

### Dealer ERP Implementation Prerequisite Checklist

| Implementation Prerequisites       | Description                                                                                                                                                | Yes | No |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>Leadership Support</b>          | Top dealer leaders endorse and support ERP implementation                                                                                                  |     |    |
| <b>ERP Champion</b>                | ERP Champion is identified                                                                                                                                 |     |    |
| <b>Readiness Checklist</b>         | Completed the readiness checklist(s) of the ERP platforms (found on their respective portals)                                                              |     |    |
| <b>Preliminary Discussions</b>     | Held preliminary discussion(s) with the ERP solution provider(s)/integrator(s)                                                                             |     |    |
| <b>ERP Platform</b>                | Have chosen your ERP Platform                                                                                                                              |     |    |
| <b>Resourced</b>                   | Have sufficient resources and commitment                                                                                                                   |     |    |
| <b>Chart of Accounts</b>           | Have reviewed current/future state charts of accounts – to prepare you to take advantage of new and enhanced ERP reporting capabilities                    |     |    |
| <b>Inventory Technology Assets</b> | Listed current technology assets (hardware/software) and custom integrations. Identified future technology assets that you'll need with your new ERP       |     |    |
| <b>Business Processes</b>          | Documented your business processes, roles and responsibilities, including non-furniture lines of business                                                  |     |    |
| <b>Change Management</b>           | Established initial change management strategies and training procedures                                                                                   |     |    |
| <b>Cleaned Up Data</b>             | Cleaned up unneeded data in your Hedberg system                                                                                                            |     |    |
| <b>Budget</b>                      | Prepared a budget (and secured funding), including one-time set up fees and ongoing costs                                                                  |     |    |
| <b>Project Manager</b>             | Identified a project manager and cross functional project team including subject matter experts (SME's) to lead, train, and support their respective areas |     |    |
| <b>Project Plan</b>                | Developed a draft project plan that is kept up-to-date                                                                                                     |     |    |
| <b>Implementation Process</b>      | Understand the ERP implementation process, considering initial plans for go-live and post go-live support                                                  |     |    |
| <b>Data Strategy</b>               | Determined data migration and historical data strategies                                                                                                   |     |    |
| <b>Success</b>                     | Verified your capabilities and winning attitudes to succeed through this ambitious process                                                                 |     |    |