

# ERPsim Event

HIGH SCHOOL EVENT GUIDE

---

# TABLE OF CONTENTS

## Table of Contents

Overview of the ERPSim Event – High School _____	1
Motivation for the ERPSim event with HS students _____	1
Initial Planning _____	3
Event Planning Activities _____	3
Entities to Partner With: _____	3
Sync with School Districts _____	3
Sync with University Career Services _____	3
Sync with University Administration _____	3
Create and Modify Simulation Timeline _____	4
Create and Modify VIP Timeline _____	4
Create Budget _____	4
Identify Corporate Sponsors _____	4
Establish Roles _____	4
Venue Planning Activities _____	5
Develop Transportation – Public Safety Plan _____	5
Identify and Plan Facility Needs _____	5
Coordinate with Onsite IT Support _____	6
Media Planning Activities _____	6
Pre-Event Preparation _____	7
Event Preparation _____	7
Design and Print Event Program _____	7
Design and Print Day of Agenda _____	7
Obtain Participant List _____	8
Printed Support Material _____	8
Modify Presentation Materials _____	9
Preparing Mentors _____	9
Venue Preparation _____	9
Media Preparation _____	10

---

# TABLE OF CONTENTS

Pre-Event Communications _____	11
Day of Execution _____	12
Event Execution _____	12
ERPSim Set-Up _____	12
ERPSim Execution _____	12
Venue Execution _____	13
Set-Up _____	13
Media Execution _____	13
Post Event _____	15
Event Wrap-Up _____	15
Identification of Winner _____	15
De-Brief with Mentors _____	15
SWOT Analysis _____	15
Post Event Social _____	15
Venue Wrap-Up _____	15
Media Wrap-up _____	15
Final Tweets _____	15
Post Photos _____	16
Email important social media to participating High Schools _____	16
Timelines _____	17
ERPSim Execution Timeline _____	17
Presentation with Notations _____	21
Appendix: Supporting Files _____	42
ERPSim Slide Deck _____	42
Job Aid Front – Business Process Flow Diagram _____	42
Job Aid Back – Product Information _____	42
Mentor Job Aid Front – Mentor Game Information _____	42
Mentor Job Aid Back – Business Process Flow Diagram _____	42
Position Description Front - Communications Coordinator _____	42
Position Description Front - Marketing Person _____	42

---

# TABLE OF CONTENTS

Position Description Front - Inventory Specialist_____	42
Position Description Front - Purchasing Agent _____	42
Position Description Back - Strategy Reflection Sheet_____	42
Computer Seating Tents _____	42
Name Tags _____	42
Sample Event Program_____	42
Sample Tweets _____	42
Sample Email For Mentor Participation _____	42
Sample Email For School Participation _____	42

---

## Overview of the ERPSim Event – High School

### MOTIVATION FOR THE ERPSIM EVENT WITH HS STUDENTS

The ERP program at Grand Valley is well known and regarded for graduating students with strong business process, ERP and analytics skills. The demand for graduates with these skills exceeds supply. One of the challenges is that we don't have enough students interested in pursuing careers that require these skills. When brainstorming ways to address this challenge with our industry advisory board, it was determined that the problem is more a lack of awareness of the program and the tremendous career opportunities that follow. Instead of waiting to students to find the program, a decision was made to proactively promote the program and encourage students to investigate if it fit their career goals. Additionally, a decision was made to reach further back into the talent supply chain and target high school students who had a general interest in business and technology.

Historically, high school students interested in business are guided towards majors in accounting and marketing and those interested in technology, towards computer science and engineering. It is rare for these students to be even aware of majors such as MIS which merge business and technology. Indeed, most high school counselors are unaware of such programs.

An additional area of concern is the declining numbers of high school graduates enrolling in colleges and universities<sup>1</sup> in spite of higher graduation rates<sup>2</sup>. Several reasons are offered for this decline, including a reduced growth in high school aged students and a strong economy which is attracting high school graduates into the workforce<sup>3</sup>. Consequently, universities are competition for a smaller pool of potential students.

A final complication in our quest to reach high schools and attract them to our program is the unique characteristics of these students compared with those of previous generations. The traits and motivations of these "next generation" millennials are summarized in Figure 1. These characteristics require recruiting approaches that are different from those that worked for the previous generation. In particular, these students are tech-savvy and connected (via a myriad of devices and apps) and are visual learners. They are motivated by challenges, but are impatient and seek instant gratification. Consequently, traditional approaches that utilize presentations, flyers, brochures or videos is unlikely to appeal to them.

We concluded that one of the games offered by of ERPSim Lab<sup>4</sup> would appeal to the next generation millennials for a variety of reasons. It is a fun, gamified environment that provides them with a meaningful introduction to business processes, technology and decision making. At the same time, it is a challenging,

---

<sup>1</sup> <https://www.linkedin.com/pulse/number-high-school-graduates-attending-college-linda-dennis-m-a-visited-2006/03/24>.

<sup>2</sup> <http://www.theatlantic.com/education/archive/2016/01/where-are-all-the-high-school-grads-going/423285/> visited 2016/03/24.

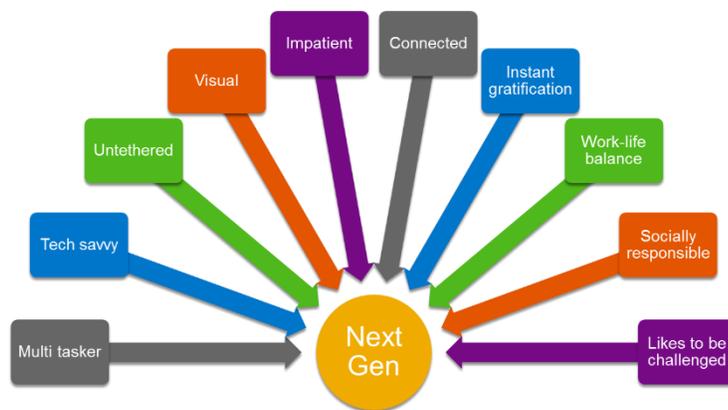
<sup>3</sup> <http://www.cbsnews.com/news/why-is-college-enrollment-declining/> visited 2016/03/24.

<sup>4</sup> Léger, P.-M., Robert, J., Babin, G., Pellerin, R. and Wagner, B. (2007), ERPSim, ERPSim Lab, HEC Montréal, Montréal, Qc.

# OVERVIEW OF THE ERPSIM EVENT – HIGH SCHOOL

fast paced, competitive environment. Consequences of decisions are evident immediately. Extremely visual reporting options (depending on the selected game) are available for feedback.

Whereas the ERPsim game provide a good introduction our business process and technology focused academic programs, it is essential for the students to understand the benefits to pursuing such programs. As a result, it is essential for students to hear from corporate executives who provide a “real world” perspective to augment the academic exercise, while promoting future opportunities for students in their organizations.



**Figure 1: Characteristics of next generation millennials<sup>5</sup>**

## **Is this right for you?**

There are several considerations in determining if a similar event is appropriate in your university. The following questions will guide your decision:

1. Is there a need to grow the program?
2. Are there executives from local companies willing to sponsor and participate in the event?
3. Do you have faculty with the skills to execute an ERPsim event with students that are younger and less experienced than typical college students?
4. Do you have college students who can serve as mentors to the high school students?
5. Do you have the support of college administrators?

---

<sup>5</sup> Jones, Kale, and Magal, “Next generation consultants in action,” keynote presentation at the 19th Americas SAP Academic Conference, February 16-18, 2016, San Diego, California.

# INITIAL PLANNING

## Initial Planning

### EVENT PLANNING ACTIVITIES

#### Entities to Partner With:

##### Sync with School Districts

It will important to meet in person or though meeting software, with the participating high schools, and in some cases with their local administrative services. Due to the fact that many high schools run different class schedules, transportation schedules, field trip regulations and chaperones rules, among other things; coordinating these differences is going to be a task most easily accomplished in a team setting. At the conclusion of the initial meeting, there should be the following developed:

- A timeline or list of any additional on-site meetings that need to take place.
- A media release full of details information that can be sent to the participating high schools or other interested schools in the area, to ensure that the event specifications are known.

##### Sync with University Career Services

University or College career services will mostly likely, like the opportunity to meet with the high school students and talk briefly about how they can future their education in the SAP/ERP Program. Meeting with them before the event takes places, ensures that they will be able to participate on the chosen event date and it allows time to have printed recruiting/informational materials to be printed.

##### Sync with University Administration

Depending on the size of the college or university it may be important to work with all of some of the following groups of individuals.

- Dean's Office: working with the Dean's office will ensure participation and backing from the administration, it may be helpful to have the Dean make opening remarks to the students. Clearing the date and the outline of the event may be important for budget reason, planning reasons or involvement reasons.
- ERP Program Department: working with the department that oversees the ERP Program will be very important to the success of the event. This department will need to know the dates of the event as soon as they are available, so they can begin to arrange student mentors and/or faculty instructors.
- Admissions/Recruiting/Future Student Materials: if the university is large enough to have separate career services and admission departments, allowing the admissions team time to create materials for the high school students is important. They may also want to consider setting aside time during the event to talk to the high school students about admissions into the university or college. High school student may benefit from receiving the following from admissions:
  - Handouts, Pens, Admissions Materials, Swag

# INITIAL PLANNING

## Create and Modify Simulation Timeline

Depending on the number of student participants, the time the high school students are allotted to be away from their own high school campus, and room needs, the timeline for the execution of the ERPsim event may change. It is helpful to make the changes this early in the planning stages, as it will give the university/college representative, the chaperones, the corporate sponsors and the student mentors/MC instructors a firm time guideline to work with. This can be extremely important for those individuals who will not be able to set aside the whole day for the event. The timeline should be modified and distributed to all participating parties so they can adjust their schedules as needed.

## Create and Modify VIP Timeline

For individuals who are not directly involved in the simulation at all times throughout the day, a separate VIP timeline should be created, this allows them to come and go throughout the event at appropriate times that will not disrupt students. It also allows for interaction between corporate sponsors, chaperones and college/university officials outside the computer lab room, without affecting the tight ERPsim timeline.

## Create Budget

A budget should be created based on the needs of the host university/college. The budget will vary widely depending on what systems are already in place. For example making copies in house vs. sending copies to a copy center. Looking through the rest of the documentation should provide an idea of what things to include in the budget. If the college/university plans to seek sponsorship for the event to off-set the costs, a preliminary budget should be presented to the sponsors, with an understanding of how the college/university handles charges.

## Identify Corporate Sponsors

Corporate sponsors are a great addition to the ERPsim experience. From the perspective of the high school student, this may be the first time that they are introduced to a high level executive from a well know corporation. From the perspective of the student mentor this gives them the chance to interact with a high level executive that may result in the growth of their professional network. And finally from the perspective of the college/university it is a great opportunity to bridge the gap between the high school, college/university and workforce. It is important to note that cultivating the supply chain of ERP professionals is a very important task that will prove valuable to the workforce in several years.

## Establish Roles

Establishing roles and what those individuals will be doing is an important aspect of a smooth running event. The specific tasks and direction of each position, keeps participants on track, while the knowledge of what each role will do, allows for back-up and overlap if necessary. The roles that should be defined and filled for an ERPsim event include:

- Mentors
- MC Role
- Systems Administrator
- Student Chaperone
- VIP Coordinator

# INITIAL PLANNING

- Media Coordinator
- Notes/Time Keeper
- Runner
- Facility Coordinator – Working with Contact Person from Facilities
- Sponsors
- Photographer – formal photographer not needed, but devoted to take pictures

## VENUE PLANNING ACTIVITIES

### **Develop Transportation – Public Safety Plan**

Taking the information gained from the meeting with the high school districts it is important to work with public safety to create documentation regarding parking and safety. Depending on the size and location of the college/university, there will be different levels of involvement with public safety that needs to take place. Specifically it is important to document:

- Bus arrival location and bus parking location.
- Student drop-off location.
- Parking permits, if necessary. Or information about local street/paid parking.

### **Identify and Plan Facility Needs**

Working with facilities weeks prior to the ERPsim Event will assure that both the planning team, the high schools and the college/university facilities services are informed of the same important information. Attention will need to be paid to these specific areas within facilities services.

- Room Reservations

Room reservations should be made early for the time periods necessary. Although the bulk of the ERPsim event will be held in a computer lab, it will also be important to reserve the following areas/rooms for times through the day:

- Registration tables, coat racks for the registration of the students and other participants.
- Additional seating (for chaperones/observers) in the computer lab.
- Hospitality suite to hold beverages and snacks for the corporate sponsors and chaperone participants.

- Food Service

Food service will need to be organized to accommodate the needs of all students, including food sensitivities and distribution timing. It is important to remember to discuss with the school districts normal snack and lunch times to accommodate them, as best as possible. Some things to consider:

- Location for snack and lunch should be reserved in a room or location where the students can sit in their groups and discuss.
  - Morning Snack
    - Not messy, in case snack is in computer lab
  - Lunch (is sponsored by company, work with company for decorations, promotions, etc...)

# INITIAL PLANNING

- Menu Selection - Appropriate mix of options that are high school friendly
- Organize lunch room so that teams are able to set together with their mentor
- Day Long Beverages – Hospitality
  - Beverages with lids or bottles
  - Trash Cans in Multiple Locations to handle Box Lunches

## **Coordinate with Onsite IT Support**

Working with the onsite IT support department at the college/university is very important considering most college/universities have very specific protocols and access levels. It is extremely important to discuss the event with them weeks prior to the event, it may be helpful to share the timeline and specifications of the ERPSim program, as well. The IT Support department should be prepared to deal with any and all campus computer problems that arise during the ERPSim event. In preparation for the event, it will be important to get a plan written out that states the follow:

- Who and how many IT support staff will be on-call in the computer lab during the event.
- Guest internet will need to be made available, along with desk space for corporate sponsors and chaperones that need to multi-task throughout the event.
- Set Computers to not Log-out automatically.
- Set log-on information to a universal password, to make it easier for the high school students to navigate.

## **MEDIA PLANNING ACTIVITIES**

Having one person dedicated to spreading information about the event prior to the event is important. This person so decide what media formats will best reach the intended audiences and what information needs to be distributed. This includes creating documentation and plans to be executed later in the planning process.

## Pre-Event Preparation

### EVENT PREPARATION

#### Design and Print Event Program

One needs to view at an ERPSIM event as an exercise in project management. The actual competition/event is analogous to the 'go-live' of an information system. Most of the effort will happen before anyone takes a seat. One must first scope out the project with the various stake holders, manage the technical infrastructure needs, establish documentation and training protocols, test the product, and then practice the go-live event to smooth out the rough spots.

The main audience of the ERPSIM event will only see the finished product. The 'hook' for the students is a fun event that is educational, and *memorable*. To that end, the assumption is that the ERPSim event is being held on a college campus away from the students High School. A novel venue helps to ensure that memorable experience. Make this an '*event*' for the students.

ERPSIM, especially for novice participants, needs a nurturing environment that supports the students' questions and discovery. More attitude rather than a 'thing' this type of environment needs to provide students with the opportunity to discover, execute and possibly fail. Learning from their success and controlled failure is what provides students with experience.

#### Appendix Items

- Event Brochure
- Project plan

#### Design and Print Day of Agenda

The event agenda is a roadmap for the day's activities that serves a number of different audiences.

The first audience, of course, are the students. Second are the mentors; they 'execute' the agenda. Third, is the student's retinue. For this document, we will refer to them as VIP's. These are the chaperones, teachers, school administrators, guidance counselors, etc. who have come to witness the event and support their students. Lastly, there are the sponsors; those who are underwriting the event.

An ERPSIM event takes 6 hours to execute. Roughly 2 hours for logistics (registration, welcome, breaks, lunch, wrapup), 2 hours of game overview/mechanics (how it works, how to log in, how to use the system), 2 hours of game execution, broken into 3 separate rounds (running ERPSim, strategy sessions, post-round debriefs).

The appendix contains an example agenda for the SIM event itself (reference agenda here). This agenda is focused on student and mentor activities. It is planned to the minute, to help move the event along. The VIP's and sponsors will follow this agenda as well; however, they may need additional support while the students/mentors execute the simulation. Sidebar activities/events for VIPS and sponsors will help address their specific questions. Breakout space and parallel activities in the agenda allow for this interaction without interrupting the flow of the simulation event (see VIP Agenda reference).

#### Appendix Items

# PRE-EVENT PREPARATION

- Event Agenda

## Obtain Participant List

Early confirmation of all participants is necessary to reinforce the importance and organization of the event. Explicit identification of students and their chaperones (VIP's) will force participants to formalize their participation. The resultant list will allow for the creation of name tags for all participants to be properly prepared in advance of the event. Printed nametags bring professionalism to the event that many students will remember. University or sponsor branded lanyards (instead of 'sticky labels' will increase this perception.

In addition to the participant list itself, the students will need to be grouped into teams. These will be the competitive teams for the simulation. While the grouping itself can vary (by school, class, etc...), there is a need to have teams established BEFORE the event begins. This saves time at the event, and allows pre-event education/strategy sessions at the student's high school. Lab space needs to be allocated by team, and a team-seating chart done in advance is necessary.

## Appendix Items

- Name Tags for Students
- Name Tags for Sponsors/Chaperones
- Name Tags for Mentors, MC, VIP Coordinator, Social Media Coordinator, etc.
- Team list
- Lab Seating map (team location)

## Printed Support Material

The ERPSIM Job Aids are the foundation for event materials. Each student/role needs documentation that reinforces their duties within the simulation. A Mentor Job Aid will provide game flow and process support for mentors. These job aids should be printed on heavy-duty cardstock. This helps to differentiate it from other printed materials (eg the agenda). When calculating the number of copies needed, make sure to include copies for the VIP's.

All participants will appreciate printed WiFi access information and Tweeter hash-tag details. To make the event more memorable, customized water bottle labels will get the students talking.

## Appendix Items

- Student Job Aid (Front - Business Process Flow Diagram, Back – Product Information)
- Position Description/Strategy Aid (Front - Position Job Descriptions, Back – Strategy Reflection Sheet)
- Mentor Job Aid (Front – Mentor Game Information, Back – Business Process Flow Diagram)
- Water Bottle Labels
- Local WiFi access information,
- twitter 'hash-tag' references

# PRE-EVENT PREPARATION

## Modify Presentation Materials

Visual presentation of the introductory material is important. The ERPSIM presentation in the appendix is aligned with the sample agenda. The example provides the minimum content needed for the simulation. Modifications / Branding changes are to be expected. However, additional material in the presentation will require additional time in the agenda. Ensure that the two documents (agenda and presentation) are well aligned.

### Appendix Items

- Example Simulation Presentation

## Preparing Mentors

Novice ERPSIM users need support to succeed. Nuances of the software, data, processes, people and even the event 'procedures' may be overwhelming to the uninitiated. A dedicated coach for each team is essential. The bespoke mentor for each team helps to: adhere to event scheduling, facilitate student learning, and provide business & technical support. For high school students, strategy and communication require a little more attention.

Mentors must be well versed in the simulation. Preparation begins with a 'mentor only' run through of the simulation long before the event itself (see appendix timeline). Playing the simulation in teams will illustrate the challenges that the high school students will face. It will also provide the opportunity for the mentors to discuss & identify strategy/coaching opportunities. Even mentors who have previously played the simulation as participants, need to re-experience the simulation using the mentor perspective.

In addition to the mentor activities of the simulation, a 'code of conduct' review is necessary. Student mentors are only a few years removed from the high school participants, they may not appreciate the different position of authority they now have. The exchange of personal contact information, may seem innocent and harmless, but when viewed out of context, could be construed as a serious code of conduct violation. Work with your institution's code of conduct office to convey the necessary information/warnings to the simulation mentors.

## VENUE PREPARATION

In addition to the initial catering and facilities scheduling, there are a number of logistical activities that take place on/just before the simulation event itself.

- First, registration packets need to be assembled for all participants (students and VIPs alike). These will include the agenda, job aids, team assignment, (role assignment if applicable), appropriate facility maps (restrooms, break out rooms, lunch facilities, etc...).
- Second, each workstation needs an identifying 'table tent' that indicates the team number, and the position (eg Team 1, Inventory specialist). This will allow student to quickly take their seats and settle into their role.
- Third, the technical infrastructure for the simulation needs to be implemented. Installation of the SAP GUI, identification of the destination system in the SAPINI files are assumed.

# PRE-EVENT PREPARATION

- Parking passes/Bus parking information needs to be communicated to the student chaperones BEFORE the event. This 'day of' logistics communication should confirm Arrival/departure locations, parking locations, and processing instructions (where to register).

## Appendix Items

- Workstation table tents (Front & back – Team Number and role)
- Example communications re: 'day of' logistics

## MEDIA PREPARATION

One aspect of an ERPSIM that can vary widely between one event and another is its visibility in social media. A low-key event may have little to no social media presence; while another event may be highly visible. Someone on the event team should have explicit communication responsibilities. This person is the official 'event' communicator (obviously, any participant is encouraged to tweet and retweet, but a responsible party for 'official' communications is needed).

Before the event, it is necessary to identify the twitter destinations desired. Examples include:

- The hosting organization (@hosting org)
- The sponsors (@sponsor company)
- SAP's university alliance (@SAP\_UA)
- ERPSIM (@ERPSIM)
- Your own event name (#event name)

During the event, there are a number of opportunities for social media chatter. Examples include:

- Registration
- Event kick-off
- Each round kick-off
- End of each round
- Round winners
- Lunch
- Competition End
- Overall Winners
- Thank You
- Sponsor Plug & Re-Tweets

Do not rule out traditional media opportunities as well. Having a skilled photographer on hand will help document the event and augment social media activities. Inviting skilled journalists from local media outlets as well as the school newspaper will enhance the event visibility. Better still, a prepared press release before, on the day of, and after the event is appropriate.

Appendix Items:

# PRE-EVENT PREPARATION

- Sample tweets
- Sample press release

## **Pre-Event Communications**

Planning for an ERPSIM event requires a great deal of communication. Much of it will be informal/operational in nature, but there are a number of 'official' communications that need to be made. Examples are provided in the appendix, but formal communications would include:

- Media Communications
- High School Confirmations
- High School Team Assignments
- High School Video Clips/Materials on What is SAP, What is ERPSim
- SAP Confirmations
- Mentor Confirmations
- ERPSim Confirmation

## Day of Execution

### EVENT EXECUTION

#### ERPSim Set-Up

The event execution team should plan to arrive at the venue approximately 2 to 3 hours ahead of the beginning of the event. During this time the team will need to set-up the computer stations that the students will be using. Particular attention will need to be given to creating an easy and user friendly interface for the students to work with. To make the computer environment as friendly as possible, the execution team will want to complete the initial logon to the computers and verify that the ERPSim is loaded and ready to be used. Aspects of the verification include:

- Login Information
  - Walk through the initial ERPSim start-up, to save the participants time and confusion.
  - Verify ERPSim data is loaded.
  - Verify distribution channels have been created.
  - Prep computers with the login to the local or virtual ERP client.

#### ERPSim Execution

During the execution of the ERPSim event, there will be 4 groups that will require interaction and monitoring. Each of the groups will benefit from the same materials, however they will be distributed in different formats and at different levels of understanding. The student mentors will have materials tailored to their roles and duties, the event MC will require in-depth materials tailored to their roles, the student participants and observers/chaperones will also require materials written in specific formats for their needs. These documents should have been created before the actual execution of the event, however during the execution of the event, it will be important to make sure that each group has the correct printed/digital materials and that they understand how to use those materials. The materials that should be on hand during the execution include:

- A daily agenda for each of the 4 participating groups.
- Specific ERPSim materials created for the mentor group.
- Specific ERPSim materials created for the student participant group.
- A completed slide deck for the MC to work through, as they explain and execute the ERPSim.
- ERPSim teaching notes for the MC and observers/chaperones to use and reference during the execution of the ERPSim. These notes should include information regarding:
  - How to execute the simulation game.
  - What to do if there is a problem in the game.

# DAY OF EXECUTION

## VENUE EXECUTION

### Set-Up

Aside from the set-up and execution of the ERPSim, attention will need to be paid to the set-up and execution of the more paper driven processes of registering the student participants, assisting them in finding their team and computers and generally verifying that they have all the non-computer specific items that they will need in order to participate in the ERP Sim. Arrangements and documents should have been made ahead of time in order for this process to run smoothly. Before the event starts participants from the host team should prepare and execute the following:

- Ensure that the registration table is set up and that it is in a separate space from the computer lab space. At the table the host team should have:
  - A registration sheet, to verify attendance.
  - Name tags, preferably pre-printed, for all the students, mentors, observers/chaperones, etc..
  - Maps of the venue pointing out the computer space, lunch space and restrooms.
- Coat Racks and bag storage should be available outside the computer lab space, but in a secure location.
- Team table tents should be placed on the computers, so that student participants can quickly identify their team computers and their specific role position.
- Chairs should be arranged in the computer lab space so that each student participant has a chair, as well as, the mentor.
- Chairs should also be placed around the room for the observers/chaperones to sit in.
- Everything that the student participants would need to know regarding login information or computer access information should be written on a board at the front of the room, for easy identification. This information would include:
  - Computer login information.
  - ERPSim login information.
  - Distribution channel.
  - Seating arrangements, restroom locations, lunch location, etc..
  - Agenda timeline.

## MEDIA EXECUTION

Having one person dedicated to spreading information about the event in a live setting is very important, as the students, mentors and MC will find that they do not have the adequate time to focus on both the ERPSim and social media. Before the execution of the event, the media coordinator should have hashtags, twitter names and accounts set-up and ready to go. They will also want to make sure that their social media posts do not interfere with any school or professional laws regarding privacy. The media coordinator should participate in one or all of the following platforms:

- Live tweeting of the event in a play-by-play format, so people who were not able to attend the event can know what is taking place.

# DAY OF EXECUTION

- Instagram photos of the participation in the ERPSim, the corporate sponsor talks, lunch activities and winners should be posted.
- A blog entry to the University Alliance about the event, should be constructed and posted shortly after the event.
- A newspaper style article, similar to the blog should be constructed and submitted shortly after the event.
- A thank you photo with all the students, should be captured and set to all the corporate and university sponsors.

## Post Event

### EVENT WRAP-UP

#### Identification of Winner

At the conclusion of the event, the social media coordinator should work to send out information on the winning team. This information should be shared with the University Alliances, the Host School, the High School participants and any other individuals that were involved. This news bulletin may be used in publications within the high schools and maybe also be featured as promotion for future events.

#### De-Brief with Mentors

Following the event, it is a valuable activity to immediately sit down with the student mentors and review how the event went. Taking notes through this process is vital to making changes for future events. The feedback that the mentors will be able to provide will include both technical issues and issues and experiences regarding working with the student participants.

#### SWOT Analysis

A SWOT analysis should be created either during the de-brief with the mentors or shortly thereafter. Having an idea of what areas within the planning and executing process need improvement will develop an action plan to host a successful event in the future.

#### Post Event Social

So show thanks to the student mentors, corporate sponsors and MC/educators it is helpful to have a post event social. This social does not need to be lengthy and can be tailored to suit the needs/ages of the participants. Sharing thanks with those that put much time and energy into the successful completion of the event, fosters team bonding and builds excitement to work tougher for another event.

### VENUE WRAP-UP

Depending on the host school's computer lab, there may be tasks that need to be completed before the event can be considered finished. For example: computers may need to be turned off, chairs may need to be returned, white boards may need to be wiped clean, registration tables may need to be removed. Working with facilities services in Pre-Event planning, should identify what tasks need to be completed.

### MEDIA WRAP-UP

#### Final Tweets

The social media coordinator should send out final tweets that signify the conclusion of the event. Sending tweets that tag the corporate sponsors, University Alliances and the high school participants, signals the successful completion of the event. Using language that thanks these different type of participants is also very important.

# POST EVENT

## **Post Photos**

Photos that have been taken during the event should be collected and placed in a shared cloud space, for example Dropbox. Access to these photos should be given to individuals who would use them for media purposes.

## **Email important social media to participating High Schools**

In order for the participating high schools to feature this unique experience it is important to provide them with as much information and media as possible. In addition of the access of photos from the ERPSim event, sending a follow up email with the details of how the ERPSim game was executed, who the winning team was, who the corporate sponsors were, who the host university was, who the student mentors were, allows the high schools, to create their own media or thank you announcements.

# TIMELINES

## Timelines

### ERPSIM EXECUTION TIMELINE

SCHEDULED TIME	SCHEDULED ACTIVITY	ACTIVITY DESCRIPTION	ACTIVITY DELIVERABLE	RESPONSIBLE PARTY
8:00	Registration	Students will arrive and check-in to the event.	<ul style="list-style-type: none"> <li>Name Tag</li> <li>Student Registration Sheet</li> <li>Team Assignment</li> </ul>	Mentors Assigned To The Registration Team
8:20	Welcome	Welcome the students to the event.	<ul style="list-style-type: none"> <li>Welcome Slides</li> </ul>	MC Sponsors High School Coordinator
8:40	Mentor and Student Introductions	The mentors should introduce themselves to their team of high school students.		Mentor Students
8:45	Introduction to the ErpSim Game and Game Rules	The MC will introduce the concept of business process and then expand the introduction to how the ERPSim game will be played and what the rules entail.	<ul style="list-style-type: none"> <li>ERPSim Game Powerpoint</li> </ul>	MC
9:15	Login to the ERPSim Game	Mentors will assist the students in logging into the ERPSim Game.	<ul style="list-style-type: none"> <li>Student Login Information on Position Description Card</li> </ul>	Mentor Students
9:30	Assign Team Roles and Discuss the Team First Round Strategy	Mentors will assist the students in the discussion of what role each student will play and then discuss and outline the first round strategy on how to play the game.	<ul style="list-style-type: none"> <li>Job Aid</li> <li>Position Description Card</li> <li>Strategy Reflection Card</li> </ul>	Mentor Students
9:50	Introduction to the Reports and Actions to be Used in Round One	MC will demo the reports and actions that will be used within the First Round of the ERPSim game. Students can follow along with the MC.	<ul style="list-style-type: none"> <li>ERPSim Game Powerpoint</li> <li>Job Aid</li> <li>Position Description Card</li> </ul>	MC Students

# TIMELINES

<b>10:00</b>	Round One Begins	Mentors will assist the students in the start of Round One. Attention should be paid to aligning actions to strategy, but allowing the students to work through the game.	<ul style="list-style-type: none"> <li>• Job Aid</li> <li>• Position Description Card</li> <li>• Strategy Reflection</li> <li>• Mentor Job Aid</li> </ul>	Mentor Students
<b>10:00 (VIP's)</b>		Side-Bar discussion outlining how the simulation works and the value it provides to students.	<ul style="list-style-type: none"> <li>•</li> </ul>	VIP C
<b>10:07</b>	Pause Round One	The game should be paused at day 7 for time for the students to re-group their thoughts and the mentors to assist with any questions.	<ul style="list-style-type: none"> <li>• Job Aid</li> <li>• Position Description Card</li> <li>• Strategy Reflection</li> <li>• Mentor Job Aid</li> </ul>	MC Mentor Students
<b>10:15</b>	Round One Continues	Mentors will assist the students in the completion of Round One.	<ul style="list-style-type: none"> <li>• Job Aid</li> <li>• Position Description Card</li> <li>• Strategy Reflection</li> <li>• Mentor Job Aid</li> </ul>	Mentor Students
<b>10:30</b>	Round One Reports Review	MC will explain the end of round reports, so that the students can formulate their next round strategy.	<ul style="list-style-type: none"> <li>• ERPSim Game End of Round Report</li> </ul>	MC
<b>10:40</b>	Snack Break Round One Debriefing	Students will enjoy a snack and beverage while the mentors assist them in reviewing what happened in Round One and formulating a strategy for Round Two.	<ul style="list-style-type: none"> <li>• Strategy Reflection</li> <li>• Mentor Job Aid</li> </ul>	Mentor Students
<b>11:00</b>	Introduction to the Reports and Actions to be Used in Round Two	MC will demo the reports and actions that will be used within the Second Round of the ERPSim game. Students can follow along with the MC.	<ul style="list-style-type: none"> <li>• ERPSim Game Powerpoint</li> <li>• Job Aid</li> <li>• Position Description Card</li> </ul>	MC Students
<b>11:10</b>	Round Two Begins	Mentors will assist the students in the start of Round Two. Attention should be paid to aligning actions to strategy, but allowing the students to work through the game.	<ul style="list-style-type: none"> <li>• Job Aid</li> <li>• Position Description Card</li> <li>• Strategy Reflection</li> <li>• Mentor Job Aid</li> </ul>	Mentor Students

# TIMELINES

<b>11:10 (VIP's)</b>	Round One VIP Recap	A review of the round one results with VIP's	•	VIP Coordinator
<b>11:30</b>	Round Two Reports Review	MC will explain the end of round reports, so that the students can formulate their next round strategy.	• ERPSim Game End of Round Report	MC
<b>11:40</b>	Round Two Debriefing	Mentors will assist the students in reviewing what happened in Round Two and formulating a strategy for Round Three.	• Strategy Reflection • Mentor Job Aid	Mentor Students
<b>12:00</b>	Lunch	Teams should sit with each other and their mentor during lunch for additional time to talk. Sponsors can use this time to talk to students.	• Sponsor Programing	Mentors Students Sponsors
<b>12:30</b>	Introduction to the Reports and Actions to be Used in Round Three	MC will demo the reports and actions that will be used within the Third Round of the ERPSim game. Students can follow along with the MC.	• ERPSim Game Powerpoint • Job Aid • Position Description Card	MC Students
<b>12:40</b>	Round Three Begins	Mentors will assist the students in the start of Round Three. Attention should be paid to aligning actions to strategy, but allowing the students to work through the game.	• Job Aid • Position Description Card • Strategy Reflection • Mentor Job Aid	Mentor Students
<b>1:00</b>	Hear Strategies From The Teams	Each team will elect one spokesperson to share the strategies that the team employed.		MC Students
<b>1:10</b>	College and After High School Information	Representatives from Admission and Careers Services can share information with the students about the ERP Program.		MC Admissions Career Services

# TIMELINES

<b>1:30</b>	Winners Announced & Concluding Remarks	MC will explain the end of round reports and winners will be announced. Photographs of Winners with Sponsors.	• ERPSim End of Round Report	MC
-------------	--	---	------------------------------	----

---

<b>1:45</b>	Event End	Students return to busses.
-------------	-----------	----------------------------

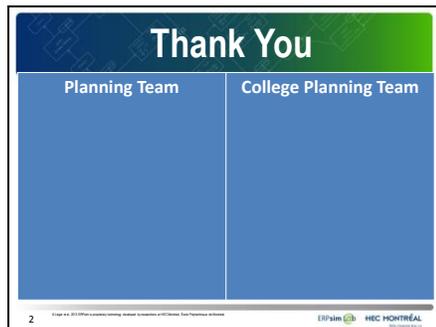
# PRESENTATION WITH NOTATIONS

## Presentation with Notations

Slide 1



Slide 2



# PRESENTATION WITH NOTATIONS

Slide 3

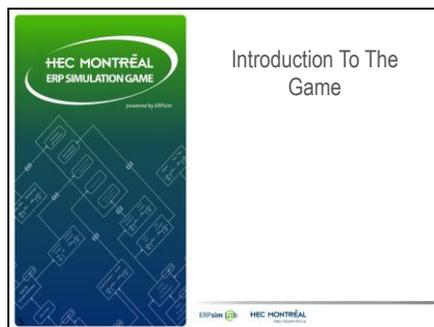


**FINISH: 8:40**

Slide 4



Slide 5



Welcome to the Game

My name is ##### and I am delighted to have the opportunity to walk you through this wonderful experience today.

I do want to take a moment to mention that we do not have scheduled restroom breaks, so if you need to use the restroom please feel free to do so at any time, the restrooms are outside the room, take a left down the hall and then a right.

Also, for our visitors, we have extra space for discussion and refreshments in the graduate lounge, which is outside the room and to the left and it is the last room on the left.

# PRESENTATION WITH NOTATIONS

Slide 6

**ERP Simulation Games: Objectives**

- To show how the ERP system supports business strategies
- To develop a hands-on understanding of the concepts underlying enterprise systems
- To experience the tangible benefits of enterprise integration firsthand

HEC MONTRÉAL  
ERP SIMULATION GAME  
powered by ERPsim

6

Ok, so let's get started.

The simulation game we are playing today is based on a type of software called ERP software. The leading maker of ERP software is SAP ERP and will be the program that we use today. SAP ERP is used in 250,000 companies in 130 countries. In fact, it is currently being used in 80% of the Fortune 500 companies.

A wonderful example of how ERP systems work was told to be by the retired CIO of Steelcase, Inc. John Dean, he eloquently described a symphony and how each musician is very skilled at playing their own instrument, but if every musician sat next to each other and just started playing any song, at any volume and at any tempo, it would sound horrible! Play clip of horrible music. <http://youtu.be/c60Vgc-vO68>

Now, add in a conductor, someone who directs the musicians, tells them what to play and when to play the music, tells them how loud and how fast to play. Now you have beautiful music.

Play clip of beautiful music. <https://www.youtube.com/watch?v=>

An ERP system is a conductor at the company, it helps the marketing person, share data and work with the purchasing agent, it helps the inventory specialist monitor inventory levels and work with the marketing person. With an ERP system at a company, you have beautiful music, which allows the company to run in a streamlined way that avoids problems and helps them to make more money.

Slide 7

**Distribution Game**

- In groups of 4 participants, each team operates a water bottle distribution company
- Using standard business reports, participants have to make business decisions to ensure the profitability of their operation

HEC MONTRÉAL  
ERP SIMULATION GAME  
Distribution Water Game  
powered by ERPsim

7

The game is designed so that you work in teams of 4, with each person having a unique role that is vital to the process of selling water to convenience stores and making money.

As we play this simulation game on SAP ERP you will be able to see how the ERP system would work in a business environment allowing individuals to share data, create reports and make business decisions to ensure profitability.

# PRESENTATION WITH NOTATIONS

Slide 8

**German Market**

North  
45 retailers

West  
40 retailers

South  
38 retailers

3 areas with distinct marketing accounts

- Market size of about € 6,000 per company per day
- One distribution channel :  
18 – Selling To Convenience Stores

8

The game takes place in Germany, which happens to be the headquarters of the company SAP. The country has been divided into three regions the north, west and south – this will be important for marketing and sales, since people in the different regions may have different preferences.

No matter where you are selling your bottles of water, you will be selling them to the distribution channel of convenience stores, keep in mind that these types of stores like Meijer or Target do not want to buy an individual bottle of water, so you will be selling your water in boxes.

Reminder: Teams will want to grab as much of that 6,000 market as possible.

Slide 9

**6 Products**

Product Code	Product Description	Units in box	Cost of boxes
\$-B01	1L Clear Pure	12 bottles	11.99
\$-B02	1L Spritz	12 bottles	14.99
\$-B03	1L Lemon Spritz	12 bottles	16.99
\$-B04	500mL Clear Pure	24 bottles	16.99
\$-B05	500mL Spritz	24 bottles	19.99
\$-B06	500mL Lemon Spritz	24 bottles	22.99

9

6 products (boxes of 12x1L and 24x500mL)

You have 6 different products to sell to the convenience stores.

As I quickly describe the table, you can follow along on the back of your job aid document.

Notice the \$ in the product code this symbolizes your team, it will be different for every team.

Also, notice that we are selling in boxed units, since we are a distributor, we sell in large units, a grocery store or Target wouldn't want to buy just 1 bottle of water, they want to buy in bulk then resell to the customer.

Hint #1: Don't sell for less than the price!

Hint #2: Abbreviate for clear communication, such as Clear, Spritz, Lemon

Hint #3: Try to grab as much of the 6,000 as possible

# PRESENTATION WITH NOTATIONS

Slide 10

## Rules Of The Game

- Each round will be of 20 days (1 min per day) We will play 3 Rounds
- End-of-round inventory is carried over to the next round
- You can sell a product **only** if you have it in stock
- You compete against the other teams and importers (bot)
- Your objective is to maximize profit

10

Hint # 4: Don't run out of inventory.

Hint # 5: Watch your prices to make sure they are in line with the other teams, if your pricing goes too high the computer player (bot) will win the sales, with better aligned pricing.

Hint # 6: You are playing against each other, but also the bot.

**FINISH: 9:15**

Slide 11

## HEC MONTRÉAL ERP SIMULATION GAME

presented by ESPRIMO

### The Roles And Responsibilities In The Game

HEC MONTRÉAL

Slide 12

## Business Process

12

The Business Process in this game works right to left.

We start with making pricing and marketing decisions, then we work through the procurement and planning process.

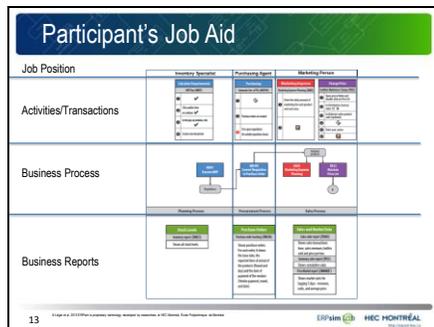
The sales process will involve setting prices and marketing to the business customers

The Procurement process is the buying process and that will involve buying water from the water factory so that you can sell it to the business customers.

The Planning process will involve checking the inventory and letting everyone know when you are running out of water to be sold, so that more water can be purchased from the water factory.

# PRESENTATION WITH NOTATIONS

Slide 13



The job aid describes the set of transactions that must be performed by the participants.

The top row is the activities/transactions that take place .

Slide 14



Purchasing Agent will be in charge of creating orders to buy more water.

Marketing Person will be in charge of setting the price and advertising.

Inventory specialist will be in charge of checking inventory levels and letting the purchasing agent know when to buy more.

Coordinator will be in charge looking at the reports and talking with the other users to pull together the information.

# PRESENTATION WITH NOTATIONS

Slide 15

**Login to the ERPSim System**

Client will be provided by the instructor

Login: S#  
Where  
S = Team (from a to z)  
# = User (from 1 to 9)

Password: ERPSIM (capital letters)  
You will have to change your password the first time you enter

15

ERPsim HEC MONTREAL

Slide 16

**Choose The ERPSim Round Folder**

16

ERPsim HEC MONTREAL

**FINISH: 9:50**

Slide 17

**HEC MONTREAL ERP SIMULATION GAME**

Distribution Game: Round 1

20 min  
20 days

ROUND 1

Sales process

ERPsim HEC MONTREAL

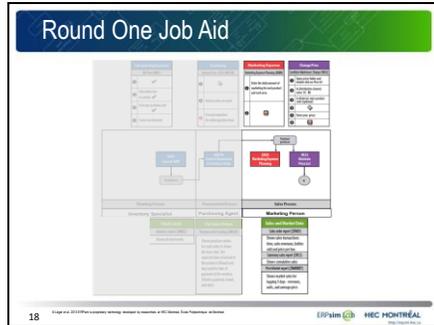
Welcome back from your strategy session, hopefully your team and student mentor has had enough time to come up with your company strategy. I am sure there are lots of different strategies out there ranging from teams selling for the lowest cost and selling the highest volume, to selling at the highest cost and not running out of inventory. Whatever strategy you chose, know that if you decide to make changes, you should make them slow and small. Your student mentor will be able to help you with this.

One other piece of advice ... you do not know the context of the conversations going on in other groups, so if you overhear decisions other groups are making, don't be tempted to make the same decisions. Only use your teams standard business reports to make decisions.

So, let's get on to learning how to play the game.

# PRESENTATION WITH NOTATIONS

Slide 18



In round one we will be using the far right column on your Job Aid. This round takes place in the Marketing Person's area of responsibility. With help from the rest of the team.

You need to change and monitor the price of your 6 products and invest in marketing.

What do you need to know in order to make that decision ?

You need to know how to look at common business reports to:

- See available stock
- Monitor sales orders
- Monitor How Well Sales Are Going
- Monitor competitors

Slide 19

Material	\$\$-B01	\$\$-B02	\$\$-B03	\$\$-B04	\$\$-B05	\$\$-B06
Name	1L ClearPure	1L Spritz	1L Lemon Spritz	500mL ClearPure	500mL Spritz	500mL Lemon Spritz
Size	1L	1L	1L	500mL	500mL	500mL
Number of bottles in package	12	12	12	24	24	24
Cost	€11.99	€14.99	€16.99	€16.99	€19.99	€22.99
Initial price	€14.99	€17.99	€19.99	€19.99	€22.99	€25.99
Initial stock	1,000	1,000	1,000	1,000	1,000	1,000

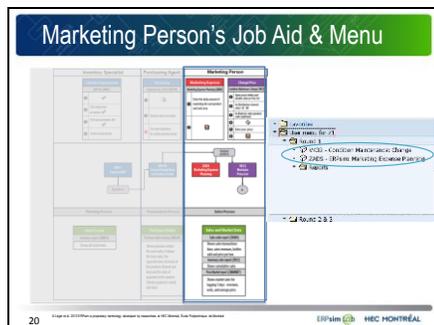
This table shows the initial costs, pricing and inventory for the round.

The amount of inventory can not be increased, so you will want to make sure that you stretch your inventory as far as possible. Running out of inventory, means losing out on the opportunity to make money.

You will also want to note on your paper the initial cost for the round, you will want to keep your pricing above the cost so that you make money.

Don't get caught up with trying to convert the Euro, just look at the euro symbol as a dollar symbol and go from there.

Slide 20



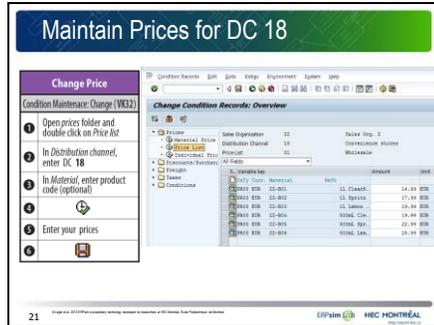
Under the Round One folder you will see the transactions that we will be using for Round One.

The Marketing Person will be maintaining the Price and Setting the Marketing budget.

They will be looking for input and suggestions for their group members and the Coordinator, based on the results of the reports.

# PRESENTATION WITH NOTATIONS

Slide 21



Only one person can have this action open at a time.

Let's have the marketing person open this transaction and change the prices by 1 penny. After you change the price, you must hit the save diskette.

Let's look to see that they have been saved.

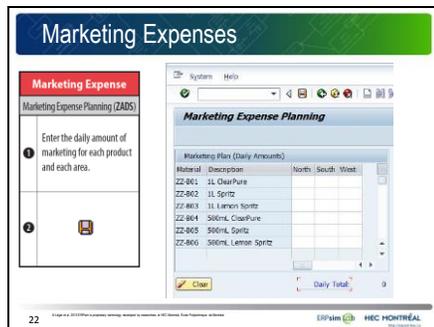
Some tips to make decisions by:

Make sure to save your pricing changes EVERY TIME.

Don't make huge shifts in your pricing.

Make sure that your pricing covers your costs, don't give you water away for « free. »

Slide 22



Enter your daily marketing budget for each product and for each region.

The impact of marketing in one region depends on your share of all marketing in all regions

Marketing in the long term induces customers to find your product more desirable

The daily marketing budget can be changed at any time.

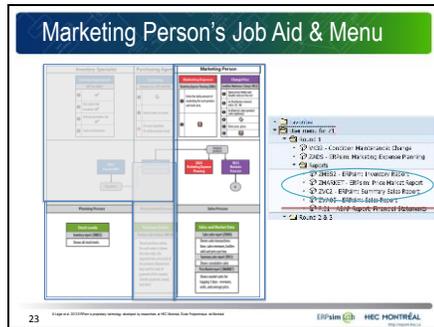
Marketing decisions apply to the next day.

Some tips to make decisions by:

- Make sure you hit save after every time you change the price, if you do not save, the marketing budget will not change the next day.
- You don't have to market in every market.
- The total daily marketing budget should be no more than 3%. Or 600 per day
- You will want to check and maybe even change the expenses daily.
- You don't want to compete against your own company, so do market so your products are competing against each other
- If you do want to make marketing changes, they do take time, so try not to make more than 1 to 2 changes per round.

# PRESENTATION WITH NOTATIONS

Slide 23



Under the report folder you will see the reports that we will be using for Round One.

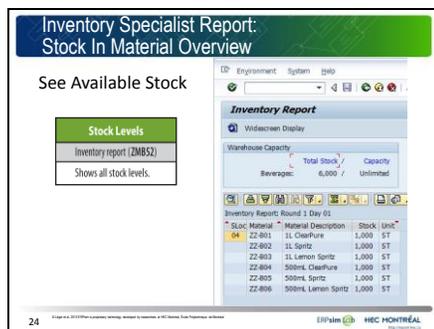
As we go through the round,

The Inventory Specialist will want to focus on the Stock Level Report

The Marketing Person will want to focus on the Sales Order Report, Summary Sales Report & Price Market Report

Because the marketing person has so many reports to focus on, other team members will probably want to help out with the reports.

Slide 24



Inventory Specialist

Stock Level Report

Do not view In Widescreen Display

Refresh often by using the « recycle icon »

Watch levels to make sure you don't run out of inventory

Shows: Line Item by Line Item

- How much stock in individual bottles
- What products do we have in stock

Answers:

- What products are selling?
- How much stock do we have left?
- How is pricing and marketing affecting the stock levels?

# PRESENTATION WITH NOTATIONS

Slide 25

**Marketing Manager Report: Check Sales Order Report**

Monitor Sales Orders

**Sales and Market Data**

- Sales order report (ZVAOS)**  
Shows sales transactions: time, sales revenues, bottles sold and price per box.
- Summary sales report (ZVCZ)**  
Shows cumulative sales
- Price Market report (ZMARKET)**  
Shows market sales for lagging 5 days - revenues, units, and average price.

Marketing Person:

Sales Order Report  
Refreshes Every Days

Shows: Line Item by Line Item

- Product by Area
- Quantity Sold by Box
- Price sold

Answers:

- What products are selling?
- What region they are selling in?

Slide 26

**Marketing Manager Report: Check Summary Sales Report**

Monitor How Well Sales Are Going

**Sales and Market Data**

- Sales order report (ZVAOS)**  
Shows sales transactions: time, sales revenues, bottles sold and price per box.
- Summary sales report (ZVCZ)**  
Shows cumulative sales
- Price Market report (ZMARKET)**  
Shows market sales for lagging 5 days - revenues, units, and average price.

Marketing Person:

Summary Sales Report  
Refreshes Every Day

Shows: In Accumulation

- Product by Area
- Number of Orders on that day of that product
- Quantity Sold by Box on that day of that product

Answers:

- Do we have the interest of the buyer
- How well are the products selling

Slide 27

**Marketing Manager Report: Check Market Report**

Monitor Competitors

**Sales and Market Data**

- Sales order report (ZVAOS)**  
Shows sales transactions: time, sales revenues, bottles sold and price per box.
- Summary sales report (ZVCZ)**  
Shows cumulative sales
- Price Market report (ZMARKET)**  
Shows market sales for lagging 5 days - revenues, units, and average price.

Marketing Person:

Price Market Report  
Refreshes Every 5 Days

Shows:

- Product by Area
- Average Price
- Quantity Sold by Box

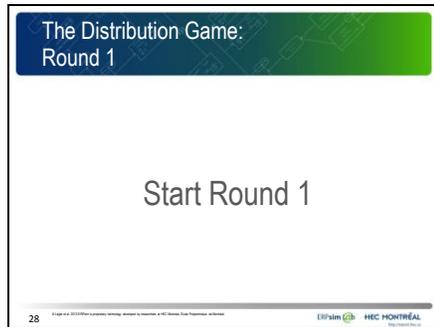
Answers:

- What products are selling really fast/slow
- How does your pricing compare to your sales

**FINISH: 10:00**

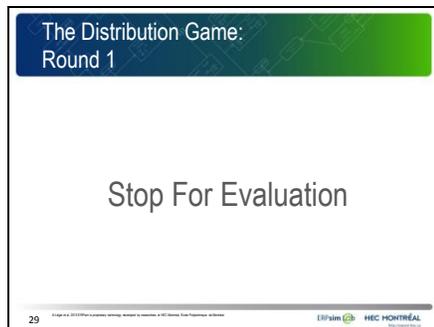
# PRESENTATION WITH NOTATIONS

Slide 28

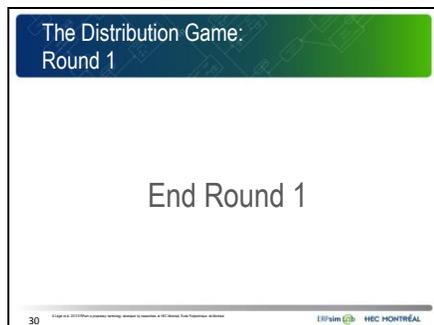


One other piece of advice ... you do not know the context of the conversations going on in other groups, so if you overhear decisions other groups are making, don't be tempted to make the same decisions. Only use your team's standard business reports to make decisions.

Slide 29



Slide 30



**FINISH: 10:30**

# PRESENTATION WITH NOTATIONS

Slide 31

**Round 1: Debriefing**

How did your team communication work?

- Did your marketing work?
- Did your pricing work?
- Did you run out of supply?
- Did your strategy work?

What do you want to do in the next round?

- How do you want to change your marketing?
- How do you want to change your pricing?
- How do you feel about your supply levels?
- How do we prepare so we don't run out of supply?
- What is our overall strategy going to be?

31

Debrief within groups, led by the mentors.  
Topics on screens to cover

**FINISH: 11:00**

Slide 32

**HEC MONTRÉAL**  
ERP SIMULATION GAME

presented by EPSSim

**Distribution Game: Round 2**

20 min  
20 days

**ROUND 2**

Planning process | Procurement process | Sales process

32

With such a tight time schedule, let's move on into Round 2.

Slide 33

**It's Time To Replenish !**

- Replenishment will allow you to purchase the same quantity that you have sold.

Material	\$\$-B01	\$\$-B02	\$\$-B03	\$\$-B04	\$\$-B05	\$\$-B06
Name	1L ClearPure	1L Spritz	1L Lemon Spritz	500mL ClearPure	500mL Spritz	500mL Lemon Spritz
Forecast	1,000	1,000	1,000	1,000	1,000	1,000
Replenishment lead time	Up to 3 days	Up to 3 days	Up to 3 days	Up to 3 days	Up to 3 days	Up to 3 days

33

Forecast: means I need 1,000.

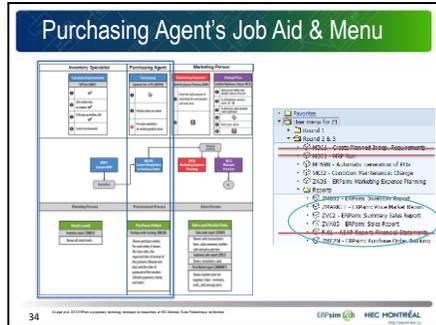
We always order in increments of 1,000.

After replenishment you will typically have more than 1,000

Notice that replenishment takes up to three days, if you have no inventory to start with, teams that have inventory are going to have less competition for the first three days. Checking the inventory report is going to be very important to make sure you are able to keep your inventory up.

# PRESENTATION WITH NOTATIONS

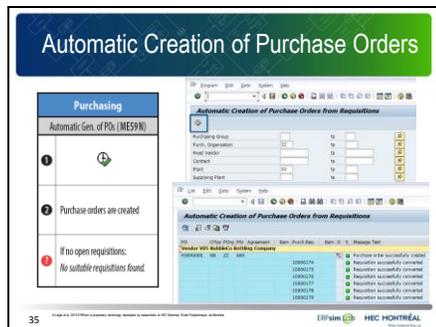
Slide 34



During Round 2 the purchasing agent becomes a vital part of the game and the business process. In order to buy more water the purchasing agent needs to generate purchase orders. In a business situation where we are buying water from the water factory, we can't just show up with a big truck and pay cash. The business has to follow a set of rules and part of those rules is having a Purchase Order Form for everything we buy.

If you think about your everyday life, when you buy something from Amazon, you use an electronic order form, where you enter the item you want to buy, your address to ship the product to and your payment method.

Slide 35



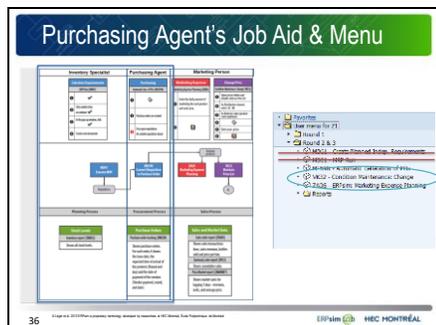
Purchasing Agent

Pulls up the Purchase order generation action and enters the details of what they would like to buy.

SAP will then automatically combine the orders and send them out.

Thus ordering more bottled water from the water factory.

Slide 36



The reports that will be used in round two continue with Inventory and Marketing, but now also focus on the additional task of procurement.

# PRESENTATION WITH NOTATIONS

Slide 37

**Purchasing Agent's Report: Track Purchase Orders**

**Monitor Purchase Orders**

**Purchase Orders**  
Purchase order tracking (ZME2N)

Shows purchase orders. For each order, it shows the issue date, the expected time of arrival of the products (round and day) and the date of payment of the vendors (Vendor payment, round, and date)

**Purchase Order Tracking**

Order	Material Description	Quantity	Price	Delivered	Goods	Payment
11 ClearPure	1,000	21.99	X	3/10	3/11	
11 Spritz	1,000	14.99	X			
11 Lemon Spritz	1,000	16.99	X			
500ml ClearPure	1,000	16.99	X			
500ml Spritz	1,000	19.99	X			
500ml Lemon Spritz	1,000	22.99	X			

Purchasing Agent:

Purchasing Order Tracking

Shows:

- What materials were ordered
- How much was ordered
- The price the water was purchased for
- If the water has been delivered yet

Answers:

- What products are on order
- Have the products ordered arrived

In combination with the Inventory Specialist we can tell if we can sell more water, is it in stock and ready to go

In combination with the Marketing Person we can tell if we can raise or lower prices, if we have too much stock and need to market more or lower prices

**FINISH: 11:10**

Slide 38

**Inventory Specialist's Job Aid & Menu**

Inventory Specialist | Purchasing Agent | Marketing Person

**Inventory Specialist**

- Inventory Management
- Inventory Tracking
- Inventory Reporting
- Inventory Control
- Inventory Analysis
- Inventory Reconciliation
- Inventory Forecasting
- Inventory Optimization
- Inventory Compliance
- Inventory Security
- Inventory Maintenance
- Inventory Auditing
- Inventory Calibration
- Inventory Certification
- Inventory Accreditation
- Inventory Registration
- Inventory Listing
- Inventory Indexing
- Inventory Archiving
- Inventory Backup
- Inventory Recovery
- Inventory Migration
- Inventory Integration
- Inventory Interoperability
- Inventory Scalability
- Inventory Flexibility
- Inventory Adaptability
- Inventory Resilience
- Inventory Sustainability
- Inventory Innovation
- Inventory Disruption
- Inventory Resilience
- Inventory Recovery
- Inventory Migration
- Inventory Integration
- Inventory Interoperability
- Inventory Scalability
- Inventory Flexibility
- Inventory Adaptability
- Inventory Resilience
- Inventory Sustainability
- Inventory Innovation
- Inventory Disruption

**Marketing Person**

- Marketing Strategy
- Marketing Campaign
- Marketing Analytics
- Marketing Research
- Marketing Communications
- Marketing Sales
- Marketing Support
- Marketing Training
- Marketing Development
- Marketing Innovation
- Marketing Disruption
- Marketing Resilience
- Marketing Recovery
- Marketing Migration
- Marketing Integration
- Marketing Interoperability
- Marketing Scalability
- Marketing Flexibility
- Marketing Adaptability
- Marketing Resilience
- Marketing Sustainability
- Marketing Innovation
- Marketing Disruption

**Inventory Specialist's Job Aid & Menu**

- Inventory Management
- Inventory Tracking
- Inventory Reporting
- Inventory Control
- Inventory Analysis
- Inventory Reconciliation
- Inventory Forecasting
- Inventory Optimization
- Inventory Compliance
- Inventory Security
- Inventory Maintenance
- Inventory Auditing
- Inventory Calibration
- Inventory Certification
- Inventory Accreditation
- Inventory Registration
- Inventory Listing
- Inventory Indexing
- Inventory Archiving
- Inventory Backup
- Inventory Recovery
- Inventory Migration
- Inventory Integration
- Inventory Interoperability
- Inventory Scalability
- Inventory Flexibility
- Inventory Adaptability
- Inventory Resilience
- Inventory Sustainability
- Inventory Innovation
- Inventory Disruption

# PRESENTATION WITH NOTATIONS

Slide 39



The inventory person will need to calculate the requirements of what type and how much water we need.

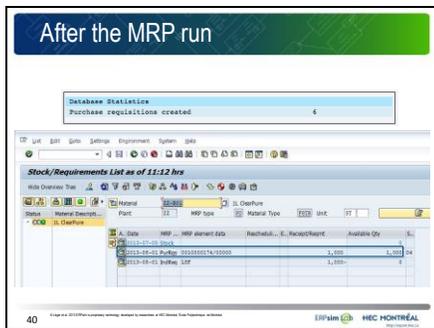
They will use the formula of 1000 minus what is on hand. So, if we currently have 500 in stock, we will only need to order 500.

The goal is to keep inventory topped off. However, that doesn't mean we want to blindly always have 1000 in stock, the coordinator will give the inventory specialist information about what is selling and not selling, there is no reason to keep ordering water that will not sell. It is also important to keep in mind that this is a planning process and you are not going to get inventory right now. It is the early stages of planning.

Let's think about this in real life....

I am sure there are days you get home from school, look in the pantry and see that your favorite snack is out of stock. By taking inventory of what you need, you know what needs to be purchased.

Slide 40

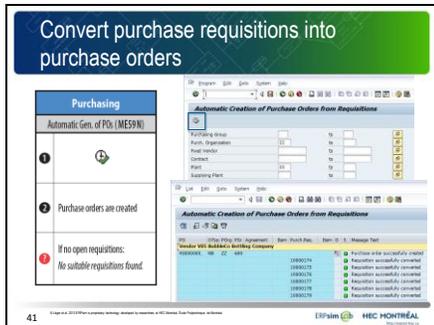


When completing an MRP run you now have a list of what needs to be purchased.

To take us back to our example you would add Chips and Candy to the shopping list. However, it is only on the list, action is still need to replenish and get chips back in the pantry.

The question becomes do we actually want to buy the stuff

Slide 41



I don't know about you, but growing up it was my mom that made the grocery decision, just because I checked the pantry, saw we were out of chips, added chips to her shopping list, didn't mean she was going to buy them for me.

The same is true in business, after your list is made by running the MRP action, you still need to actually purchase it..

And in the case of our game, purchasing it, doesn't mean we get our water immediately, we still have to wait for shipping time to receive it.

# PRESENTATION WITH NOTATIONS

Slide 42

The screenshot shows a software interface titled "Inventory Specialist's Job Aid & Menu". It features a central navigation pane with icons for "Inventory Specialist", "Inventory Agent", and "Inventory Review". To the right, a detailed menu is displayed, listing various functions such as "Inventory", "Inventory Agent", "Inventory Review", and "Inventory Specialist". A red circle highlights the "Inventory Specialist" menu item.

Slide 43

The slide displays the title "The Distribution Game: Round 2 (20 days)" at the top. In the center, the text "Start Round 2" is prominently displayed. The slide footer includes the slide number "43" and the logos for "EPFL" and "HEC MONTREAL".

Slide 44

The slide displays the title "The Distribution Game: Round 2 (20 days)" at the top. In the center, the text "End Round 2" is prominently displayed. The slide footer includes the slide number "44" and the logos for "EPFL" and "HEC MONTREAL".

**FINISH: 11:30**

# PRESENTATION WITH NOTATIONS

Slide 45

**Round 2: Debriefing**

How did your team communication work?

- Did your marketing work?
- Did your pricing work?
- Did you run out of supply?
- Did your strategy work?

What do you want to do in the next round?

- How do you want to change your marketing?
- How do you want to change your pricing?
- How do you feel about your supply levels?
- How do we prepare so we don't run out of supply?
- What is our overall strategy going to be?

45 EQUIS ACCREDITED HEC MONTREAL

Debrief within groups, led by the mentors.  
Topics on screens to cover

**FINISH: 12:00**

Slide 46

**The Distribution Game:**

Team Lunch in #####

46 EQUIS ACCREDITED HEC MONTREAL

Lunch will be served in room ###

As you leave this computer lab, you will want to take your valuable personal belongings and your notes sheet and writing utensil. Lunch will also be a debriefing and strategy session.

Team Mentors will be showing you the way to the restrooms if you need to use them and to the lunch room.

There are found options of lunches: Roast Beef, Turkey, Ham or Veggie sandwich. These will be available on a table as you enter the lunch room, please select your choice and proceed to sit with your group.

Lunch will conclude at 12:30 and will we be back in this computer lab to finish the simulation game with Round 3.

Slide 47

**The Distribution Game:**

Welcome Back

47 EQUIS ACCREDITED HEC MONTREAL

Let's quickly get situated so that we can get back to the game.

Once again as a reminder there are no planned restroom breaks, so please feel free to use them at your necessity.

# PRESENTATION WITH NOTATIONS

Slide 48

**Login to the ERPSim System**

Client will be provided by the instructor

Login: S#  
Where  
S = Team (from a to z)  
# = User (from 1 to 9)

Password: ERPSIM (capital letters)  
You will have to change your password the first time you enter

48

ERPSim HEC MONTREAL

Detailed description: This slide shows a screenshot of the ERPSim login interface. The interface includes fields for 'Client', 'User', 'Password', and 'Language'. Annotations with arrows point to these fields: 'Client will be provided by the instructor' points to the 'Client' field; 'Login: S#' points to the 'User' field; 'Where S = Team (from a to z) #' = User (from 1 to 9)' points to the 'User' field; and 'Password: ERPSIM (capital letters) You will have to change your password the first time you enter' points to the 'Password' field. The slide number '48' and the logos for 'ERPSim' and 'HEC MONTREAL' are at the bottom.

Slide 49

**Choose The ERPSim Round Folder**

49

ERPSim HEC MONTREAL

Detailed description: This slide shows a screenshot of a file explorer window titled 'SAP Easy Access - User Menu for Z1'. The window displays a folder structure with 'Round 1', 'Round 2', and 'Round 3'. An arrow points to the 'Round 3' folder. The slide number '49' and the logos for 'ERPSim' and 'HEC MONTREAL' are at the bottom.

Slide 50

**HEC MONTREAL ERP SIMULATION GAME**  
powered by ERPSim

**Distribution Game: Round 3**

20 min  
20 days

**ROUND 3**

Planning process | Procurement process | Sales process

ERPSim HEC MONTREAL

Detailed description: This slide is a title slide for 'Distribution Game: Round 3'. It features the HEC Montreal ERP Simulation Game logo and the ERPSim logo. The text indicates a duration of '20 min' and '20 days'. Below the text is a flowchart showing three processes: 'Planning process', 'Procurement process', and 'Sales process'. The slide number '50' and the logos for 'ERPSim' and 'HEC MONTREAL' are at the bottom.

In our last round of the game, we will be added in the planning process to help use get better at having the right amount of water to sell.

# PRESENTATION WITH NOTATIONS

Slide 51

**It's Time To Replenish !**

- What do you need to know in order to make that decision ?

Material	SS-B01	SS-B02	SS-B03	SS-B04	SS-B05	SS-B06
Name	1L ClearPure	1L Spritz	1L Lemon Spritz	500mL ClearPure	500mL Spritz	500mL Lemon Spritz
Forecast	1,000	1,000	1,000	1,000	1,000	1,000
Replenishment lead time	Up to 3 days	Up to 3 days	Up to 3 days	Up to 3 days	Up to 3 days	Up to 3 days

51 Copyright © 2013 HEC Montréal. All rights reserved. HEC Montréal. HEC Montréal. HEC Montréal. ERPsim HEC MONTREAL

You are buying exactly what you need in order to get to your forecast.  
You will not have more than 1,000  
You can order any amount to get to your forecast.  
If you have 500 in inventory your order will be for 500  
Replenishment is to top it off.

Slide 52

**The Distribution Game:  
Round 3 (20 days)**

Start Round 3

52 Copyright © 2013 HEC Montréal. All rights reserved. HEC Montréal. HEC Montréal. HEC Montréal. ERPsim HEC MONTREAL

**FINISH: 12:40**

Slide 53

**The Distribution Game:  
Round 3 (20 days)**

End Round 3

53 Copyright © 2013 HEC Montréal. All rights reserved. HEC Montréal. HEC Montréal. HEC Montréal. ERPsim HEC MONTREAL

**FINISH: 1:00**

# PRESENTATION WITH NOTATIONS

Slide 54

**Round 3: Debriefing**

Explain the process that took place?

- What are the steps that took place?
- Why do you have to do one before the other?

What were your strategies?

- Why do you think your group didn't or did win?

54 © 2013 HEC Montréal Epsilon HEC MONTRÉAL

Debrief as a large group....  
Topics on screens to cover

Slide 55

**HEC MONTRÉAL**  
ERP SIMULATION GAME  
powered by Epsilon

College and After High School Information

Epsilon HEC MONTRÉAL  
© 2013 HEC Montréal

**FINISH: 1:30**

Slide 56

**HEC MONTRÉAL**  
ERP SIMULATION GAME  
powered by Epsilon

Announce The Winners

Epsilon HEC MONTRÉAL  
© 2013 HEC Montréal

**FINISH: 1:45**

# APPENDIX: SUPPORTING FILES

## Appendix: Supporting Files

**ERPSim Slide Deck**

**Job Aid Front – Business Process Flow Diagram**

**Job Aid Back – Product Information**

**Mentor Job Aid Front – Mentor Game Information**

**Mentor Job Aid Back – Business Process Flow Diagram**

**Position Description Front - Communications Coordinator**

**Position Description Front - Marketing Person**

**Position Description Front - Inventory Specialist**

**Position Description Front - Purchasing Agent**

**Position Description Back - Strategy Reflection Sheet**

**Computer Seating Tents**

**Name Tags**

**Sample Event Program**

**Sample Tweets**

**Sample Email For Mentor Participation**

**Sample Email For School Participation**