

ERP Readiness Checklist

1. Strategic Readiness

- Defined business goals for ERP implementation
- Buy-in from executive leadership
- Internal champion or project sponsor identified
- Clear understanding of the problems ERP needs to solve

2. Operational Readiness

- Documented current workflows and processes
- Identified key areas of inefficiency
- Departmental input gathered on pain points and needs
- Defined reporting and data visibility requirements

3. Data Readiness

- Reviewed current systems and data sources
- Identified duplicate, outdated, or inaccurate data
- Outlined a plan for data migration and cleanup
- Established ownership and governance of critical data

4. Team & Resource Readiness

- Dedicated project team identified
- Budget and timeline defined
- Availability of internal IT or external consultants
- Training needs and change management plans discussed

5. Vendor Evaluation Readiness

- Shortlist of ERP systems created
- Evaluation criteria and scoring rubric defined
- Demos scheduled with selected vendors
- References or case studies reviewed