Check List

DIGITAL TRANSFORMATION

This is how you easily get through an
implementation of a new digital business solution

JMA

It does not have to be difficult
to start a new IT project

**Are you considering investing in a new digital business solution and do you think it seems overwhelming?
This mini-guide might help to put your mind at ease and find security in a collaboration with JMA**

Implementing a new digital business solution is a large and complex task that requires dedication, hard work and a targeted effort.

As a leader, it is your job to lead the way and show the way for the rest of the organization.

Think of this guide as a checklist of questions to help you identify where to invest.

In this way, you can create a clear strategy and plan for the implementation of your new digital business solution and ensure that the entire organization is on board for the journey.
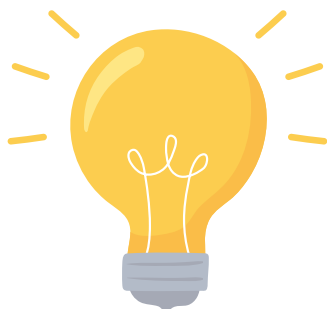
Check List

Are you ready to be dedicated, lead the way and be the beacon?

1. Why do we need a new digital business solution?

1. Identification of needs: What are the current challenges and limitations in our existing systems?

2. Improving efficiency: How can a new solution improve our work processes and make us more efficient?

3. Competitive advantage: How can this new solution help us gain a competitive advantage in the market?

2. What goals do we want to achieve with the new solution?

1. Clarity of objectives: What are the specific and measurable goals we want to achieve with this implementation?

2. Customer benefits: How will this solution improve customer experience and satisfaction?

3. Financial objectives: What financial results do we expect, such as cost reduction or increased revenue?

3. How do we best prepare the organization for the coming changes?

1. Communication: How can we best communicate the changes and the benefits of the new solution to all employees?

2. Training and support: What training programs and support initiatives do we need to implement to ensure employees are ready and comfortable with the new systems?

3. Involvement of key people: How can we engage and leverage key people to act as ambassadors for the change and support their colleagues through the process?

Check List

How do you get there?

1. Preparation of the organization

Implementing a new digital business solution is not the same as implementing a normal IT system. A business solution requires - in addition to all the technical tasks - also that the entire organization changes its processes and behaviour.

It is important that a project organization is appointed to handle the change processes. It is also important that the entire organization is aware of their roles and responsibilities throughout the implementation process.

The key people responsible for the implementation must understand the importance of being dedicated and be able to prioritize their time between the daily tasks and the new implementation. These key persons must function as "pioneers" who set the strategy for the process, focus on objectives and who help the other employees navigate safely through the many changes.

2. Should the processes be changed?

There may be areas where your company can reduce its costs or optimize its results. You probably already know some core areas where optimization could be done.

Before starting a project, in collaboration with the consultants at JMA, you will thoroughly and curiously review your work processes and challenges. Via workshops, we will work together to find alternative solutions or improvements to some of the existing problems in the organisation.

Together, we work through a preliminary analysis, which forms the basis for the entire project process:

- What functions should there be in the company?
- What features can DSM support?
- What requirements and prerequisites do you have for the finished project?
- What are the success criteria for the project?
- How big is the budget?
- What risks must be managed?
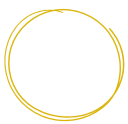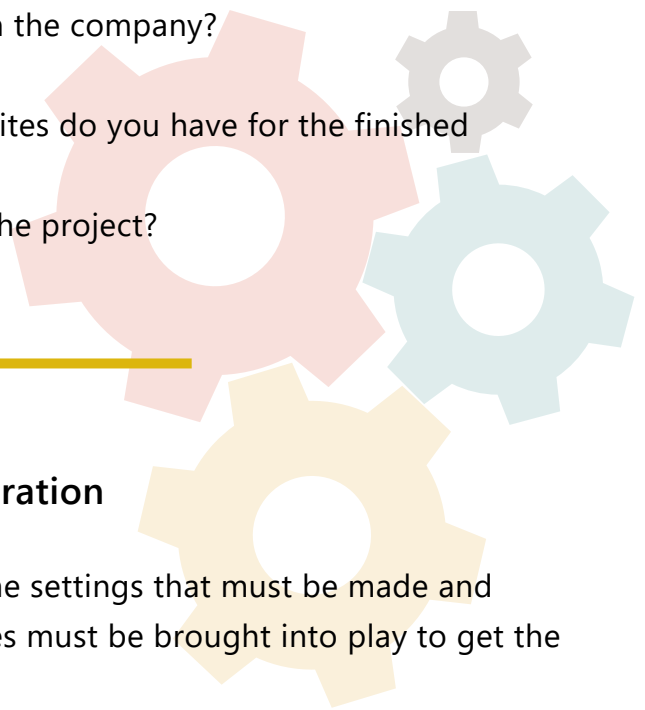
3. Specific tools for the configuration

Together, we create an overview of the settings that must be made and describe which new master data tables must be brought into play to get the new system up and running.

Work is done in workshops, where the subject area managers meet and summarize their work with each other.

Milestones are described, which help to determine whether we maintain the expected progress.

- How should the new business solution be configured?
- How to configure data and setup?
- How should the chart of accounts be structured?
- How should the new work processes be integrated into the solution?

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The Project Progress

1. Prior to start up

Before starting a new project, we would like to get an overview of your processes and workflows. Therefore we always start a process with a preliminary analysis to identify the challenges, where we challenge your business activities in relation to the company's strategy.

Based on these parameters, we can prepare estimates, which we review together before the final start of phase 1 - Planning. In many ways, the safest start to the project, as you will receive a qualified estimate of the project and eliminate any doubts about prices and future processes. After review, you may choose to approve the project based on these estimates.

2. Process Optimization

We help to adapt the activities so that they match the strategy that has been laid out. There may be areas where we believe your business can reduce its costs or optimize its earnings. Or we have knowledge of processes that can help to optimize your business processes.

Our consultants spend much of their time in dialogue with you and in meeting the challenges that arise. There is always room for our plans to be changed should urgent problems arise.

3. Project Progress

The phase consists of project creation, where a "rough" plan is made for when and how the rest of the project will proceed.

Workshop days are agreed upon and booked.

Finally, a technical environment is created, to be able to test during the project, but it is also used for operation when the system goes live.

In this phase, the remaining task pool and development are completed. JMA tests the DSM solution and ensures that everything is ready to "go live".

4. Delivery

We start by holding an introductory course to DSM.

Go-live means that we "switch off" your old IT systems and "switch on" the new ones. You should expect to be without an IT system for 2-3 days. On the Go-Live day and the following days, there are consultants on-site to help.

The first days are spent getting the most vital areas up and running. DSM modules and 3rd party modules are then started.

5. "Hyper Care"

We will never let you go completely :-)

A number of follow-up days must be agreed upon during the phase we call "Hyper Care". 2 days are mandatory and are set aside to help with the first month.

In the next phase, you will gradually be transferred to our support department.

The project is completed and a final report on the project is sent.

If, contrary to expectations, you are not yet completely comfortable
with a collaboration with JMA, you can contact one of
our consultants to find out more.