



## ERP Implementation – Best Practices, Controls and Governance

(September to December 2023)



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

This series of webinars 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 business success. In each webinar, a controls and governance checklist will be produced as a reminder of what needs to be in place at each stage of implementation. The webinars will foster interactivity, enabling participants to contribute their own experiences and engage in discussions on practical implementation challenges.

This series of webinars 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 and Time	Speaker
Planning and Mobilization (EWEB23091601)	Saturday, 16 September 2023 10:00 a.m. – 12:00 noon	<b>Prof. Lolita Edralin</b> Professor of Practice (Accounting), The Hong Kong Polytechnic University
Design and Blueprinting (EWEB23101401)	Saturday, 14 October 2023 10:00 a.m. – 12:00 noon	
Testing, Data and Business Readiness (EWEB23111101)	Saturday, 11 November 2023 10:00 a.m. – 12:00 noon	
Training, Cutover and Go Live (EWEB23112501)	Saturday, 25 November 2023 10:00 a.m. – 12:00 noon	
Stabilization and Post Implementation Review (EWEB23120901)	Saturday, 9 December 2023 10:00 a.m. – 12:00 noon	



<b>Format</b>	Webinar
<b>Language</b>	English
<b>Fee (for each session)</b>	HKICPA member or student or IA: HK\$190 Non-member: HK\$410
	<i>(An email will be sent to you when your registration is accepted, which will include login details to the webinar. You can access the webinar by tablet, smart phone or PC.)</i>
<b>Participants</b>	Finance professionals participating in the implementation, audit, supervision or management of an ERP system deployment
<b>Competency*</b>	Information technology; Auditing and assurance; Risk management and internal control; Management accounting and reporting; Accounting and financial reporting
<b>Sub-competency*</b>	Data management and analysis; Identifying and managing risks; Designing internal controls; Project/cost management and evaluation; Planning, forecasting and budgetary control
<b>Rating*</b>	Intermediate level
<b>CPD hours (for each session)</b>	2.0

\* Please refer to the [competencies and ratings for CPD events](#).

## About the programme

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

### Stage 1: Planning and Mobilization (EWEB23091601)

#### Course outline

- Project scoping and approval
- Business case development
- Project team and resourcing structure
- Cost and budget management
- Controls and governance checklist

### Stage 2: Design and Blueprinting (EWEB23101401)

#### Course outline

- End to end integrated processes
- Embedding controls in design
- Fit gap analysis
- Blueprint sign off
- Controls and governance checklist



### Stage 3: Testing, Data and Business Readiness (EWEB23111101)

#### Course outline

- Testing and defect management
- Data readiness
- Business readiness
- Transition and change management
- Controls and governance checklist

### Stage 4: Training, Cutover and Go Live (EWEB23112501)

#### 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 (EWEB23120901)

#### Course outline

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

## About the speaker

### Prof. Lolita Edralin

Professor of Practice (Accounting), The Hong Kong Polytechnic University

Prof. Edralin is a qualified accountant with over 30 years of audit and industry 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 (BAT), where she served as Finance Director for the Greater China Area, Head of Finance for Asia Duty-Free, Head of ASEAN Audit and Finance Lead for Regional SAP implementation.

Prof. Edralin has led the implementation of 4 SAP projects in BAT. The largest one is the regional deployment of SAP to 24 markets in Asia Pacific, involving 430 full-time user resources and over 50 SAP consultants.

Prof. Edralin obtained her Doctor of Business Administration degree at The Hong Kong Polytechnic University. She graduated with an EMBA from The Chinese University of Hong Kong. She is a member of the HKICPA and AICPA.



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