# The 7 Keys to Successful TPM Implementations



## 01

### Choose the right vendor and get on the same page from the beginning

Seem obvious, but make sure you vet out the vendor's implementation history, skills, and methodology as thoroughly as you vet the software itself. Align on objectives, key milestones, and KPIs for the implementation.

## 02

### Map out resource requirements

Your vendor should provide you with a detailed project map, including the exact resource requirements on both sides and the timing of the utilization of those resources. On the vendor side, you should see project managers, solution architects, integration experts, developers, reporting and visualization resources, and business resources for best practices. On the client side, there should be a key point of contact, SMEs (subject matter experts) from IT, Finance, and Sales, and project executive sponsorship.

## 03

### Blueprinting - Start with Data Discovery

The more completely your vendor understands your data, the smoother the implementation will be. A detailed blueprinting process builds from data discovery to map out current vs desired state, business KPIs, system settings, product and customer hierarchies, user management, integration, targeting and budgeting funds management, promotional SOPs and configurations, accruals methodology, workflows and approvals and reporting and dashboard requirements.

## 04

### Build your foundational models

This exercise should occur in parallel with your implementation so models are in place for planning.

## 05

### Prepare your change management plan

Identify the change management team and map out the key components of user adoption, including: training plan, planning process and deadlines, SOPs (Standard Operating Procedures) documentation, Hypercare and office hours, ongoing support plan, monitoring and point in time reporting on progress.

## 06

### Communicate, and over communicate

Be sure everyone is in the loop and SOPs (Standard Operating Procedures) timeline, risk to deadlines, deliverables, and any changes throughout the process.

## 07

### Implement, monitor and pivot

Be in close touch with your users to monitor your SOPs, configuration, and system usage. Pivot as necessary and communicate changes.