

High - Level Project Plan

SAGE Business Cloud ERP Rollout Implementation

Client: MDY MART VENTURES LTD

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1

Project Objectives

The primary objective of the SAGE ERP rollout is to unify MDY MART's business operations across multiple states through a standardized and scalable enterprise solution.

Currently, MDY MART VENTURES LTD relies heavily on Microsoft Excel and QuickBooks for financial and operational management, resulting in fragmented data, manual processes, and limited real-time visibility.

The SAGE ERP implementation is designed to replace these legacy tools with an integrated, automated system that enhances collaboration, accuracy, and efficiency across all departments.

Specific Goals Include:

Process Automation: Streamline operations across Finance, Logistics, Sales, and Data Management.

Centralized Control: Enable accurate, real-time reporting and centralized decision-making.

Operational Efficiency: Improve productivity and resource utilization across all branches.

Data Accuracy & Compliance: Enhance data governance, financial accuracy, and regulatory compliance.

Scalability: Build a system architecture that supports future expansion into new locations (including Rwanda).

User Adoption: Ensure effective training and smooth transition for all end-users.

2

Stakeholder Identification

Category	Stakeholders	Role/Responsibility
Executive Sponsors	Project Board	Strategic direction, approvals, and oversight.
Project Leadership	Project Manager, Assistant Project Manager	Overall coordination, delivery, and communication.
Functional Leads	Data & Administration Lead Finance Lead Logistics Lead Finance & Data Analyst Operations & Testing Lead Training & Quality Assurance Lead	Define requirements, validate designs, support implementation and testing.
Users	Branch Managers, Department Heads, and End-Users	Participate in UAT, feedback sessions, and post-go-live adoption.
Technical Partners	Sage Implementation Consultants	Provide ERP configuration, integration, and technical support.

3

Project Scope

In Scope:

- Deployment of Sage Business Cloud ERP across four operating locations covering Finance, Sales, Procurement, Logistics, and Data Administration functions.
- Integration of Finance, Sales, Procurement, Logistics, and Data Administration functions.
- Data migration from legacy systems and spreadsheets.
- User training, testing (UAT), and go-live support.
- Establishment of governance, ticketing, and reporting frameworks.

Out of Scope:

- Custom software development outside Sage ecosystem.

4

2. Third-party vendor or retail POS integrations not approved in design phase.

3. Post-launch feature enhancements beyond stabilization period.

High-Level Timeline (01 November 2025 – 29 December 2025)

Phase	Key Activities	Timeline (Indicative)
Phase 1: Discover	Identify local business requirements, conduct scoping and impact workshops, and finalize stakeholder engagement.	01-10-11-25
Phase 2: Prepare & Explore	Perform Fit-Gap analysis, map business processes, plan training and testing, and define access/security structures.	11-24-11-25
Phase 3: Realize	Develop functional specifications, configure system, execute testing, and perform initial data migration and user training.	25-09-15-25
Phase 4: Deploy	Conduct UAT cycles, run mock cut-over, and execute go-live transition.	10-20-12-25
Phase 5: Launch & Go Live	Provide user setup, ticketing support, and post-go-live handholding.	21-24-12-25
Phase 6: System Evaluation (Review Closure)	Evaluate solution performance, assess user adoption, and finalize project closure and lessons learned.	25 -29-Dec-25

Total Duration: 8 Weeks — 1 November 2025 to 29 December 2025

5

Resource Planning

Resource Category	Description
Human Resources	Cross-functional team including PM, Analysts, Product Owners, and Trainers.
Technical Resources	Sage ERP environment (sandbox, test, and production instances).
Training Resources	User manuals, virtual workshops, super-user onboarding.
Financial Resources	Budget allocated for licensing, training, consultancy, and logistics.
Project Management Resources	Manage planning, coordination, scheduling, and project delivery activities.
Business Process Owners	Validate requirements and ensure business process alignment.
Testing Resources	Execute testing, identify defects, and support UAT activities.
Change Management Resources	Support user adoption, training, and transition to new processes.

6

Risk Assessment & Mitigation

Potential Risk	Impact	Mitigation Strategy
Data migration errors	High	Conduct multiple mock loads and data validation cycles.
User resistance to change	Medium	Implement structured training and communication plans.

	Schedule delays	Medium	Strict milestone tracking and escalation procedures.
	Integration challenges	Medium	Early engagement with IT and external vendors.
	Post-go-live instability	High	Provide Early Life Support and dedicated helpdesk.
	Scope Creep	High	Formal Change Control Process
7	Execution & Monitoring Framework		
	Project Governance: Weekly Steering Committee reviews and status reports. Progress Tracking: Milestone-based tracking via MS Project or similar tool. Change Requests: Managed through a formal Change Control Board (CCB). Communication: Weekly project meetings, dashboards, and monthly executive updates.		
8	Quality Control & Change Management		
	Quality Assurance:		
	Continuous testing, validation, and documentation reviews.		
	Testing Cycles: Unit, Integration, and UAT (2 cycles minimum).		
	Change Management:		
	Regular stakeholder updates		
	Super-user involvement		
	Post-training assessments		
	Controlled release management during go-live		
9	Closure & Post-Project Review		
	Upon project completion:		
	1. Conduct final performance evaluation and lessons-learned session.		
	2. Prepare Project Closure Report documenting outcomes, issues, and recommendations.		
	3. Transition support to internal IT and process owners.		
	4. Measure success through adoption KPIs, financial reporting efficiency, and user satisfaction.		
10	Expected Outcomes		
	1. Transition from Excel and QuickBooks to a centralized SAGE ERP platform.		
	2. Fully integrated ERP solution across all MDY MART business units.		
	3. Centralized financial and operational visibility.		
	4. Reduced manual processes and reporting errors.		
	5. mproved coordination between branches and departments.		
	6. Enhanced readiness for future business growth and international expansion.		
11	Project Success Metrics		
	Metric	Target	Result
	UAT Pass Rate	>95%	Achieved
	User Adoption	>95%	Achieved
	System Uptime	>99.5%	Achieved
	Data Migration	100%	Achieved
	Critical Go-Live Defects	0	Achieved