

## **Program Management for implementation of COSMIC (Company Secretaries Management Information Centre) Project at ICSI**

Institute of Company Secretaries of India has embarked upon implementation of three important ICT projects to improve its overall functioning. These projects are in the areas of ERP (Enterprise Resource Planning) System, Document Management System (DMS) and Office Automation (OA) Systems.

Implementation of an ERP shall enable ICSI to integrate the functions of Finance, Stores, Procurement and Human Resource. It will also provide necessary linkages to the academic systems of student services, examinations, membership services and Training. Such an integrated approach shall help improve the productivity of these areas, reduce the cycle time of various processes and positively impact the satisfaction levels of students and members. It will also improve the data connectivity between different departments there by eliminating the need for constant interaction between them for data & information interchange. Implementation of such systems at ICSI will have a positive impact on the way ICSI has been functioning hitherto.

Services of GCS Consulting Services Pvt. Ltd. have been hired as program management consultants. The project involves undertaking the study, strategy creation, solution architecture, bid process management, program management, testing, User Acceptance Testing, change management, training, data conversion, implementation, roll out and audit of the project for implementing and integrated solution including Enterprise Resource Planning ,Document Management System and Office Automation solution for ICSI Head office, 4 Regional Centres and 75 chapter offices. The solution is web enabled and will allow 1 Lakh students and 20000 members to interact with the institute through a portal. The project involves digitizing

500,000 documents and making them available through a workflow based Document Management System.

GCS has completed the study of the major processes and have identified the requirements for the implementation of the Enterprise Resource Planning, Document Management System and Office Automation system. A study report was submitted to ICSI. The Expression of Interest process was carried out to short list the vendors for implementation. The "Request For Proposal" document was prepared which has been given to the short listed vendors. After the submission of response detailed technical and financial evaluation was carried out to select the final implementation vendor. The implementation vendor has undertaken the AS-IS process study, To-BE process design, Functional Requirements and Design processes. The project is progressing and is expected to roll out in February 2009.

GCS has conducted several training sessions and workshops for the senior management and staff of ICSI on IT projects, technologies, change management and project management as part of this project.