Hong Kong Institute of
Certified Public Accountants
香港會計師公會

ERP implementation – Best Practices, Controls and Governance

(September 2018 to March 2019)



According to a study performed by Panorama Consulting Solutions, an ERP consulting firm, 79 percent of ERP implementations took longer than expected, while 64 percent of these implementations exceeded budget. But why?

This series of workshops walk participants through the nuts and bolts of real life ERP implementations and go into a deep dive of the best practices, change management and monitoring processes that are critical to success. For each workshop, a controls and governance checklist will be produced as a reminder of what needs to be in place at each stage of implementation. The workshops will be interactive allowing participants to share their own experiences and discuss practical implementation issues.

This series of workshops aim at enabling participants to:

- Understand the various stages of an ERP implementation
- Reflect on the critical success factors, challenges and pitfalls for users, management and project team
- Focus on the controls and governance during the implementation process
- Be better prepared when participating in or auditing an ERP system implementation

Topic/ Programme code	Date	Time	Venue
Planning and Mobilization (WSHP18092901)	Saturday, 29 September 2018	9:30 a.m. – 12:30 p.m.	**KPMG Training Centre**, 28/F., Oxford House, Tai Koo Place, 979 King's Road, Quarry Bay, Hong Kong
Design and Blueprinting (WSHP18102702)	Saturday, 27 October 2018	9:30 a.m. – 12:30 p.m.	**KPMG Training Centre**, 28/F., Oxford House, Tai Koo Place, 979 King's Road, Quarry Bay, Hong Kong
Testing, Data and Business Readiness (WSHP18112401)	Saturday, 24 November 2018	9:30 a.m. – 12:30 p.m.	**KPMG Training Centre**, 28/F., Oxford House, Tai Koo Place, 979 King's Road, Quarry Bay, Hong Kong
Training, Cutover and Go Live (WSHP19022301)	Saturday, 23 February 2019	9:30 a.m. – 12:30 p.m.	**Hong Kong Institute of CPAs**, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong
Stabilization and Post Implementation Review (WSHP19032301)	Saturday, 23 March 2019	9:30 a.m. – 12:30 p.m.	**KPMG Training Centre**, 28/F., Oxford House, Tai Koo Place, 979 King's Road, Quarry Bay, Hong Kong

1324r1_20181206

Hong Kong Institute of
Certified Public Accountants
香港會計師公會

Format	Workshop
Language	English
Fee (for each)	HKICPA member or student: HK$750 (online enrolment: HK$740) IA/ HKIAAT member or student: HK$750 Non-member: HK$1,500
Participants	Finance professionals participating in the implementation, audit, supervision or management of an ERP system deployment
Competency*	Information technology; Auditing and assurance; Risk management; Management accounting; Accounting and financial reporting
Rating*	Intermediate level
CPD hours (for each)	3

* Please refer to the Institute's online CPD Learning Resource Centre for descriptions of competency and rating.

About the programme

The workshops will cover the best practices, controls and governance associated with the activities in every stages of an ERP implementation.

Stage 4: Training, Cutover and Go Live (WSHP19022301)

Course outline

- Training preparation and execution
- Cutover planning
- Contingency planning
- Go-no-go decision
- Post go live support (hypercare)
- Controls and governance checklist

Stage 5: Stabilization and Post Implementation Review (WSHP19032301)

Course outline

- First month end closing
- Stabilization and embedding
- Benefits tracking
- Post implementation review
- Controls and governance checklist

About the speaker

Dr. Lolita Edralin, Professor of Practice, The Hong Kong Polytechnic University
Dr. 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 British American Tobacco, where she served as Finance Director for Greater China Area, Head of Finance for Asia Duty Free, Head of ASEAN Audit and Finance Leads for Regional SAP implementation, Stabilization and Transformation. Lolita has led the implementation of four SAP projects in BAT – the largest one being the Regional deployment of SAP to 24 markets in Asia Pacific within 3 years.

She is currently serving as Professor of Practice (Accounting) at The Hong Kong Polytechnic University, where she obtained her Doctor of Business Administration degree. She completed her Executive MBA with the Chinese University of Hong Kong. She is a member of both the HKICPA and the AICPA.

Hong Kong Institute of
Certified Public Accountants
香港會計師公會

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
Fax : 2893 9853

Course Information Enquiry:
2287 7386 / 2287 7230
e-mail: cpd@hkicpa.org.hk

FOR OFFICE USE

Deadline: 7 working days before the date of the programme

*The Institute reserves the right to allocate places to enable the enjoyment of more members in this event and the Institute's decision is final.

No.	Membership		Full Name of Participant(s) (Block Letters)	Company	Email address [2] (Block Letters)	Programme Code	Fee (HK$)
	No.	Status[1]					
1							
2							
3							
						Total (HK$)	

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

Contact Person : _____ Telephone 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" [7]

❒ 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:

1. Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **NM** = Non-Member.
2. Confirmation of enrolment will be sent to you via email. For HKICPA member, you can check your enrolment status at "MyCPA" at www.hkicpa.org.hk. Unsuccessful enrolment will be notified with full refund.
3. NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
4. All applications are on a first-come-first-served basis.
5. 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.
6. For credit card payment, the card should be valid with expiry date at least 1 month from the date of event.
7. Please issue SEPARATE CHEQUE for each event.
8. 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.
9. 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.
10. The Institute reserves the right to change the venue, date, speaker or to cancel the event due to unforeseen circumstances.
11. 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/.
Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to http://www.hkicpa.org.hk/en/service-tools/privacy-policy/.

For payment by cheque, please fill-in your postal address for refund.

Name:	Name:
Address:	Address: