

## **Job Specification**

### **For: ERP Project Manager**

#### **Job Description**

The ERP Project Manager is responsible for the successful planning, implementation, and management of ERP (Enterprise Resource Planning) systems within the organization. This includes overseeing all aspects of ERP project delivery, ensuring projects are completed on time, within budget, and in line with the company's objectives. The ERP Project Manager will work closely with stakeholders across various departments to understand requirements, define project scopes, and lead cross-functional teams to execute ERP implementation initiatives.

#### **Scope**

##### **Project Planning & Coordination**

- \* Lead the end-to-end planning and execution of ERP implementation projects, including scope definition, timeline creation, resource allocation, and budget management.
- \* Develop and maintain detailed project plans and schedules including data migration/cutover plans
- \* Coordinate with internal teams, external consultants, and vendors to ensure successful ERP implementation.

##### **Stakeholder Management**

- \* Act as the main point of contact for stakeholders, ensuring effective communication throughout the project lifecycle.
- \* Gather and analyze business requirements from stakeholders to define system needs.
- \* Ensure expectations are clearly set and met, and any risks or issues are proactively addressed.

##### **Team Leadership**

- \* Manage and direct the project team, ensuring they are equipped with the right resources and skills.
- \* Foster a collaborative and productive work environment.
- \* Provide regular coaching and feedback to team members, ensuring high performance.

##### **Risk & Issue Management**

- \* Proactively identify potential risks and issues, developing mitigation strategies and contingency plans.
- \* Lead efforts to resolve conflicts, escalating issues as necessary to senior management.

##### **Budget & Resource Management**

- \* Develop and manage the project budget, ensuring adherence to financial guidelines.
- \* Allocate resources effectively, ensuring optimal project execution without ERP Project Manager compromising quality or timelines.

##### **Training & Change Management**

- \* Coordinate the execution of user trainings and the delivery of thorough test scripts to ensure effective ERP adoption
- \* Oversee change management efforts to ensure a smooth transition and user acceptance.

#### **Requirements**

##### **Educational Requirements**

- \* Bachelor's degree in Computer Science, Information Technology, Business Administration, Technical, Engineering or a related field.
- \* Relevant certifications such as PMP (Project Management Professional) or PRINCE2 are highly desirable.

##### **Experience**

- \* 10+ years of experience in project management, with a focus on ERP implementations
- \* At least 5 years of direct experience in managing ERP implementation projects from initiation through to post-implementation support.

\* Experience with leading cross-functional teams and managing large-scale projects.

#### ERP Experience

\* Hands-on experience with ERP software, ideally Infor LN, either as a user, implementer, or integrator, is required.

\* Understanding of ERP system architecture, data migration, integration with other systems, and user training.

### Technical Skills

#### Project Management Skills:

Proven ability to plan, execute, and manage ERP projects successfully. Familiarity with project management tools and methodologies (e.g., Agile, Waterfall).

#### ERP System Knowledge:

In-depth understanding of ERP systems, including popular platforms such as SAP, Oracle, Microsoft Dynamics, NetSuite, or others.

#### Leadership & Team Management:

Strong leadership and team management skills with the ability to motivate and guide diverse teams.

#### Stakeholder Communication:

Excellent written and verbal communication skills for engaging with stakeholders at all levels.

#### Problem-Solving:

Ability to quickly identify problems, analyze complex situations, and implement effective solutions.

#### Risk & Issue Management:

Strong skills in identifying project risks and developing mitigation strategies.

#### Business Acumen:

Understanding of business processes across various departments, including finance, HR, supply chain, and sales.

#### Change Management:

Familiarity with change management principles and the ability to lead teams through transitions effectively.

#### Budgeting & Resource Allocation:

Strong financial acumen and experience managing project budgets and resources.

### Soft Skills

#### Analytical Thinking:

Ability to break down complex problems and ability to simplify complex issues into actionable solutions.

#### Attention to Detail:

Strong focus on accuracy and precision, especially when it comes to project plans and timelines.