



Government Finance Officers Association

GROUP  
INTERNET-BASED  
COURSE

# ERP System Selection Lessons Learned

September 12, 2018 | 2:00 pm to 4:00 pm (ET)

NEW!

LEVEL: Basic

CPE CREDITS: 2 (based on a 50-minute hour)

FIELD OF STUDY: Information Technology

PREREQUISITE: None

## Instructors:

Please check [www.gfoa.org](http://www.gfoa.org) for a faculty listing of GFOA staff and/or practitioners as it becomes available.

## Who Will Benefit:

This webinar will benefit project managers, project team members, or other staff tasked with leading, coordinating, or participating in an ERP procurement or implementation. Instructors will provide an overview of topics related to ERP readiness, ERP procurement, and ERP implementation.

## Program Description:

Learn keys to success for an ERP implementation project and tips for selecting an ERP vendor. Based on the lessons learned and past experiences of hundreds of other public-sector organizations, GFOA will present recommendations on how an organization can better prepare for an ERP project, identify the right vendor for both software and implementation services, and effectively manage the transition of both business processes and software.

## Seminar Objectives:

Course instructors will identify critical steps that all governments should be doing as part of the system selection and BEFORE contracting with a software or implementation vendor and how to ensure quality throughout the implementation to best position their organization for success.

Those who successfully complete this seminar should be able to:

- Learn what to expect from an ERP project
- Identify current market trends
- Learn how to develop an RFP that attracts competitive proposals
- Learn what makes for a successful project and how to avoid common mistakes
- Identify criteria for selecting an ERP system
- Develop strategy for incorporating requirements into demos, the contract, and an overall quality assurance plan for the project
- Understand key issues with contract negotiations

To learn more or register for this event,  
visit [www.gfoa.org](http://www.gfoa.org).

For further study check out course recommended reading  
and other GFOA publications on the website.

## It's Easy to Participate

- GFOA's internet training is delivered to attendees via a secure website and audio conferencing service.

## Equipment Needed

- A computer with a web browser to view the presentation. If you have speakers for your computer, you will be able to listen to the training using them.
- If you do not have speakers for your computer, you will need a phone to listen to the presentation. (Speaker phone recommended, but not required.)

## How It Works

- Participants will receive an e-mail invitation containing a link with instructions at the beginning of the week the course will be taking place from the e-mail address **messenger@webex.com**. (Please add this e-mail address to your "allowed senders list.")
- Materials can be viewed on a secure internet site.
- Questions can be asked at any time during the course, and interactive exercises will test your mastery of the material.
- To join the event more quickly, you can set up Event Manager before the event starts.  
Go to: <https://gfoa.webex.com/gfoa/ecsetup.php?frommail=1>.

# ERP System Selection Lessons Learned

September 12, 2018 | 2:00 pm to 4:00 pm (ET)

GROUP  
INTERNET-BASED  
COURSE

## Please print or type (or register online at [www.gfoa.org](http://www.gfoa.org))

Check here if you are faxing this form or scanning and e-mailing this form to [training@gfoa.org](mailto:training@gfoa.org). Fax: 312-977-4806.  
If faxing, do not mail the original.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: (Required) \_\_\_\_\_

GFOA Membership # (if available) \_\_\_\_\_

Check box to indicate if you are substituting for an active member.

Active Member #: \_\_\_\_\_

Active Member Name: \_\_\_\_\_

Please photocopy this form for additional registrants.

A copy of the confirmation will be sent as a PDF attachment via e-mail from [training@gfoa.org](mailto:training@gfoa.org). Please add this address to your allowed senders list.

**CPE Credits:** GFOA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org).



National Registry of CPE Sponsors  
150 Fourth Avenue North • Suite 700  
Nashville, TN 37219-2417  
[www.nasba.org](http://www.nasba.org)

## Connect with GFOA

Government Finance Officers Association (GFOA)

@GFOA (#GFOA and #GFOA2019) | @GFOAJobs | @chrisgfoa

GFOA of the US & Canada | GFOA Members Group

## Registration Fees (Please Check One)

Member: \$85     Non-Member: \$160

Registration Fee \$ \_\_\_\_\_

Group Discount \$ \_\_\_\_\_

New member fee: Visit [www.gfoa.org](http://www.gfoa.org) \$ \_\_\_\_\_  
or call GFOA at 312-977-9700 for fee

Discount for paid new member (\$25) \$ \_\_\_\_\_

**REGISTRATION TOTAL \$ \_\_\_\_\_**

## Payment Information (Please Check One)

Fees must be paid in U.S. dollars by check, credit card, or purchase order.  
**Please do not submit duplicate copies of this form.**

### Payment by Check:

Make check payable to "Government Finance Officers Association"  
Send to: GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210

Payment by credit card: scan and e-mail this form to [training@gfoa.org](mailto:training@gfoa.org);  
fax: 312-977-4806; or send to:

GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210

Amex     Discover     MasterCard     VISA

Name on Card: \_\_\_\_\_

Account Number: \_\_\_\_\_

Exp. Date: (Mandatory) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_

### Bill Me:

(Scan and e-mail this form to [training@gfoa.org](mailto:training@gfoa.org) or fax to 312-977-4806.  
If selecting this option, you must include a purchase order number.  
Payment must be received for all registrations prior to the event date.)

P.O. No: \_\_\_\_\_

GFOA Tax ID Number: 36-2167796

**Substitutions (government entities only):** A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on staff who is not participating in this training seminar, a nonmember may attend in his/her place at the member rate. You must provide the member number and/or name of the GFOA member on the registration form.

**Inquiries:** For information regarding administrative policies such as complaints and refunds, please contact GFOA at [training@gfoa.org](mailto:training@gfoa.org) or at 312-977-9700.



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312-977-9700 | fax 312-977-4806 | [www.gfoa.org](http://www.gfoa.org)