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USAID ENERGY POLICY PROGRAM

PREREQUISITE DOCUMENT (NTDCL ERP IMPLEMENTATION PROJECT)

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PREREQUISITE DOCUMENT

(NTDCL ERP IMPLEMENTATION PROJECT)

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DISCLAIMER

The contents of this document are the sole responsibility of Advanced Engineering Associates International, Inc. (AEAI) and do not necessarily reflect the views of USAID or the United States Government.

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1. PURPOSE

The purpose of prerequisite document is to suggest prerequisites for successful implementation of ERP system. NTDCL must ensure that the necessary prerequisites are met before ERP project implementation starts.

2. PREREQUISITE ELEMENTS

The following table summarizes prerequisite elements and their purposes.

S. No.	Prerequisite Elements	Purpose
1.	Continuous commitment and support from NTDCL Board and Top Management	<ul style="list-style-type: none"> • Be champions for the implementation at all times and motivate employees from all levels of the company to get involved • Ready to accept and handle resistance to change • Empower project team and support rapid and on-time decision making relating to ERP implementation • Make and implement policies that support ERP implementation process and give incentive to employees for their extra support and efforts in the implementation process
2.	IT Infrastructure	<ul style="list-style-type: none"> • Dedicate budget for IT Infrastructure (Software/Hardware/Services) • Re-structuring of IT department • End user computer equipment (e.g. printers, scanners, notebooks, desktops, UPS, routers, switches, PDAs, LCD screens etc.) for NTDCL headquarter and remote sites • Connectivity (LAN, WAN, internet etc.) • WAN connectivity through existing fiber optic for NTDCL remote sites
3.	Documents Signoffs a) Terms of Engagement (between AEAI and NTDCL) b) RFP Acceptance Signoff	a) Ensure that a clear relationship is established between AEAI and NTDCL b) Ensure that inputs from all the relevant NTDCL stakeholders have been taken and addressed

<p>4.</p>	<p>Appointment of Project Director and 2 Project Managers</p>	<p>Ensure that the following resources are appointed as per the proposed ERP Org. Structure and Job Descriptions document:</p> <ul style="list-style-type: none"> • Appointment of Project Director (NTDCL) • Appointments of 2 Project Managers (NTDCL)
<p>5.</p>	<p>Project Team</p>	<ul style="list-style-type: none"> • Appointment/Hiring of ERP Functional (Subject Matter Expert) Leads related to the selected modules as per the proposed ERP Org. Structure and Job Descriptions document. <ul style="list-style-type: none"> ○ Include the best managers of the company in the project team if possible. • Appointment/Hiring of project team members related to the selected modules <ul style="list-style-type: none"> ○ Appoint/Hire technologically competent people
<p>6.</p>	<p>Space Allocation</p>	<ul style="list-style-type: none"> • Dedicated space for Data Center • Dedicated space for ERP Project Team (Around 40 resources for prioritized 4 modules) • Dedicated space for Vendor's Consultants (Around 10 resources)

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