Milestone Deliverables at a Glance

**Pemeco’s Milestone Deliverables** is a structured approach to project management that helps organizations focus on delivering successful ERP and digital transformation projects. The methodology is based on a set of 13 phases and 14 key deliverables, each strategically associated with key project milestones. This approach provides a clear roadmap for project teams to follow, ensuring that all stakeholders are aligned and working towards the same goals.

### Phase 1: Planning
- Set expectations and establish the foundation for the entire project
- Kickoff presentation

### Phase 2: Core Team Training
- Train the core team to drive mastery of ERP fundamentals, functionality, and technology
- Core Team Training Courses

### Phase 3: Mapping
- Document "as is" and "to be" business processes using maps to illustrate how to perform day-to-day tasks
- Business Scenario Lists

### Phase 4: Walkthrough
- Present the initial business blueprint and "to be" process and technical flows
- Walkthrough Presentations

### Phase 5: Conference Room Pilot
- Validate the theoretical business processes presented in the Walkthrough Phase in the new ERP application sessions
- 80% Scenario Scripts

### Phase 6: Departmental Pilot
- Introduce new users to the testing process who will revalidate the existing 80% business scenario scripts and write & test the 20% scripts
- 80% Scenario Scripts

### Phase 7: Integrated Pilot & User Acceptance Test
- Conduct Integrated Piloting (IP) as a final test before cutting over to the production system
- 80% Scenario Scripts

### Phase 8: End User Training
- Train end users on the system
- User Documentation & Training Courses

### Phase 9: Migration
- Cleanse, transform, and transfer existing data into the files needed by the new ERP application
- Data Migration Plan

### Phase 10: Customizations, Interfaces, & Special Projects
- Develop functions and enhancements not supported by the new ERP application
- IT Specifications for reports, interfaces, customizations, extensions, and forms

### Phase 11: Infrastructure
- Establish the IT infrastructure needed to support the new ERP application and its users
- IT Infrastructure Plans

### Phase 12: Cutover
- Load remaining data into the production company and balance it with the legacy system
- Cutover Plan

### Phase 13: Optimization
- Assess adoption, address outstanding gaps and issues, and coach end-users in their day-to-day routines

The 13 phases and their associated project tasks and deliverables are described in detail in our book, *Milestone Deliverables: A Hands-On Approach to Leading Successful ERP Implementation Projects*. If you would like to learn more about the full scope ERP and digital transformation services offered by Pemeco Consulting, visit our [website](http://www.pemeco.com) and [contact us](mailto:business@pemeco.com) today.