

Project manager

[Business](#), [Management](#)



A project manager is responsible for all of the aspects of the implementation process. This includes but not limited to the responsibilities of task assignments, resource availability, maintenance, project documentation, budget and timeline oversight, and communication among all of the project team members. A company may run into several errors before, during, and after a system is implemented it is critical for a plan to be formed and followed to try to reduce the amount of errors. To begin the process of implementing a system the project needs three major components completed in the establishing plans and controls phase.

These three components are the breakdown of the project into various phases, specific budgets applicable to each phase, and specific timetables applicable to each project phase. For a project to be managed effectively the project needs to be broken up into multiple phases to try to prevent as many bugs as possible. If a project is broken up it becomes easier to manage and proceed smoother. Because a project of implementing a new system has multiple people involved it becomes unrealistic for there to be a standard method for breaking down the task.

This is because there are several different opinions and requirements for each phase. To the extent possible, tasks should be broken down to a level where task definition is sufficiently clear to enable individual personnel to be assigned to specific tasks. Making an accurate timeline is difficult to do since there are regular setbacks when implementing a system. The timeliness will depend on the project manager and whether or not the manager has had previous experience with the company. The previous experience will help

with estimating the amount of time given to each task based on the previous project.

The time estimate will involve the four basic steps of work measurement: identify the task to be estimated, for each task estimate the total size or volume of the task, convert the size or volume estimate into a time estimate by multiplying the estimated processing rate, and adjust the estimated processing rate to include circumstantial considerations such as idleness or complexity. Executing Implementation activities is the next critical phase when implementing an accounting system. This involves the actual finishing the design plan.

This includes activities such as employee training, acquiring and installing new computer equipment, detailed systems designs, documenting the new system, file conversion, and test operations. Not all of these activities may be applicable depending on the software being implemented. Employee training is critical because the employees are who is going to be using the system. This will help with making the transition into the new software smoother. Some additional design work will be completed during the detailed systems design activity.

This is the activity that might reveal that some of the design plan will be unworkable, and plans may need to be changed at this point. Documentation is one of the most important activities when implementing a new system. The documenting can be used to help with training employees, provide programmers with useful information for the future, information for auditors, and assist with design expectations. The implementation plan will allow

adequate time for data screening since errors occur during the file conversion.

File conversion can be one of the most time consuming activities, and will be provided a lengthy timeline. For testing operations the parallel approach will be used despite the expenses. If the direct approach was used the errors from the system failing could equal the expenses that could be spent in the parallels approach to ensure system effectiveness. The final step in the planning process is the evaluation of the new system after it has been implemented. The new system will still need to be monitored and changes may be needed to the system afterwards.

This will help ensure that the system is running appropriately according the original plan that the company decided on. Feedback will be imperative from the employees who are actually using the new system daily. The monitoring will be done through observations and questionnaires. References Bodnar, G. , & Hopwood, W. Accounting information systems . (Eleventh ed.). Upper Saddle River: Pearson. Hoyt, J. (2009). 5 steps to a successful implementation of your new accounting system. ERP Software, Retrieved from <http://www.erpsoftwareblog.com/2009/11/5-steps-to-a-successful-implemation-of-your-new-accounting-system/>