

10 Tips for a Successful Software Solution Migration



10 Tips for a Successful Accounting Software Conversion

Generally, a software migration can be a significant challenge. Unless you work with an expert and carefully work with a consultant to strategize and plan the conversion you may face challenges that significantly decrease productivity of your company and cost you a lot of money. Studies indicate that on average, large IT projects tends to run 45 percent over budget, 7 percent over time with 56 percent less value than predicted. Carefully defining the project, doing a full system analysis, and building a model for you with your own data will help eliminate typical challenges. Work closely with your consultant in each step of the decision-making process and get a firm quote to define, measure and achieve desired results.

Here are the top ten reasons your software project will be a success from beginning to completion:

1. User Involvement

From the onset, the relationship between the implementation team and your company should be a partnership. You want to be involved and also know the needs of your employees who will be using the upgraded system. The main key indicators are: Full system analysis, clear product demonstration, clear implementation procedure outline, firm quote for full implementation project including training, installation, implementation, process improvement strategies and support.



2. Executive Management Support

Management should be able to provide much more than funding the project. Be fully engaged and willing to guide the project. Having leadership heavily involved in the project will ensure that budget will be revised if required, project managers will obtain support to work through any project hurdles and the project will get the required attention in all aspects.

3. Clear Statement of Requirements

Establish clear goals to give your project a 13 percent boost in overall success or failure. All users need to compile and define user functions. Express your customization and flexibility requirements clearly.

4. Proper Planning

Strategize, Strategize, Strategize. First, the consultants will do a full system analysis. Simplifying and improving your current processes is critical. Find a consultant that will help you do this in preparation for the transition. Your input is critical in providing a list of current issues, pain points and requirements can be a tremendous asset. It is better to recognize your company requirements, research and determine the best solutions for your customers and employees and prioritize which upgrades will be most beneficial for your company together with your consultant.



5. Realistic Expectations

This project will take time. The average implementation can take 200 to 400 hours of consulting time spanning 2 to 4 months. Converting your current history will significantly decrease this time period and eliminate backlogs as well as delayed key performance indicators. Your company will need to be upfront about the nature of your goals and uses for the software and your consulting team will be able to best direct and ensure the project stays on course. The consultant is flexible to use your timeframe and when it is most suitable for your company to concentrate on learning new software and processes while at the same time provide priority customer support.

6. Establishing Smaller Project Milestones

Breaking down into smaller projects or components a big project is essential to managing the bigger project in a timely manner. As a result, setting smaller milestones in a large implementation project will ensure that if changes need to be made, they will be made quickly.



7. Competent Staff

It is important for your staff to understand the timelines, working closely with your consulting team. Your team does not need to be tech savvy, however, involvement is critical. Training is performed with easy to use instructions on your own data. This will greatly benefit you to jump right in and perform these same procedures with your customers there, waiting for their service. The staff does not have to be

expertise in technical procedures, if they are experts in their fields and willing to learn, they should have no problem adjusting to a new system.

8. Ownership

Your project will require agility and industry insights. Internally, you will need a solid project manager who will be the best point of contact for all types of communication and can manage challenges that will arise.

9. Clear Vision and Objectives

You will need a clear vision obtained from your consultant for the overall project including industry specific software integrations with your financial suite, if required will bring required results for your needs. It is also imperative to set your measurable goals and objectives to improve current manual processes. Improve efficiencies to optimize human resources to save you money. Evaluation of any manual projects currently accomplished to reach your goals need to be reviewed. Duplicated transaction data entry needs to be addressed.

10. Goal oriented, Dedicated and Focused Team with a good management

Every organization's goal is to attain an excellent team of talented and dedicated employees, excellent customer service and product or service profitability. Working together as a team is essential to your company's success and will help provide the necessary skills for a successful software conversion/upgrade. Be open-minded to make changes and improve inefficiencies. Now is the best time to address any desired changes. Discuss them with your consultant to resolve these issues.

