

ERP Project Readiness Checklist

Confirm project objectives, scope, data, integrations and responsibilities before selecting or implementing SAP ERP in Singapore.

Type into the shaded fields, then save your copy. All items are optional. For longer records, give a file name or link.

1. Project objective and sponsor

1.1 Name the executive sponsor and the business decision this project must support.

Record: Sponsor, decision statement, target decision date

Owner

Status / target date

1.2 Document the current problem with a baseline, not only a desired system name.

Record: Current measure, source, period, process owner

Owner

Status / target date

1.3 Include improving the current system or postponing ERP replacement among the options to be assessed.

Record: Alternatives considered and reason for rejection or retention

Owner

Status / target date

ERP Project Readiness Checklist

Record the facts, open questions and person responsible.

2. Operating model and product fit

2.1 Map legal entities, countries, business lines, operating locations and headquarters relationships.

Record: Approved organisation and operating-model map

Owner

Status / target date

2.2 Record transaction volumes, users, peak periods, languages, currencies and reporting levels.

Record: Volume and complexity fact sheet

Owner

Status / target date

2.3 Assess SAP Business One, SAP S/4HANA Cloud Public Edition, SAP Cloud ERP Private and retention of the current system against the same business requirements.

Record: Reasons for fit and items still to be confirmed for each option

Owner

Status / target date

ERP Project Readiness Checklist

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3. Process, scope and control

3.1 List the processes in scope, their start and end points, exceptions and work that will remain outside ERP.

Record: Process scope and exclusions

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Owner

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Status / target date

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3.2 Identify approvals, segregation of duties, evidence and exception ownership for critical controls.

Record: Control matrix and role owners

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Owner

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Status / target date

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3.3 Show how SAP capability, MTC implementation, business extensions and integrations form the complete solution.

Record: Integrated solution design record

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Owner

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Status / target date

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ERP Project Readiness Checklist

Record the facts, open questions and person responsible.

4. Data and reporting

4.1 Assign an owner to every critical master-data domain and define quality acceptance rules.

Record: Data-owner list and quality measures

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Owner

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Status / target date

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4.2 Define migration objects, history, cleansing, reconciliation and retention requirements.

Record: Migration inventory and reconciliation plan

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Owner

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Status / target date

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4.3 Agree KPI formulas, report sources, owners, refresh timing and headquarters/local variants.

Record: KPI catalogue and report-source mapping

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Owner

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Status / target date

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ERP Project Readiness Checklist

Record the facts, open questions and person responsible.

5. Integration and Singapore requirements

5.1 Create an application, interface and data-flow register, including headquarters systems.

Record: Interface purpose, data, frequency, owner and failure response

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Owner

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Status / target date

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5.2 Confirm identity, security, privacy, cross-border transfer, recovery and availability requirements.

Record: Non-functional requirement register

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Owner

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Status / target date

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5.3 Confirm how current Singapore tax and InvoiceNow requirements will be handled in system configuration, testing and daily operations.

Record: Requirement source, review date, confirmed approach and system owner

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Owner

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Status / target date

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ERP Project Readiness Checklist

Record the facts, open questions and person responsible.

6. Project team and decisions

6.1 Name decision-makers, process owners, data owners, key users and technical owners, with committed time.

Record: Responsibility matrix and availability confirmation

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Owner

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Status / target date

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6.2 Agree who approves key decisions, risks and scope changes before configuration begins.

Record: Project meeting schedule and change process

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Owner

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Status / target date

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6.3 Confirm that the proposed team covers each implementation area and identify escalation contacts.

Record: Named roles, relevant experience and escalation contacts

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Owner

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Status / target date

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ERP Project Readiness Checklist

Record the facts, open questions and person responsible.

7. Testing, cut-over and operations

7.1 Prepare user-acceptance scenarios from real work, including exceptions and period-end activity.

Record: UAT catalogue, expected result and business approver

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Owner

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Status / target date

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7.2 Rehearse data load, reconciliation, cut-over, fallback and business-continuity steps.

Record: Cut-over rehearsal results and go-live approval criteria

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Owner

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Status / target date

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7.3 Define training, operating procedures, criteria for ending post-go-live support and ongoing support ownership.

Record: Training record, operating handbook and support handover

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Owner

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Status / target date

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Project decision

Complete what is known before the next phase. Open items can be discussed with MTC.

Recommended product and scope

Business reason and expected outcome

Key assumptions

Open risks and decisions

Named sponsor

Approval date and next step