

FIVE TIPS

HOW TO MIGRATE THE BASWARE CLOUD SOLUTION THAT YOU'VE PURCHASED

SUCCESS BEGINS WITH COMMITMENT. IF THE PROJECT DOESN'T HAVE CLEAR LEADERSHIP AT THE BEGINNING IT'S DIFFICULT TO GET TO THE END SUCCESSFULLY.

As you read this cloud services introduction, make sure that your business is genuinely ready for change. Basware's Consulting Director, Jari Paananen gives these 5 tips for successful implementation.

1. PREPARE WELL AND BUILD A SOLID PROJECT PLAN

"Successful cloud implementation needs a plan. The plan should include a timeline, and all the requirements to ensure successful preparation for the future. The project plan should be very concrete. It should include, amongst other things, the risks - and strategy for risk reduction - a communication plan, and a change management plan. There should be a named project lead and sponsor and, if possible, a steering group that can provide the project manager with support and security. The plan should also include a budget and a forecast. Making this happen should be a priority for your organization. Without these elements, the days ahead could be

rough. However, don't forget that you're not alone - Basware is happy to help with your plan."

2. GET THE PROJECT SET UP CORRECTLY AND ALIGNED WITH SPECIFIC OBJECTIVES

"It's a good idea to have both qualitative and quantitative goals. Usually, the customer has made a decision to purchase this solution in order to achieve certain objectives. Be clear about the story you're telling and refine it during and after the project. The introduction of cloud services, for example, may enable cost savings and improve levels of automation."

3. GET COMMITMENT AND OWNERSHIP

"Success begins with commitment. If the project doesn't have clear leadership at the beginning it's difficult to get to the end successfully. The project team must have a leader and there must be a management team or steering group. In smaller organisations, the project manager may report

directly to the CEO. The project can be organized however you choose, as long as the roles and responsibilities are clear. Setting goals at a personal level (rather than just an organization-level) improves motivation and commitment."

4. BE OPEN TO CHANGE

"People tend to fear change. Well-established habits are often perceived to be safe. When moving to cloud service, established habits need to change - to create a new way of working. But, almost without exception, the actions that result from the new way of working are as good as, or even better than, the former ones."

**GIVE CLEAR
MESSAGES ABOUT
THE FUTURE
SERVICE: WHAT'S
CHANGING, WHY
AND WHEN**

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Simplify Operations, Spend Smarter.



**SUCCESS BEGINS WITH COMMITMENT.
IF THERE ISN'T CLEAR LEADERSHIP AT
THE BEGINNING, IT'S HARD FOR USERS
TO BELIEVE IN IT TO THE END.**

5. CO-OPERATION. TOGETHER, WE WILL SUCCEED!

“The successful implementation of cloud services requires good co-operation between the SaaS provider and the customer, as well as within the customer’s organization. Although a project has been approved by the company’s leadership, the users are what determine its ultimate success. It’s worth taking that into account right at the beginning of the project. It’s important for users to have clear communication about what the service will look like in future – what is changing, why and when. Go through this in as much detail as possible: show how the service will be user-friendly and how it

changes the users’ everyday lives. For example, screenshots help users understand what is coming. This helps them understand how they will need to be involved in the project.”

Consider asking the Basware experts you meet at the Innovation Workshop about the scope of services they can offer to support you.

The Innovation Workshop is a half-day event run by Basware professionals. It’s a fun session which will help you clarify your goals and which you may even find yourself using when creating your project plan.

Contact us to find out more.



ABOUT BASWARE

Basware is the global leader in providing purchase-to-pay solutions, e-invoicing and innovative financing services. Basware’s commerce and financing network connects businesses around the globe. As the largest open business network in the world, Basware provides scale and reach for organizations of all sizes, enabling them to grow their business and unlock value across their operations by simplifying and streamlining financial processes. Small and large companies around the world achieve significant cost savings, more flexible payment terms, greater efficiencies and closer relationships with their suppliers. ©Basware 2018

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