



ERP Readiness and System Selection: Denver, CO

December 9-10, 2025

Instructors:

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- Mark Mack, Senior Manager, GFOA

Day 1

		Description	
		1. Understanding the ERP Market	
Objectives:			
<ul style="list-style-type: none"> • Understand the current market for administrative and enterprise information technology systems • Identify the various functions that could be included in scope of a systems replacement project 			
8:30 – 9:00	Introductions	<ul style="list-style-type: none"> • Intros • Why are we here? 	
9:00 – 10:30	Presentation	<ul style="list-style-type: none"> • What is an ERP system? • Overview of an ERP project • ERP market overview • ERP Trends • ERP Risks 	
10:30 – 10:45	Break	<ul style="list-style-type: none"> • 	

		Description	
		2. Getting Started – Project Governance	
Objectives:			
<ul style="list-style-type: none"> • Organize the key stakeholders necessary for the project 			
10:45 – 12:00	Presentations	<ul style="list-style-type: none"> • Governance Structure • Steering committees • Project teams • Project Manager 	

		Description	
		3. Process Improvement and Change Management,	
Objectives:			
<ul style="list-style-type: none"> • Understand the tasks involved with a business process review including cataloging functions, process mapping, and systems inventory • Develop techniques for identifying process inefficiencies, duplicative work tasks and system redundancy 			
1:00 – 2:30	Presentation	<ul style="list-style-type: none"> • Approaches to process improvement • Business process mapping • Managing change • Goals, Process, Requirements 	
2:30 – 2:45	Break	<ul style="list-style-type: none"> • 	
2:45 – 3:45	Exercise	<ul style="list-style-type: none"> • Business process mapping 	Exercise 1
3:45 – 4:30	Presentation	<ul style="list-style-type: none"> • Action Planning 	



Day 2

	Training Format	Description	
	4. Best Practices in ERP Procurement		
Objectives: <ul style="list-style-type: none">Learn the practices involved with developing system requirements to support the improvement of identified process inefficienciesUnderstand the concepts of developing a comprehensive request for proposals for both software and implementation services			
8:30 – 10:15	Presentation	<ul style="list-style-type: none">ERP Procurement StrategyRFP development	

	Training Format	Description	
	5. Evaluating Software and Vendor Due Diligence		
Objectives: <ul style="list-style-type: none">Identify various methods to evaluate replacement system functionality, implementation services, and integration of systems into the government business process			
10:30 – 11:30	Presentation	<ul style="list-style-type: none">Evaluation criteriaEvaluation plansBest Value	
11:30 – 12:00	Exercise	<ul style="list-style-type: none">Financial Foundations Exercise	Exercise 2
1:00 – 2:00	Presentation	<ul style="list-style-type: none">Proposal ReviewDemosDiscovery	

	Training Format	Description	
	6. Project Readiness		
Objectives: <ul style="list-style-type: none">Identify various methods to evaluate replacement system functionality, implementation services, and integration of systems into the government business process			
2:00 – 2:45	Presentation	<ul style="list-style-type: none">Project Prerequisites	

	Training Format	Description	
	7. Transitioning to Implementation – Contracts, SOWs, and SLAs		
Objectives: <ul style="list-style-type: none">Learn the skills to negotiate fair contracts, develop complete statements of work, and minimize the risks to a government that are inherent to system replacement projects			
3:00 – 3:45	Presentation	<ul style="list-style-type: none">Contract NegotiationsSoftware AgreementStatement of Work	
3:45 – 4:15	Exercise	<ul style="list-style-type: none">Change Orders	Exercise 3

	Training Format	Description	
	8. Wrap Up		
Objectives:			
4:15 – 4:30	Discussion	<ul style="list-style-type: none">• Overall themes• Other questions	