ERP Requirements Gathering Training Course

Professional Development Training Course Outline

Category	Enterprise Resource Planning (ERP)	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s rapidly evolving digital landscape, organizations are striving to achieve operational excellence, enhanced efficiency, and seamless integration across all business processes. Effective ERP (Enterprise Resource Planning) Requirements Gathering is the cornerstone for successful ERP implementations, ensuring alignment between technology solutions and strategic business goals. ERP Requirements Gathering Training Course equips professionals with the critical skills to accurately identify, document, and prioritize ERP requirements, transforming complex business needs into actionable solutions.

Leveraging best practices, real-world case studies, and interactive methodologies, this course empowers participants to bridge the gap between stakeholders and technical teams. Participants will learn to employ business process analysis, stakeholder management, gap analysis, and requirements validation, ensuring ERP systems deliver maximum ROI and streamlined workflows. By mastering these techniques, organizations can minimize implementation risks, reduce costs, and drive digital transformation.

Programme Curriculum

ERP Requirements Gathering Training Course

Introduction

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5 Days

Course Objectives

By the end of this training, participants will be able to:

1. Master ERP Requirements Gathering techniques for successful implementation.
2. Conduct comprehensive business process analysis for ERP alignment.
3. Identify and document functional and non-functional requirements.
4. Facilitate effective stakeholder interviews and workshops.
5. Perform gap analysis to bridge business needs and system capabilities.
6. Prioritize requirements using Agile and Scrum methodologies.
7. Develop clear requirements specification documents (RSDs).
8. Apply risk assessment and mitigation strategies in ERP projects.
9. Translate business needs into system design and configuration specifications.
10. Leverage real-time ERP use cases to ensure practical understanding.
11. Utilize collaboration and communication tools for stakeholder alignment.
12. Validate and verify ERP requirements to ensure project success.
13. Adopt digital transformation strategies to enhance ERP adoption and efficiency.

Target Audience

1. ERP Project Managers
2. Business Analysts
3. Functional Consultants
4. IT Managers
5. Process Owners
6. ERP Implementation Teams
7. Enterprise Architects
8. Digital Transformation Leaders

Course Modules

Module 1: Introduction to ERP & Requirements Gathering

- Overview of ERP systems and business impact
- Importance of requirements gathering in ERP projects
- Stakeholder identification and analysis
- Case Study: ERP failure due to poor requirements gathering
- Mapping business processes

Module 2: Business Process Analysis (BPA)

- Techniques for documenting current processes

- Process mapping and workflow diagrams
- Identifying inefficiencies and improvement areas
- Case Study: Streamlining procurement processes
- Create an end-to-end process map

Module 3: Functional & Non-Functional Requirements

- Understanding functional vs. non-functional requirements
- Capturing process requirements effectively
- Prioritizing requirements for maximum ROI
- Case Study: ERP system performance bottlenecks
- Requirement documentation practice

Module 4: Stakeholder Management & Communication

- Conducting interviews and workshops
- Engaging executives and end-users
- Handling conflicting requirements
- Case Study: Aligning IT and finance teams
- Stakeholder interview simulation

Module 5: Gap Analysis & Solution Fit

- Identifying gaps between current and desired state
- Evaluating ERP modules against requirements
- Documenting recommendations and alternatives
- Case Study: Selecting modules for a manufacturing ERP
- Gap analysis template completion

Module 6: Agile ERP Requirements Prioritization

- Agile principles in ERP implementation
- MoSCoW prioritization technique
- Sprint planning for ERP requirement delivery
- Case Study: Agile ERP project success story
- Prioritize sample requirements

Module 7: Documentation & Validation

- Creating Requirements Specification Documents (RSD)
- Validation techniques for accurate requirements
- Peer review and approval workflows
- Case Study: ERP documentation preventing project delays
- Drafting RSD for a sample module

Module 8: ERP Implementation & Real-World Application

- Translating requirements into system configuration
- Testing and UAT preparation
- Change management and adoption strategies
- Case Study: End-to-end ERP implementation in retail
- Configuring ERP system using gathered requirements

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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