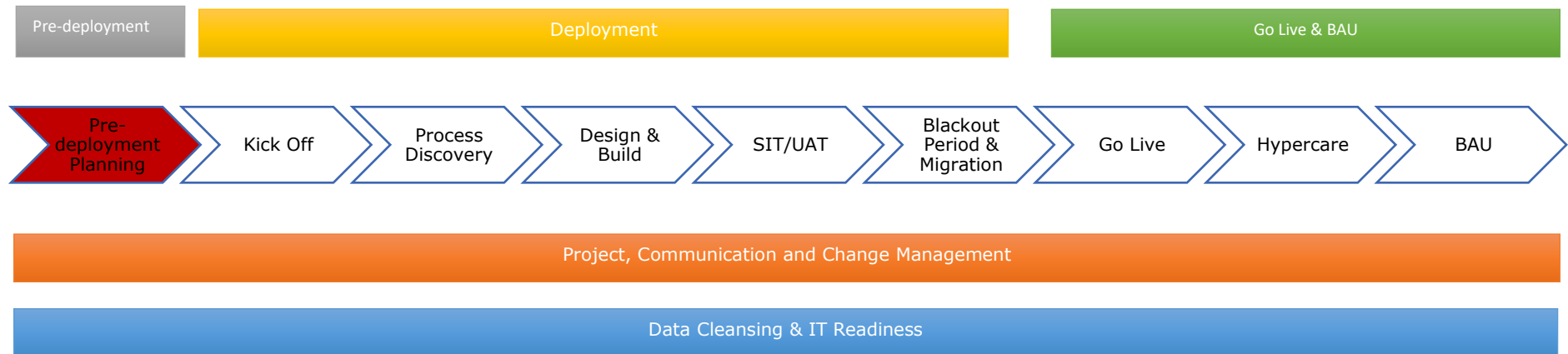YTT
CONSULTING

TOM: Pre-deployment planning

TOM

Target Operating Model: Pre-deployment strategy planning

What do we need to do for the pre-deployment phase?

Target Operating Model pre-deployment planning is necessary to have enough time to prepare all related activities before the project Kick-off.

Pre-deployment	Deployment	Go Live & BAU

Pre-deployment Planning	Kick Off	Process Discovery	Design & Build	SIT/UAT	Blackout Period & Migration	Go Live	Hypercare	BAU

Project, Communication and Change Management

Data Cleansing & IT Readiness

This article will help businesses get a rough idea of what to prepare from the **Pre-Deployment Planning** phase before the Target Operating Model deployment Kick-off. We put together a summary table that will help you to

visualize the overview, although this is not a comprehensive list of all activities, but it covers most of the important readiness areas.

Sub-phase	-6 months	-5 months	-4 months	-3 months	- 2months	- 1 month
Stream Mobilisation (Business + Corporate Team + PM)	1.Management Briefing 2.Initial Local Business Case 3.Resource Initiation	1.Engagement Client Sponsor Confirmation 2.Early Engagement Meeting from Business 3.Engagement with Shared Services 4.Mobilise Get Fit Team (Business, Corporate Team + External PM team)		1.Management Peer-to-Peer Sessions from business 2.Get Fit Kick Off (Everyone)	1.Mobilise External Resource Team Super Users Induction + onboarding. 2.Super User System Familiarization + Training	
Deployment Readiness (Business + Corporate Team + PM Team)			1.Hot Topics Identification and Evaluation – from the business case and follow up on any dependencies or risks.	1.Offshore system readiness for system and support (Managed Services/ Business Process Outsourcing service provider) e.g., Statement of Work (SOW) signed with Shared Services and Business		
				2.Organizational communication plan preparation including change management		3.Super User Capability Check

				4.Draft Plan Set UP for Project	5.Draft Person In Charge Deliver, Toll Gates, Check Points, Deliverables, Roles and Responsibilities, Time Line	
				6.Assess the current state of business	7.Launch Event Preparations for Kick Off at Month 0	
					8.Prepare Early Assessment Questionnaires	9.Approved and sent the questionnaires to the business.
				10.Hot topics Deep Dives and Solutions such as Legal, Transfer Pricing, Indirect Tax, External stakeholders' awareness such as vendors, bankers, contractors, etc.		
				11.Business Process Owner or System Architect Experts onboarding	12.Business Readiness Questionnaires	13.Shared Services Readiness e.g. SOW signed off
Enterprise Structure Definition (Business + PM Team)					1.Collect the Enterprise Structure Requirements (Current State and Future State)	

External Service Integrator Provider (Internal PM + External PM)					1.External Service Integrator Provider onboarding	2.Knowledge & Education of the Current State for External Service
Data Preparation (Business + Corporate Team + PM)	1.Data Kick Off		2.Data Cleansing and Trial Load Begins 3. Start identify Golden Set Data for Users Acceptance Testing		
IT Infrastructure (Internal IT and Solution provider + PM Team)				1.Assess the current Information Technology State	2.Set out the future state of Information Technology requirements before system configurations and build.
Governance Control Set-Up (Business + PM Team)					1.Set Up Governance – Check Points and Toll Gates Timeline

					2.Use a software tool to capture and support control & risk management.
Final Checklist Readiness	1.Project Management Teams (Internal & External) Readiness 2. Legal signed off 3. Tax & Treasury readiness with signed off new Target Operating Model structure 4. Solution selection readiness 5. Budget / Resource readiness 6. Signed off Statement of Work with service providers 7. Prepare the Kick Off and Process Discovery Plans				

YTT provides Target Operating Model services:
- Target Operating Model review and design.
- Target Operating Model implementation roadmap.
- Target Operating Model System Configuration and UAT.
- Target Operating Model Change Management.
- Target Operating Model project management and training.
- Target Operating Model post GO LIVE support.

Send your Request for Proposal via www.ytt-consulting.com.