



# Frigault Consultant Ltd

## Digital Strategy

Prepared Exclusively for DEP International

### Assessment Phase

Based on the Business Strategy of DEP International, the customer service needs to improve in order to be more competitive on the market. The lack of information and control of their business processes was identified as the bottleneck to achieve this goal.

Implementing a full ERP system that will give them the flexibility to grow with the organization will significantly improve the way to service their customers. This will not only help the company have a better vision and control of their resources but also provide a better way of communication with their customers. Service response and quality will be above expectations.

### Project Type:

DEP International Inc. do not have a current ERP system, they are using Quickbooks for accounting. They manage their daily operations using Excel, and Google. The assessment will be focused on identifying the flow of information needed in order to help streamline their ERP operations and identify the best ERP System to accommodate those needs.

### Project Overview

This project will look at the existing business systems and will build a plan to improve the existing ERP or implement a new ERP.

Since they do not really have a current ERP system, the first steps will be to fully understand the information flow within their organization. Since most of their transactions are done manually, the assessment will be more time consuming in order to ensure all needs are understood. Once the business process is understood, we will visit a few ERP providers to select the best ERP System fit, to address these needs, and respecting the budget at hand.

### Business Problem:

- No current ERP system, only Quickbooks for accounting
- Replace Excel Sheets for transactions
- Simplify the regular everyday transactions
- Enter sales, quotes, invoices, purchases, remittance, jobs, etc. within ERP System
- Need to control inventory
- Equipment management
- Job costing

### Goals/Objectives of this Phase:

The intent is to better understand the existing ERP solution by doing the analysis and review of the current state and then ensure an implementation plan and solution will meet the future needs of the organization.

### Approach:

Over a series of meetings, discussions, and sharing of existing documentation, this phase will:



# Frigault Consultant Ltd

## Digital Strategy

Prepared Exclusively for DEP International

- Revise and analyze current process to build an ERP improvement plan
- Gather list of master files (Inventory, categories, customers, vendors, etc.)
- Analyze Manufacturing and Project Costing needs, tracking, Scheduling, Costing
- Gather list of BOMs, Project details, costing logic Etc.- Evaluate reporting needs, personnel involved, key position training needs, etc.
- Evaluate ERP software in consideration and give recommendations
- Evaluate change/add hardware needs
- Evaluate where customization will be needed
- Identify any other needs in order to improve the current ERP process

### Notes reviewed by department

#### Accounting:

- Every business transactions need to be reflected in the general ledger
- System should have drilldown capability from the GL entry to the detailed transaction
- Time entry clock not only to collect cost on jobs but also collect time for payroll
- Make sure system has payroll capability

#### Automation of workflow:

- Transactions should only need to be entered once. Example, Quote can be converted into Sales Order, and pulled into scheduling system
- Time Entry to calculate cost on jobs, and payroll
- Have Tablets to record data from the field, directly integrated with the ERP solution
- Have Tablets/Scanners to collect time integrated directly on job from the production floor
- Dashboard that will automatically send technicians their workload
- Sending alert emails for specific transactions, example: When receiving purchase order for a specific order, email is sent to requisitioner.

#### Cybersecurity

- In order to reduce needs to manage the network security, and data integrity, ERP Provider will be hosting the solution on the cloud.

#### Digital Marketing and E-commerce

- Solution should have the capability to create a webstore
- EFT payments
- EDI orders, if ever needed.



# Frigault Consultant Ltd

## Digital Strategy

Prepared Exclusively for DEP International

### Human Resources

- System needs to track training, certificates, and employee skills to match with scheduling tasks
- Keep employee information, along with picture ID
- Employee performance measurement, from the job logs within a certain time period.
- Tracking employee reviews

### Inventory Management

- System will need to control inventory transactions from purchasing to sale orders
- Capability of cycle counts, and bin tracking
- Calculating material needs using an MRP module
- Included any standard supply chain tools to manage inventory (ex:BOM, WIP, Transfers, MRP, Purchasing Workflow, etc)

### Marketing

- Easy to send email to specific customer in regards to events coming
- Webstore, to help customer find their parts, with the help of images

### Network

- System to be hosted on the cloud.

### Assessment Deliverable:

When this work is complete, DEP will receive two documents which will include: an assessment document report which will outline:

1. Assessment document of the learnings and the recommendations from this review
2. Implementation SOW

### Approach and tasks:

Over a series of meetings, discussions, and sharing of existing documentation, this phase will:

- Revise and analyze current process to build an ERP implementation plan
- Gather list of master files (Inventory, categories, customers, vendors, etc.)
- Review in detail each operation process in order to configure the within the ERP Solution
- Gather list of BOMs, Project details, costing logic Etc.- Evaluate reporting needs, personnel involved, key position training needs, etc.
- Gather list of all business forms in order to replicate within the ERP Solution
- Review grouping type of users in order to configure security needs
- Configure each module with ERP provider to make sure DEP process is respected
- Evaluate where customization will be needed
- Assist with the training, along with creating instruction sheets where needed
- List the metric needs to program business reports



TAKE CONTROL OF YOUR RESOURCES BY  
IMPROVING YOUR BUSINESS SYSTEM TOOLS

# Frigault Consultant Ltd

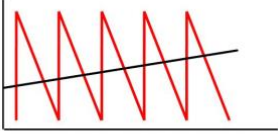
## Digital Strategy

Prepared Exclusively for DEP International

### Deliverable:

<b>Training/Instruction sheets and Process Configuration</b>	
<b>Modules</b>	<b>Estimate hours</b>
GL - Ledger	8
Accounts Receivable	8
Accounts Payable	8
Payroll	16
Human Resources	8
Time Collection	8
Inventory	24
Purchasing	15
Sales	15
Contact Management	8
Manufacturing	40
Production	40
Preventive Maintance	24
Graphics	10
EDI	15
Mobile	20
System Management	8
<b>Total Hours</b>	<b>275</b>

<b>Implementation</b>	
Import and convert data	50
Report building and forms	50
System Configuration	50
<b>Total Hours</b>	<b>150</b>



TAKE CONTROL OF YOUR RESOURCES BY  
IMPROVING YOUR BUSINESS SYSTEM TOOLS

# Frigault Consultant Ltd

## Digital Strategy

Prepared Exclusively for DEP International

Grand Total Estimated hours	425
-----------------------------	-----