained her Executive MBA from the Chinese University of Hong Kong. She is a member of HKICPA and AICPA.



To confirm your CPD booking,  
just log on to "My CPA" at  
<http://www.hkicpa.org.hk>

## HKICPA Event Enrolment Form (For Support Programme)

Finance & Operations Department,  
Hong Kong Institute of CPAs,  
37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

Payment & Enrolment Status Enquiry: 2287 7381  
e-mail: [finance@hkicpa.org.hk](mailto:finance@hkicpa.org.hk)  
Fax : 2893 9853

Course Information Enquiry:  
2287 7386 / 2287 7253  
e-mail: [cpd@hkicpa.org.hk](mailto:cpd@hkicpa.org.hk)

**FOR OFFICE USE**

**Deadline: 7 working days before the date of the programme**

No.	Membership		Full Name of Participant(s) (Block Letters)	Company	Email address <sup>(2)</sup> (Block Letters)	Programme Code	Fee (HK\$)
	No.	Status (1)					
1							
2							
3							
4							
Total (HK\$)							

☐ I am unemployed and not working. I am planning to rejoin the workforce.

The Institute reserves the right to allocate places to enable the enjoyment of more members in this event.

The Institute's decision is final. Applicant must submit the enrolment form 10 working days before the event.

Contact Person : \_\_\_\_\_ Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail : \_\_\_\_\_  
Contact information is used solely for communication of this particular event, without update to your member profile.

**Payment Method** (Please tick the appropriate box)

☐ Cheque (no. \_\_\_\_\_) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA" <sup>(7)</sup>

☐ BOC HKICPA VISA ☐ BOC HKICPA UnionPay card ☐ Other VISA / MasterCard

Card Number: \_\_\_\_\_ Card Expiry Date (MM/YY): \_\_\_\_\_

Cardholder's Name (block letters): \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment receipt will be sent to your email address provided above once the payment is confirmed.

- Notes:**
- Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **NM** = Non-Member.
  - Confirmation of enrolment will be sent to you via email. You can check your enrolment status at "MyCPA" at [www.hkicpa.org.hk](http://www.hkicpa.org.hk). Unsuccessful enrolment will be notified with full refund.
  - NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
  - All applications are on a first-come-first-served basis.
  - Application by fax will ONLY be accepted when payment is made by credit card. Cash is strictly not accepted. Please ensure all the particulars relating to payment are completed, otherwise the application cannot be processed. There is NO need to send in the enrolment form again if it has already been faxed to the Institute.
  - For credit card payment, the card should be valid with expiry date at least 1 month from the date of event.
  - Please issue SEPARATE CHEQUE for each event.
  - In normal circumstances, the event fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the event be cancelled or postponed due to unforeseeable circumstances, refund will be made according to your payment method. For credit card payment, refund will be made directly to your credit card account. For cheque payment, refund will be mailed to your correspondence address.
  - All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon signal no. 8 or above or if a Black Rainstorm warning is hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
  - The Institute reserves the right to change the venue, date, speaker or to cancel the event due to unforeseen circumstances.
  - No unauthorized audio or video recording is allowed at CPD events.

**Personal Data:** Your personal data collected from the enrolment process and administration of courses/events/activities will be used for the purpose of the administration of the course on which you are enrolled. Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link <https://www.hkicpa.org.hk/en/members-area/comm-preference/>.

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