

FOOTBALL ASSOCIATION OF SINGAPORE  
Proposed Implementation of Integrated Finance, Procurement & HR System  
Timeline

S/N	Process	Phase I		Phase II		Phase III	
		Start	End	Start	End	Start	End
<b>1</b>	<b>Preliminary</b>						
a)	Form Tender Working Committee (TWC)	16-05-18	16-05-18				
b)	Obtain expenditure approval from EXCO Committee A	30-05-18	04-06-18				
c)	TWC to prepare tender documents/specifications	16-05-18	13-06-18				
d)	Appoint members of Tender Opening Committee (TOC) and Tender Evaluation Committee (TEC)	08-06-18	13-06-18				
e)	TEC to approve specs	18-06-18	22-06-18				
f)	Putting up of tender in newspaper	25-06-18	25-06-18				
g)	Meeting with vendors	29-06-18	29-06-18				
h)	Receiving tenders	25-06-18	16-07-18				
i)	Tender closing date	16-07-18	16-07-18				
j)	TOC to open tender box	17-07-18	17-07-18				
k)	Prepare summary of tenders received	17-07-18	17-07-18				
l)	Submit summary of tenders received to TEC	18-07-18	18-07-18				
m)	TEC to evaluate tenders and recommend to GS to award tender	18-07-18	24-07-18				
n)	GS approves award of tender	25-07-18	27-07-18				
o)	TWC to prepare LOA and contract	25-07-18	27-07-18				
p)	Contract signed by both parties, comply with date of commencement of works as 01/08/2018	30-07-18	31-07-18				
<b>2</b>	<b>Set-up and conversion (HR)</b>						
a)	Identify user groups and establish applicable modules and users' access levels	01-06-18	30-06-18				
b)	Identify process flows and process changes	18-06-18	24-08-18				
c)	List reports and format required	18-06-18	24-08-18				
d)	Collect and prepare data	01-07-18	31-08-18	03-12-18	11-01-19		
e)	Undergo training on new system	01-08-18	24-08-18				
f)	Confirm revised process flows and system configuration (including customisations) to Vendor	27-08-18	31-08-18				
g)	Prepare (special) test cases for System Acceptance Testing	27-08-18	31-08-18				
<b>3</b>	<b>Set-up and conversion (Finance &amp; Procurement)</b>						
a)	Prepare chart of accounts and determine cost centres, and enter into new system			01-06-18	14-08-18		
b)	Identify user groups, establish applicable modules and users' access level			01-06-18	14-08-18		
c)	Undergo training on new system			01-08-18	14-08-18		
d)	Enter/convert vendor information on new system			01-08-18	14-08-18		
e)	Enter/convert customer information on new system			01-08-18	14-08-18		
f)	Enter/convert beginning balances into new system for start of conversion			15-08-18	31-08-18		
g)	Develop beginning balances for conversion period			15-08-18	31-08-18		
h)	Enter/convert budget information into new system			24-09-18	28-09-18		
i)	Establish workflow of each process			15-10-18	26-10-18		
j)	Confirm revised process flows and system configuration (including customisations) to Vendor			15-10-18	26-10-18		
k)	Prepare (special) test cases for System Acceptance Testing			15-10-18	26-10-18		
l)	List reports needed to be generated from system/frequency			29-10-18	09-11-18		
m)	Determine closing accounts schedule for existing and new system			12-11-18	16-11-18		
n)	Determine offset account assignments for new system			12-11-18	16-11-18		
<b>4</b>	<b>Implementation (HR)</b>						
a)	System Acceptance Testing	03-09-18	05-10-18	03-12-18	11-01-18		
b)	Enter/Upload data into new system	08-10-18	19-10-18	14-01-19	08-02-19		
c)	Confirm data accuracy by staff based on employee's data report	22-10-18	30-11-18	11-02-19	08-03-19		
d)	User Acceptance Testing (UAT) by staff	22-10-18	30-11-18	11-02-19	08-03-19		
e)	Develop written procedures as needed	22-10-18	30-11-18	11-02-19	08-03-19		
f)	Revise in-house data entry forms to accommodate new system	22-10-18	30-11-18	11-02-19	08-03-19		
g)	Provide training classes for staff	03-12-18	18-01-18	11-03-19	05-04-19		
h)	Perform leave system cutover to new system	07-01-19	11-01-19	18-03-19	29-03-19		
i)	HR System Go-live	14-01-19	14-01-19	01-04-19	01-04-19		
j)	Conduct month-end checks (e.g. headcount reports) and seek feedback from Staff	22-02-18	28-02-18	24-04-19	30-04-19		
k)	Conduct Quarterly Review with Staff/Consultant	01-04-18	05-04-18	01-07-19	05-07-19		
l)	Conduct Annual Review with Staff/Consultant	Every end of January		Every end of January			
<b>5</b>	<b>Implementation (Finance &amp; Procurement)</b>						
a)	System Acceptance Testing					01-01-19	31-01-19
b)	User Acceptance Testing (UAT)					01-01-19	31-01-19
c)	Develop written procedures as needed					03-12-18	28-12-18
d)	Design format of needed financial statements; i.e. layout, account groupings					03-12-18	28-12-18
e)	Revise in-house data entry forms to accommodate new system					03-12-18	28-12-18
f)	Training classes for staff					01-01-19	31-01-19
g)	Review new report formats with directors/management					01-01-19	31-01-19
h)	Refine checks and balances procedures for daily input and month-end close					01-01-19	31-01-19
i)	90-day Review with Staff/Consultant					01-01-19	31-01-19
j)	Quarterly Review with Staff/Consultant					Every quarter of 1st year	
k)	Annual Review with Staff/Consultant					Every end of January	