Monash Health WMS Implementation Project Update





WMS Implementation – Project Summary



• We are implementing the Warehouse Management System component to our current Enterprise Resource Planning (ERP) system.



• This will give us greater inventory accuracy and significantly reduce the amount of time spent resolving issues by having the ability to track and trace each item or transaction.



• While the project has been ongoing in the background for over 2 years now, the planned switch over to the new system is on Monday 9th May.



• This includes all Monash Health team members who work within the warehouse or make deliveries to hospitals, health centres and clinics.



This is only for orders currently processed through the Distribution Service Centre at 35 Centre Rd, Scoresby.



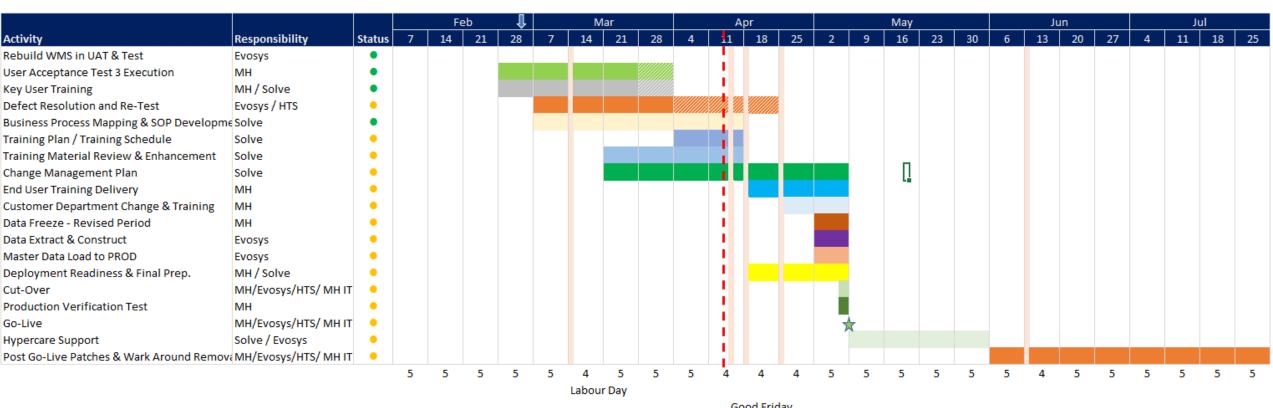
 All current warehouse process will change from the current manual paper based system to each product being receipted, picked & dispatched using barcode scanning technology.

 \mathcal{I}



WMS Implementation – Project Plan

3 Weeks to Go-Live



Good Friday
Easter Monday
Anzac Day

Queen's Birthday



WMS Implementation – Change Management

- Major change impact is in the Warehouse and Logistics team
- Team has been trained and are rapidly gaining confidence in the new tools
- Minor changes to the reports available to wards on the procurement website. User guides updated.

Change Management Plan Configuration and Validation After Go-Live Requirements and Analysis **Development and Transition** COMMUNICATION STRATEGY **MEASURING SUCCESS** Change Management Strategy Communication Plan FAQ's & Ongoing Feedback End User Surveys Defects & Issues Log · Internal project team to oversee this Communication plan allows Formal issues log setup and · On site support will support operators during Conduct surveys with all end users stakeholders to be kept managed with implementor. training and post go live to gain feedback and learnings of Questions and feedback collated and shared informed of key goals and changes · Implementation partner (Evosys) will progress against these goals. across the full team. Go / No-Go Decision Matrix provide support system cut-over Post Implementation Review · Once the number of operational issues have Communication should Steering team monitoring Solve Logistics providing training minimised and operators are able to resolve Complete and present a Post address all affected progress and will make Go / Nothese on their own without any assistance from documents and on-site support. Implementation Review capturing all stakeholders. Go decision. the on-site support this would be considered as aspects of changes. Includes Health Technology 'steady state' and we proceed into business as Services **PLANNING TRAINING** Stakeholder Engagement Training Schedule & Delivery Training Toolkit **Training Material Development** · All training materials used during the Regular (weekly) project status · An external provider (Solve Logistics) is engaged to develop training A training schedule has commenced to ensure all required team members receive the transitional training will be written in updates & meetings to ensure all necessary training required for them to perform such a way that they can then be stakeholders remain engaged and that A complete suite of Standard Operating Procedures (SOPs), Quick any concerns are shared. their role. continually used to train new Reference Guides (QRGs), Trouble shooting Guides, Process Flows Change Impact Assessments · Training is role specific with only key users and other materials have been created for use as training material. being trained on all aspects of the system all Over time all team members wil Each element of the operation will be These documents are drafted in collaboration with Monash Health other team members will be trained to a level become multi-skilled by receiving assessed to understand how it will be through the testing phase of the project in order to ensure all variances where they are both competent and confident to cross-training on other aspects of impacted by this change and where are captured and the final versions are an accurate representation of perform the tasks related to their role. the system in roles they do not required a mitigation will be put in the processes prior to transition. normally perform place to minimise the impact.

4/05/2022 4

WMS Go Live Timeline 2022

Ар	r 15 Apr	22 Apr	29 Ma	l ay 6 Mon N	 May 9	9 onwards
	Closing Date for NCR's, Imprest & Catalogue updates	Department Initial FULL "Top Up"	Department Advanced Ordering for Delivery during shutdown period	System Shutdown Period	System "Go Live"	Post Go Live Activities
	Apr 22	Apr 25 to Apr 29	Apr 29 to May 6	May 6 (3pm) to Mon May 9 (Noon)	Mon May 9 (Noon)	May 10 onwards
Department Requirements	Ensures all Non Catalogue Request's are received and approved prior to Apr 29.	Departments order to bring their stock up to the recommended levels as advised by Procurement	Departments with a scheduled Delivery Day of Friday 6 ^h need to place orders no later than 10am on Thursday May 5 th . Departments need to ensure all I-Proc requisitions are approved prior to shutdown.	System is unavailable for any form of ordering Borrow any stock required from other departments.	System unavailable to users until after noon. Procurement will confirm when system is available again.	All I-Proc users can now use the system but with potentially limited service (it's best to pre-order and hold stock).
	Ensure catalogue additions and imprest updates requests are in by Apr 22.	This includes Winc and Allanby Press items.	Departments with scheduled delivery days between May 7 st & 11 th need to place orders prior to 1pm on May 5 th .	Order manually only urgent critical items where unable to borrow from other departments.	Only departments who have a scheduled Wednesday delivery are to use the system in the afternoon	Expect delays in processing of NCR's due to backlog.
Procurement Requirements	After Apr 22 Procurement staff will prioritise NCR's	Stock levels within Procurement warehouse will be increased to meet increased demand	Stock levels within Procurement warehouse will be increased to meet increased demand.	Procurement to provide a manual ordering process and prioritise requests.	Procurement to confirm with departments when system is available.	Clear backlog of work created during downtime.
	Priority will be given to medical/surgical supplies for Critical Care areas.			Procurement to deliver items ordered prior to shutdown.	Enter all deliveries received during shutdown to allow departments to imprest scan.	Prioritise work based on clinical urgency.



Increasing stock levels

It is critical that departments complete the tasks below to effectively manage the shutdown period.

All Departments Initial Stock Up – Tuesday 26 April to Friday 29 April

- Place order to bring your stock levels up to maximum. This includes Winc and Allanby Press items.
- Imprest departments must conduct a full scan of all items in storerooms.
- Non-Imprest departments, will need to increased stock levels to last until Wednesday 11 May.

All departments - follow up Stock Up - Monday 2 to Thursday 5 May

- Conduct a final 'top up' of critical items, as well as any Winc and Allanby Press items.
- This will be the final opportunity for departments to order stores prior to the system shutdown
- Thereafter, Procurement & Supply Chain will only have the capacity to order extremely urgent critical care requirements, with Executive approval.

 \bigcap

We appreciate your support as we enhance our supply chain capability

Thank you!

