

Planning for a Gema system



Netguides have implemented many solutions and helped guide many companies through the changes that a new business system represents.

The key to an easier transition is good planning. The existing processes and systems need to be fully understood and the new system and processes need to be well defined, so a mapping between old and new can be made. Understanding what will change and who that will affect is vitally important to a successful transition.

A Gema project will typically consist of the following stages:

Initial Consultation The initial consultation is free of charge. We will discuss your business and requirements in general terms to get an idea of what you need. Following the consultation we will provide an outline of the solution we would recommend, together with a budgetary quotation for this solution and a fixed price quotation for the Business Analysis and development of the Functional Specification.

Business Analysis We will help you to analyse your business structure and processes. Many processes inside businesses are there simply to work with or around current IT infrastructure, we can help identify and optimise these with the new system in mind. We provide advice on how can you map a process to a repeatable system and what can be automated and what shouldn't be. We can also help design processes for new functionality that may be introduced by the system such as online selling. Following this analysis we will discuss the results with you and identify the functionality that it would be most beneficial to implement first, along with broad outlines for future phases if required.

Functional Specification Before developing each phase we produce a Functional Specification. This will define exactly the functionality of the system for this phase. This document is approved by both parties and at this point a fixed price quotation for development of the phase is given.

Production Netguides configure the system as defined in the Functional Specification. However, we realise that as the system is in production your business does not stand still. We will communicate with you during the build, putting areas of functionality into test space on the internet for you to see and try as we go. We will continue to listen to your requirements and feedback and, where possible, include any modifications you may want. If these represent a significant change or a large amount of rework we will always discuss any implications with you before proceeding.

Test and Release Netguides will test the complete system prior to releasing it to a test area for you to carry out acceptance testing. This is where you run the system through the various processes it is designed to handle and verify that it delivers the agreed functionality. Once you are happy with the system we switch it live.

At all times your involvement is important. We will continuously keep you updated and work with you to ensure all the effort on both sides leads to a real step change for your business.