



# WS1 Readiness

For your successful project start!

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## Step by step to a successful project: with the WS1 READINESS milestones

You have heard of the Würth implementation method RunWS1, and ask yourself how do I take the first steps towards WS1. The best starting point for you and your company is the READINESS program.

### What is READINESS?

- READINESS is part of the RunWS1 implementation method
- READINESS is the preparation of the local company
- READINESS is the precondition for the start of the WS1 rollout project
- READINESS is the prerequisite for the successful rollout of WS1

### Who participates in READINESS?

READINESS is for Würth red line companies involved in the RunWS1 implementation method.

The READINESS participants of the local company have their own responsibilities. The project manager coordinates the participants and communicates all activities.

### What is the READINESS process?

READINESS begins with contacting your project manager with your READINESS contact. Together the project milestones are discussed and project plan is developed.

READINESS ends with the completion of all milestones, you have now reached the READINESS status and can now prepare for the WS1 rollout project.

### When to start READINESS?

READINESS should start no later than one year before the proposed start of the WS1 rollout. The experience with various Würth companies shows, that you achieve the READINESS status if you fully complete the tasks in parallel.

### Commitment

Responsible: Management

- ▶ Your employees are informed about the READINESS project, with its meaning, deadlines, milestones, responsible people and your commitment.
- ▶ Your READINESS project was authorised.

### Financial Accounting

Responsible: Chief Financial Officer

- ▶ You will have discussed in the READINESS whether it makes sense to migrate the financial accounting during the READINESS phase in WF1. In certain situations this is needed.
- ▶ Financial accounting may have already been migrated to WS1-WF1.
- ▶ The legal obligation to retain certain documents can be ensured. Archiving is performed if necessary.

### Legal Requirements

Responsible: Key-Users

- ▶ Country specific legal requirements, regulatory or auditor should be described in English.
- ▶ Confirmation of the auditor shall be submitted.

## Material Master

Responsible: loc. Product Manager

- ▶ Your material master has to be completely synchronised with WS1. The International Product team advises and supports in this matter. Any material number conflicts have to be corrected in your local system.
- ▶ Poor master data is the most common cause for error. Take the opportunity to correct your data before the WS1 rollout.
- ▶ Please start with these activities first as they take the most time.

## Key-User

Responsible: Project Manager

- ▶ Key Users for the modules of the WS1 rollout are named.
- ▶ Key Users must successfully complete the readiness training.
- ▶ Key Users should actively work in a WS1 company for training purpose.

## Translations

Responsible: Key-Users

- ▶ Würth specific WS1 programs have to be translated to the local language (if the translation does not already exist in the system).

## Pricing

Responsible: Sales and IT Manager

- ▶ Understanding of price and commission logic of WS1.
- ▶ Migration of price and commission logic of WS1 should already be prepared in the old system, so that no temporary logic changes need to be made in WS1 during the productive start.

## Business Concept

Responsible: Management

- ▶ The organisation of the company is clarified (locations, distribution channels, corporate cooperation).
- ▶ The logistics concepts are clarified (direct supply concept, central warehouse structures).
- ▶ The future business model and processes are clarified.

## Forms / Printouts

Responsible: Key-Users

- ▶ A Form catalogue is created with all existing forms, with a short description of the variants in English. This catalogue serves as a template for all future related forms. The basis for all future forms come from the WS1 standard forms.
- ▶ The standard form catalogue of WS1 is tested and changes made when there is a legal requirement.

## Reporting

Responsible: Chief Financial Officer

- ▶ Standard reporting catalogue from WS1 is tested and legal changes indicated.

## Infrastructure

Responsible: IT Manager

- ▶ Network connectivity and bandwidth for WS1 is clarified.
- ▶ Purchasing new hardware such as printers/scanners should be checked against the WS1 hardware compatibility list.
- ▶ Local print and FTP server available.

## Data Migration

Responsible: IT Manager

- ▶ Data export structures from the legacy systems are explained.
- ▶ Data fields between old and new systems are compared.
- ▶ Creating the data export files according to the WS1 templates (BI and ERP).
- ▶ Data quality will be checked (BI and ERP).

## Your contact

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