

**DEVELOPMENT OF  
PROJECT MANAGEMENT DOCUMENTATION  
FOR ENTERPRISE RESOURCE PLANNING  
SYSTEM IMPLEMENTATION**

by

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## ABSTRACT

Although project management stages and functions are very visible in publications of the professional societies, it has not been known to what extent the stages and functions have actually being utilized by project management practitioners from project startup till closedown. More importantly, how can a series of forms, templates, checklists and other related documents be developed in each project management stage and function. To fill the gap, this study presents a development and application of a series of forms, templates and checklists in each project lifecycle that will ensure the success of Baan Enterprise Resource Planning (ERP) system implementation project. All these documents are known as Project Management Documentation (PMDs). Some of the PMDs are not unique to Baan ERP implementation only. These PMDs have been applied in the Baan ERP implementation in two different types of industries in United Motor Work (UMW). The validity of the PMDs was also tested based on its usefulness and ease of use in both types of industries. The findings showed that by systematically utilizing the designed PMDs, one can improve his or her skills as an effective and efficient Project Manager (PM). Also, these PMDs will aid in keeping high value projects on time, within scope, within budget, with quality deliverables and increased customer satisfaction.

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## CHAPTER 1

### INTRODUCTION

Project management emerged because of the characteristics of our late twentieth-century society demand the development of new methods of management (Mian, 1999). It has become today one of the main organizational activities performed within modern organizations. Competition drives organizations to implement projects in a cost and time efficient manner.

Project Management Documentation (PMDs) is one of the most unused management tools by most Project Managers (PMs). There are several reasons for this lack of development and the reasons involve the complication of the current methodologies, processes and procedures. Another reason is the efforts and human factors involved in gathering the necessary input data and reporting and integrating the results with other management systems. PMDs usage is also not yet popular due to the unstructured and ever changing nature of project management. Moreover, the realization of the benefits is not instant.