

MobileERP Implementation and Audit Work

For: IT & Top Management Version 1.0

Dated: 26 June 2022

When?	Which Department?	What to check?				
SCHEDULE*	WORK SCHEDULE	DAILY	WEEKLY	MONTHLY	QUARTERLY	YEARLY
1	TENDER	DAILYSEARCH	PROGRESS	EMD FOLLOWUPS	CYCLETIME	SUCCESS RATIO
2	PROJECTS	DAILYPLAN	PROGRESS	BILLING/PAYMENTS	CYCLETIME	S-CURVE
3	DCI	DAILYPLAN	PROGRESS	RISKS/DELAYS	CYCLETIME	S-CURVE
4	ENGINEERING	DAILYPLAN	PROGRESS	RISKS/DELAYS	CYCLETIME	S-CURVE
5	PROCUREMENT	DAILYPLAN	PROGRESS	RISKS/DELAYS	CYCLETIME	S-CURVE
6	MANUFACTURING	DAILYPLAN	PROGRESS	RISKS/DELAYS	CYCLETIME	S-CURVE
7	CONSTRUCTION	DAILYPLAN	PROGRESS	RISKS/DELAYS	CYCLETIME	S-CURVE
8	COMMISSIONING	DAILYPLAN	PROGRESS	RISKS/DELAYS	CYCLETIME	S-CURVE
9	RABILL FULLFILLMENT	DPR	PROGRESS	RABILL	CASHFLOW/FUNDFLOW	PROJECT P&L
10	MR BASED PROC	MR DAYBOOK	PROGRESS	SUPPLIER RATINGS	CYCLETIME	BUDGETS VS EXPENSE
11	IOM BASED PROC	IOM DAYBOOK	PROGRESS	SUPPLIER RATINGS	CYCLETIME	BUDGETS VS EXPENSE
12	PURCHASE ORDER	PO DAYBOOK	PROGRESS	STOCK/QC/REJECTS	CYCLETIME	BUDGETS VS EXPENSE
13	WORK ORDER	WO DAYBOOK	PROGRESS	SHOPFLOOR WIP	CYCLETIME	BUDGETS VS EXPENSE
14	BILL PASSING	BILL DAYBOOK	PROGRESS	PURCHASE REGISTER	CYCLETIME	PLANNED VS ACTUAL
15	INVOICE	INVOICE BOOK	PROGRESS	SALES REGISTER	CYCLETIME	FORECAST VS SALES
16	GST	INVOICES/DC	PROGRESS	GSTR1/2A/2B/3B	ITC04	GSTR9
17	BANKING	BALANCES	PAYMENTS	BANK RECONCILIATIONS	PENDING COLLECTIONS	INTERESTS/COSTS
18	ACCOUNTS	DAYBOOKS	PROGRESS	PARTY RECONCILIATIONS	AGING/REMINDERS	TB /P&L / BL
19	RECRUITMENT	CANDIDATES CV	PROGRESS	VACANCIES REGISTER	CYCLETIME	RETENTION RATIO
20	APPRAISAL	MEETING	PROGRESS	APPRIASAL PLAN	CYCLETIME	ACTION MATRIX
21	TRAINING	TRAINING ROOM	PROGRESS	TRAINING PLAN	CYCLETIME	SKILL/PERFO MATRIX
22	RESIGNATIONS	RESIGNATIONS	PROGRESS	SETTLEMENT	CYCLETIME	REASON ANALYSIS
23	RETIREMENT	NIL	PROGRESS	SETTLEMENT	CYCLETIME	FEEDBACK ANALYSIS
24	PAYROLL	ATTENDANCE CARD	LEAVE/OT	MUSTERROLL/PAYROLL	LATECOMING ACTION	DECLARATION/TDS
25	ERP	THIS PLAN EXECUTION	PROGRESS	REPORT/ERROR CHECK	CYCLETIME	CREATE YEAR/CLOSE YEAR

*There could be 4 sundays, 2 saturdays or holidays. So accordingly adjust your meeting schedule every month accordingly with stakeholders.