This sheet is intended to serve as an aid in planning course activities. Some course elements and activities will be announced and/or completed in class and are therefore not reflected here. Students should be present each class to participate in all point opportunities.

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Watch video presentations and complete other “Before Class” items as specified in this schedule to be prepared for class and lab sessions. You will be held accountable for this content in class discussions, activities, quizzes, and exams. When viewing lab-related videos, you may find it necessary to view some presentations (or sections of presentations) more than once. You may work ahead, if desired, however, do not view lab-related videos in advance of when they are scheduled, as this may result in confusion during in-class simulation activities.

Class 1, Monday, August 25

Class will not meet for lab on this day. Complete each of these items on your own by 5 p.m. on Monday.

- [ ] Read Class Syllabus ([link](#))
- [ ] Read Class Policies ([link](#))
- [ ] Read Guidelines for Research Paper Assignment ([link](#))
- [ ] Submit via email to Dr. Pittarese (pittares@etsu.edu) your selection of topics (one for paper 1 and one for paper 2) for the Research Paper Assignment ([link to topic list](#)). Topics are assigned first come, first served.
- [ ] Review this schedule document. It is suggested you add the course assignments to your personal calendar used for planning and target items to work ahead on if they occur during a busy time.
- [ ] If desired, subscribe to the course lecture resources on iTunesU to review throughout the semester.
Complete Quiz 1 in D2L on Class Syllabus, Class Policies and Guidelines for Research Paper Assignment (This quiz must be completed before 5 p.m. on Monday, August 25. You will be able to see the specific questions missed and their correct answers after noon on August 26.)

For this quiz, you may reference the Class Syllabus, Class Policies, and Guidelines for Research Paper Assignment, however due to the time provided for taking the quiz, you will not have time to look up all answers. For this quiz and all others, work is to be done individually. Although you are permitted to reference outside resources for this quiz, you may not employ assistance from other people.

Class 2, Wednesday, August 27

Section 001 meets in Nicks 436 and Section 002 meets in Nicks 331 for all Wednesday class sessions unless otherwise instructed

Before Class

- Read “Are You a Business Process Expert?” found in D2L content.
- Locate and read one short article, web page, news item, blog post, etc. that discusses some facet of the divide or contention that often exists between the “business professional” part of an organization and the IT part of an organization. Bring 2 copies of the resource to class (one to submit and one for your reference). Do not just use the first resource found, but take time to locate a high quality reference that you think others in the class may not find and which you believe will add interesting perspective or insight on this issue. High quality article selection (the top few in the class) will earn points to be added to future/past quizzes to offset questions missed.

During Class

- Submit one copy of the article, web page, etc. item that you brought to class to Dr. Pittarese before class begins.
- Course Overview Discussion (Handout slides not provided for this discussion.)
- Class Discussion: The Business/IT Gap (Handout slides not provided for this discussion. BPX Graphic available in D2L content.)

Class 3, Wednesday, September 3

During Class

- Class Discussion: Fundamentals of Business for a Computing Professional. To facilitate note taking throughout the semester, lecture handouts will be provided in D2L content. It is recommended that students print these resources and bring them to class.

Class 4, Monday, September 8

Section 001 meets in Nicks 492 and Section 002 meets in Nicks 490 for all Monday class sessions unless otherwise instructed

Before Class

- Purchase the license for the HEC Montreal ERP Simulation Game (link)

You will be sent information from HEC Montreal after the purchase that allows you to register for the ERPsim Portal. You do not need to do this as all needed course resources will be in D2L.

If for any reason you are unable to accomplish purchase of the license prior to lab, bring your payment method with you to lab. Your ERPsim license must be purchased in order to complete the remaining lab assignments for this class.
During Class

- Lab One: Introduction to SAP ERP

  *Nicks Hall computer lab machines will be available for use in completing the lab. Students desiring to use their own laptop are invited to do so. Students desiring this option should have the SAP GUI installed on their laptop prior to the first class. (See software download instructions on the Course Syllabus.)*

- Complete Quiz 2 in D2L after completing Lab One  *For this quiz, you may not reference outside resources. You should set aside your lab document and not refer to it while taking this quiz. You will be able to see details on the questions you missed on this quiz after noon on September 9.*

Class 5, Wednesday, September 10

Before Class

- Look in D2L to find out who your assigned peer review partner is. If you don’t know who this person is, find your partner and introduce yourself before class.

- Watch Video: Intro to ERPsim with SAP ERP (51:20)

  *This video, and all other ERPsim related videos are found in the ERPsim-related resources in iTunesU. Access these videos at [this link](iTunesU) or [this link](iTunesU App)*

During Class

- Lecture Presentation: Financial Accounting Fundamentals

By End of Day

- Upload to the designated D2L dropbox and send to your peer reviewer via email the elements specified to be submitted for the Title, Thesis Statement, and Outline Paper One milestone. Be sure to submit the source article selected as the primary source.

Class 6, Monday, September 15

Before Class

- Check D2L to find out which Company/Team you have been assigned to and your team’s assigned location in the lab.

- Read ERPsim Participants’ Guide (available in D2L content), pages 17-19, 24 (starting with 1.2.2) – 27, 35 (section 1.3.6 only), 45-49. Note: Advertising will not be engaged during our lab activity this week.

- Watch Video: Setting Prices in SAP ERP for ERPsim (14:47)  *Access this video and the one below at [this link](iTunesU) or [this link](iTunesU App)*

- Watch Video: Monitoring Sales and Inventory in SAP ERP for ERPsim (27:38)

During lab activities you will need to be able to understand how to use and execute the transactions shown in the video presentations. At the beginning of lab you will take a quiz on the content of the video presentations. In light of the importance of this content in successful lab completion, you may find it helpful to re-watch sections of the video presentations to achieve full understanding of the content. If you have any questions related to the content shown in the video, you are welcome to email Dr. Pittarese (pittares@etsu.edu)

During Class

- Complete Quiz 3 in D2L on ERPsim Videos
For this quiz, you may not reference outside resources. For the ERPsim content you will not be asked details such as transaction codes (VK32, F.01, etc.), but should be familiar with the concepts presented in the lab training videos. For each ERPsim video this semester, you will be able to see the questions your missed and their correct answer by noon the day after the quiz. Get in the habit of checking these to verify your quiz scoring and see what items you missed.

- ERPsim Quarter Two Briefing
- ERPsim Quarter Two Planning Worksheet
- ERPsim Team Strategy Planning Session
- Play ERPsim Quarter Two: Sales Management
  For this session, only the following transactions may be used as needed:
  - Setting Prices: VK32
  - Check Inventory Levels: MD07, ZMB52
  - Sales and Market Reports: ZVA05, ZVC2, ZMARKET
  - Cost of Raw Materials: ZCK11

Class 7, Wednesday, September 17

By This Saturday
- Prepare ERPsim Report 1 on Quarter Two. (due via D2L upload by Saturday, September 20)
  This ERPsim report is to be completed following the instructions and using the paper template located at this link. Note the following additional instructions:
  - In the Strategy Employed section describe what your team’s strategy was for setting your initial prices. Be specific. What was your planned strategy if sales did not match your target (either too high or too low)? When you made changes to your prices, what was the magnitude of the change? (i.e. “We reduced the prices of our muesli in .10€ increments if sales were below 8,000 units per day” is a much more meaningful statement than “If sales were too low, we reduced prices.”)
  - In the Effectiveness of Strategy section you are to assess how well your team’s strategy performed. Did it work? How could it be improved? As an example of the type of statement you could make: “Reducing prices by .10€ proved to be too little of a modification to see a change in sales. Based on the results of multiple price changes, it would have been better to change the price in .25€ increments.” Use the information you completed on your Quarter Two Worksheet to aid in your reporting.
  - In the three remaining sections, as with the above sections, the key is to be both specific and insightful. General statements may be beneficial, but a specific statement can more readily be translated into a meaningful improvement in the future. All experience is good, and one can often learn more through failure/mistakes than through success. In these three sections you should make comments that will lead your team towards improvement.

Before Class
- Complete Financial Accounting Practice Worksheet distributed in class
  - Bring a calculator to class. For the Financial Accounting quiz you may use a calculator. The device must be strictly a calculator, not a smartphone, tablet PC, etc. No other resources may be used. You may not borrow a calculator from another student, so if you desire to use a calculator, bring one with you to class.

During Class
- Go over Financial Accounting Practice Worksheet
Quiz 4: Financial Accounting Quiz—see note above regarding calculator use.

Class Discussion: Fundamentals of Business for a Computing Professional

Class Discussion: Fundamentals of Enterprise Information Systems

By End of Day

Upload to the designated D2L dropbox and send to your peer review partner via email your review of his/her prior milestone submission following the stated project guidelines.

Class 8, Monday, September 22

Before Class

Watch Video: Financial Accounting Statement in SAP ERP for ERPsim (16:35) Access this video and the ones below at this link (iTunesU) or this link (iTunesU App)

Watch Video: Manufacturing Planning and Execution in SAP ERP for ERPsim (43:59)

Watch Video: Cash Flow and Cost Management in SAP ERP for ERPsim (17:46)

During Class

Complete Quiz 5 in D2L on ERPsim video content

For this quiz, you may not reference outside resources.

ERPsim Quarter Three Briefing

ERPsim Quarter Three Planning Worksheet

ERPsim Team Strategy Planning Session

ERPsim Quarter Three, Manufacturing

For this session, only the following transactions may be used as needed:

- Setting Prices: VK32
- Check Inventory Levels: MD07, ZMB52
- Sales and Market Reports: ZVA05, ZVC2, ZMARKET
- Financial Statements: F.01
- Conversion of Planned Orders: CO41
- Production Tracking: ZCOOIS
- Cost of Raw Materials: ZCK11, ZKSB1
- Cash Flow Management: ZFF7B

Use the above as a checklist. If there are any transactions from the Quarter Two session that you have not yet had the opportunity to run, coordinate this with your team so that you will have the opportunity to work with them all.

Basic ERPsim Pivot Charting

Class 9, Wednesday, September 24

By This Saturday

Watch Video: Preparing Pivot Tables using SAP Sales Reports for ERPsim Access this video at this link (iTunesU) or this link (iTunesU App)

Read content of web page Basic ERPsim Pivot Charts

Prepare ERPsim Report 2 on Quarter Three. (due via D2L upload by Saturday, September 27)

This ERPsim report is different from the previous report. This report should be prepared according to the following instructions.
You will prepare a Word document that contains a set of pivot charts. Each pivot chart will be followed by a brief explanation (1-2 sentences per chart) of what that chart tells you that is notable within the context of your company operations. Do not make general statements such as “This chart shows our sales of products in quarter 1 vs. quarter 2” but rather statements such as “This chart shows our units sales of products in quarter 1 and quarter 2, illustrating that 1 kg blueberry was our top seller in both quarters and 1 kg strawberry was our worst seller.”

Make sure that each of your pivot charts has a clear, explanatory title set in Excel. Make sure that all extraneous elements are removed from charts so as to focus the reader on the main point of communication.

Create the following pivot charts:

1. Your sales revenue, per quarter per product (use ZVC2). (One bar per product, per quarter.)
2. Your unit sales, per quarter per product (use ZVC2) (One bar per product, per quarter.)
3. Your daily unit sales of a product that had an interesting sales history for the most recent quarter (use ZVC2).
4. Your unit sales per area (i.e. region of the country) per product per quarter (use ZVA05)
   - Note that the above 4 pivot charts are illustrated in the Basic ERPsim Pivot Charts web page noted above. Compare your charts to those on the web page (realizing that your data will be different) to check their accuracy in reporting. Take care to always ask yourself “Does this data make sense?” If not, you have made an error in chart construction.
5. A chart of your own choosing that you believe illustrates something notable about your company. It can be a variation on one of the previous charts as long it illustrates something notable that is not shown in a prior chart.
6. Another chart of your own choosing that you believe illustrates something notable about your company that is different from any of the charts shown on the web page.

Your report should consist of 6 pivot charts where each pivot chart is followed by a short block of explanatory text.

Before Class
- Read Essentials of Business Processes and Information Systems, Chapter One

During Class
- Class Discussion: Fundamentals of Enterprise Information Systems

By End of Day
- Upload to the designated D2L dropbox and sent to your peer review partner via email your complete initial draft of your research paper following the stated project guidelines.

Class 10, Monday, September 29

Before Class
- Watch Video: MRP in SAP ERP for ERPsim (50:57) Access this video at this link (iTunesU) or this link (iTunesU App)
During Class

- Complete Quiz 6 in D2L on ERPsim video content
  
  *For this quiz, you may not reference outside resources.*

- ERPsim Quarter Four Briefing
- ERPsim Quarter Four Planning Worksheet
- ERPsim Team Planning Time
- ERPsim Quarter Four, Sales Forecasting and Procurement via MRP
  
  *For this session, only the following transactions may be used as needed:*
  
  - Setting Prices: VK32
  - Check Inventory Levels: MD07, ZMB52
  - Sales and Market Reports: ZVA05, ZVC2, ZMARKET
  - Financial Statements: F.01
  - Conversion of Planned Orders: CO41
  - Purchase Order Tracking: ZME2N
  - Cost of Raw Materials: ZCK11, ZKSB1
  - Cash Flow Management: ZFF7B
  - Forecast Sales: MD61
  - MRP Run (Calculate Requirements): MD01
  - Generate Purchase Orders: ME59
  - Track Purchase Orders: ZME2N
  
  *Use the above as a checklist. If there are any transactions from the Quarter Three session that you have not yet had the opportunity to run, coordinate this with your team so that you will have the opportunity to work with them all.*

- ERPsim Pivot Charting with the Access Data Warehouse

Class 11, Wednesday, October 1

By This Saturday

- Watch Video: Preparing Pivot Tables using the Access ERPsim Data Warehouse *Access this video at this link* (iTunesU) or *this link* (iTunesU App)

- Prepare ERPsim Report 3 on Quarter Four. (due via D2L upload by Saturday, October 4)
  
  *This ERPsim report is different from the previous report. This report should be prepared according to the following instructions.*

  - Use the Access ERPsim Data Warehouse provided via D2L download to create a set of pivot charts to address the following (make sure that each chart is given a succinct, meaningful title):

    1. Pick a product that is one of your best sellers. Create a chart that compares the sales of that product (in either revenue or quantity) across all quarters where sales were generated to this point.

    2. Do the same as the above for one of your poorer selling products.

    3. Create a chart that shows your cumulative net income (or loss) *each day* from quarter 1 day 1 until the present. Make sure that your profit is not showing as negative numbers during periods where you had positive net income. (Verify the display of numbers as positive in all charts where that is appropriate.)

    4. Create a chart that shows your cumulative sales revenue *each day* from quarter 1 day 1 until the present.
5. Create a chart that shows your cash balance on hand each day from quarter 1 day 1 until the present.

6. Create a chart that shows your daily inventory levels for the same product as in #1.

7. Create a chart that shows your daily inventory levels for the same product as in #2.

8. Think about areas where your team either had problems or you believe would merit improvement (pricing, inventory management, etc.) Create three pivot charts that are different in some way from the ones created in 1-7 above that provide the opportunity for you to gain insight into a problem/improvement area (or areas).

9. After creating the 10 pivot charts above and placing them into Word, write 1-2 paragraphs that contain meaningful, valuable insight you gained from examining your company’s performance in this data. Be sure to address how your team can put this insight into action in future quarters. **Note: Unlike the last report, you do not have to have explanatory text with each pivot chart. You just need this one text block at the end of the report.**

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**During Class**

- Class Discussion: Fundamentals of Enterprise Information Systems

**By End of Day**

- Upload to the designated D2L dropbox and sent to your peer review partner via email your review of his/her complete initial draft of the research paper following the stated project guidelines.

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**Class 12, Monday, October 6**

**Before Class**

- Watch Video: Advertising, Depreciation, Production Improvements, and Loan Repayment in SAP ERP for ERPsim (48:32) Access this video at [this link](https://itunesu.com) or [this link](https://itunesu.com/app) (iTunesU)

- Visit the Tableau activation web site at [http://www.tableausoftware.com/tft/activation](http://www.tableausoftware.com/tft/activation) Click on the Get Started button. Complete the registration form. For your Job Role list Student. Select East Tennessee State University as your Organization. Use your ETSU email address. See the next point regarding software installation.

- To facilitate future work you may wish to install Tableau on your personal machine. To do this, download the application after completing the above process. Use the registration key TD26-CFA3-B390-9E9F-2243 (as opposed to the one emailed to you after registering) as it gives you a longer time to use the product. If you do not wish to install the application, cancel the download.

- Complete the viewing of the following videos, available on the Tableau web site at this [link](http://www.tableausoftware.com/tft/activation) (Navigate to On-Demand Training). It is recommended that you follow along in Tableau and complete the exercise along with watching the video.
  - Getting Started

**During Class**

- Complete Quiz 7 in D2L on ERPsim and Tableau video content
  
  *For this quiz, you may not reference outside resources.*

- ERPsim Team Planning Time

- ERPsim Activity
  
  *For this session, only the following transactions may be used as needed:*
  
  - Setting Prices: VK32
• Check Inventory Levels: MD07, ZMB52
• Sales and Market Reports: ZVA05, ZVC2, ZMARKET
• Financial Statements: F.01
• Conversion of Planned Orders: CO41
• Purchase Order Tracking: ZME2N
• Cost of Raw Materials: ZCK11, ZKSB1
• Cash Flow Management: ZFF7B
• Forecast Sales: MD61
• MRP Run (Calculate Requirements): MD01
• Generate Purchase Orders: ME59
• Track Purchase Orders: ZME2N
• Advertising: ZADS
• Production Improvements, Loan Repayment: FB50

• Use the above as a checklist. If there are any transactions from the Quarter Four session that you have not yet had the opportunity to run, coordinate this with your team so that you will have the opportunity to work with them all.

☐ Introduction to Tableau

Class 13, Wednesday, October 8

Before Class

☐ Read Essentials of Business Processes and Information Systems, Chapter Two

☐ Question Set One: Answer the following questions (due via D2L upload before class). Answer completely, but succinctly. Questions are not strictly based on textbook reading but rather should be drawn from the entirety of your class experience thus far as well as things learned in other classes.

1. A key facet of a knowledge worker is his/her ability to understand how a company works as a whole and to know his/her role in the organization. Why is this important to that individual (i.e. not his/her company)? State three reasons. Number your reasons.

2. Given that being a knowledge worker is valuable, what steps can one take steps to ensure that he/she becomes a knowledge worker in his/her company? Give three specific tasks/steps that you could specifically do in a future on-the-job situation to accomplish this goal. Number your tasks/steps. Make sure your answer is a specific activity and not just a general idea.

3. Provide a one sentence definition of the term “business process.” Be sure this definition is in your own words and encompasses all the important elements of this term. Do not rely strictly on your textbook for the answer to this question (as the definition given in your textbook is purposely simple and therefore lacking in some key elements).

4. You have been playing ERPsim in class for several weeks. Many previous students have reported that discussing their ERPsim experiences in the context of a job interview has resulted in them securing future interviews and ultimately being hired. Assume that you are interviewing with a company where you desire to work. The interviewer says to you “Did you do anything in any of your coursework that would warrant our hiring you over the other applicants we are considering?” Craft an answer to this question that highlights your ERPsim experience and why it is relevant. Write your answer exactly as you would like to say this in real life. The length and quality should be sufficient to answer this question in a way that will move your resume to the top of the pile but at the same time not so longwinded that the interviewer becomes bored or uncomfortable.
By This Saturday

- Prepare ERPsim Report 4. (due via D2L upload by Saturday, October 11)

This ERPsim report is different from the previous report. This report should be prepared according to the following instructions.

Examine the data provided in the Access ERPsim Data Warehouse from this last activity, using Excel (or Tableau, if desired) to create pivot charts (or Tableau charts). Your boss has sent you a memo asking the following questions:

1. How are we doing at managing our plant? Is it ever sitting idle?
2. What do our unit product sales look like in the last two quarters in the country region where we are based?
3. What does our sales revenue look like per distribution channel for the last two quarters? I’d like to compare our performance for those 2 quarters.
4. What does our net income look like over time since our team took over operations?
5. Did we ever run out of any of our products that we are selling? Did that seem to have an effect on our sales?

Prepare a “memo to your boss”—format the document to look like a business memo from you addressed to Dr. Pittarese—that presents these charts along with your analysis to answer each of your boss’s questions. Pretend this is a real-world business and make this as realistic as you can. Your presentation will be graded on the professionalism of the presentation, the degree of insight expressed, and the overall utility this insight would be to your company. Your boss believes in brevity. Answer each of his questions clearly (place a number next to each of your answer) but do not use more explanatory text than needed. In this presentation and others that follow make sure each chart is appropriately titled, that any unneeded chart elements are removed, and, above all else, make sure that the chart information is accurate.

Whenever creating charts—in any context, using any application—always take the time to look at what you have created and ask yourself the following questions: Does this make sense? Does this output help someone understand the data better? Do the numbers illustrated seem accurate? Answer the above based on common sense and your knowledge of the business situation.

If sales have been growing but a line shows a downward trend, something is wrong. If you know your team invested 5€ per day in advertising one product, yet your chart shows you invested 150,000€ in the last quarter, something is wrong. If your chart shows that you have 50€ million in the bank, something is wrong. Charts can be great tools for showing meaning, but they can also make you look foolish if you are not careful.

- Complete the viewing of the following videos, available on the Tableau web site at this link. (Navigate to On-Demand Training).
  - Connecting to Data ➔ Connecting to Data Basics

During Class

- Class Discussion: Enterprise Systems

Class 14, Wednesday, October 15

Midterm Exam

The Midterm Exam will be administered in the Testing Center in Sherrod Library. Students may take the exam on Wednesday, October 15 or Thursday, October 16. See this link for information on taking your exam in the testing center including things you must bring with you, Testing Center hours, and other important elements. Class will not meet on Wednesday to allow time to take the exam or finalize studies.
By End of Day

- Upload to the designated D2L dropbox your final draft of research paper 1 and your source article following the stated project guidelines.

Class 15, Monday, October 20

Before Class

- Review D2L performance on midterm exam. For any question missed, make sure you could answer that question correctly if posed to you in the future.

- Complete the viewing of the following videos, available on the Tableau web site at this link. (Navigate to On-Demand Training). It is recommended that you follow along in Tableau and complete the exercise along with watching the video.
  - Visual Analytics → Analyzing
  - Visual Analytics → Formatting
  - Calculations and Statistics → Introduction to Calculations

- Watch Video: Changing Bills of Material in SAP ERP for ERPsim (22:36) Access this video at this link (iTunesU) or this link (iTunesU App)

During Class

- Complete Quiz 8 in D2L on ERPsim and Tableau video content
  
  For this quiz, you may not reference outside resources.

  ERPsim Quarter One
  
  For this session, only the following transactions may be used as needed:
  - Setting Prices: VK32
  - Check Inventory Levels: MD07, ZMB52
  - Sales and Market Reports: ZVA05, ZVC2, ZMARKET
  - Financial Statements: F.01
  - Conversion of Planned Orders: CO41
  - Purchase Order Tracking: ZME2N
  - Cost of Raw Materials: ZCK11, ZKSB1
  - Cash Flow Management: ZFF7B
  - Forecast Sales: MD61
  - MRP Run (Calculate Requirements): MD01
  - Generate Purchase Orders: ME59
  - Track Purchase Orders: ZME2N
  - BOM Changes: ZCS02

  Use the above as a checklist. If there are any transactions from the prior session that you have not yet had the opportunity to run, coordinate this with your team so that you will have the opportunity to work with them all.

Class 16, Wednesday, October 22

By This Saturday

- Prepare ERPsim Report 5. (due via D2L upload by Saturday, October 25) Information on the requirements for this ERPsim report will be provided by D2L announcement.

During Class

- Class Discussion: Enterprise Systems
By End of Day

- Upload to the designated D2L dropbox and sent to your peer reviewer via email the elements specified to be submitted for the Title, Thesis Statement, and Outline Paper One milestone.

Our ERPsim Final Competition will begin on Monday, November 10. If you wish to request a teammate, send me an email with this person’s name. Each person may request one teammate. I must receive the requests by the end of Monday, October 27. All teams will be thoroughly mixed in the new team assignments meaning you may not request to have someone on your team that you were partnered with in the ERPsim activities during the first half of the semester.

Class 17, Monday, October 27

Before Class

- Watch Video: Manual Procurement and Stock List Details in SAP ERP for ERPsim (30:44) Access this videos and the one below at this link (iTunesU) or this link (iTunesU App)
- Watch Video: Configuring Product Lot Size in SAP ERP for ERPsim (10:38)
- Complete the viewing of the following videos, available on the Tableau web site at this link. (Navigate to On-Demand Training). These videos are in the Chart Types section.
  - Advanced Chart Types ➔ Treemaps, Word Clouds and Bubble Charts

During Class

- ERPsim Quiz 9 in D2L on ERPsim and Tableau video content
  
  For this quiz, you may not reference outside resources.

- ERPsim Team Planning Time

- ERPsim Activity

  For this session, only the following transactions may be used as needed:
  
  - Setting Prices: VK32
  - Check Inventory Levels: MD07, ZMB52
  - Sales and Market Reports: ZVA05, ZVC2, ZMARKET
  - Financial Statements: F.01
  - Conversion of Planned Orders: CO41
  - Purchase Order Tracking: ZME2N
  - Cost of Raw Materials: ZCK11, ZKSB1
  - Cash Flow Management: ZFF7B
  - Forecast Sales: MD61
  - MRP Run (Calculate Requirements): MD01
  - Generate Purchase Orders: ME59
  - Track Purchase Orders: ZME2N
  - Advertising: ZADS
  - Production Improvements, Loan Repayment: FB50
  - Manual Purchase Requisition Creation: ME51N

  Use the above as a checklist. If there are any transactions from the Quarter Four session that you have not yet had the opportunity to run, coordinate this with your team so that you will have the opportunity to work with them all.
**Class 18, Wednesday, October 29**

**By This Saturday**
- Prepare ERPsim Report 6. (due via D2L upload by Saturday, November 1) Information on the requirements for this ERPsim report will be provided by D2L announcement.

**Before Class**
- Read *Essentials of Business Processes and Information Systems*, Chapter Three

**During Class**
- Class Discussion: Key ERP Concepts

**By End of Day**
- Upload to the designated D2L dropbox and send to your peer review partner via email your review of his/her prior milestone submission following the stated project guidelines.

**Class 19, Monday, November 3**

**During Class and After Class**
- Meet with your team to discuss the strategies you will employ during the ERPsim simulation. As a team, create a strategy document that addresses the following elements. Upload the document created to the D2L dropbox (one submission per team). This document must be uploaded by Friday, November 7.
  - When your team met and who was present at this discussion.
  - What is your team’s overall strategy for the following company operation elements:
    1. Product formulation and box sizes
    2. Pricing
    3. Manufacturing execution
    4. Advertising
    5. Investments in improvement or loan repayment
  - How the team will divide up responsibilities during simulation activities. (Who is responsible for what?)
  - How the team will keep track of key information as the simulation goes along so as to capture information necessary to creating the final report. Particularly, the reasoning behind the decisions the team makes as the simulation progresses.

**Helpful Hint**

After many years of teaching with ERPsim, I have noted the following: Top performing teams treat ERPsim as a real business activity. They develop a strategy, work their strategy, make adjustments based on data, and overall treat this as a realistic business scenario.

Poor performing teams often say things like “It’s all just random” or “It’s just a game.” They have no strategy (or a very simple one). They make decisions without sound reasons. They treat it like a video game and think that is what everyone is doing. At the end, these lower performing teams realize that it wasn't random chance that caused some teams to excel and other teams to fail. It was a product of their strategy, their mastery of company business processes, and their ability to conceptualize and execute effectively. I have never seen a top performing team achieve that result as a result of “luck.”

Take ownership of your team’s future and do your best work. This will give you a great experience to talk about in a future job interview.
Once your team has made your initial decisions, go into the ERPsim system and enter your initial set of decisions. No time will be provided at the beginning of class on November 10 for teams to plan and enter decisions before the simulation commences.

**Class 20, Wednesday, November 5**

**During Class**
- The Procurement Process

**By End of Day**
- Upload to the designated D2L dropbox and sent to your peer review partner via email your review of his/her complete initial draft of the research paper following the stated project guidelines.

**Class 21, Monday, November 10**

**During Class**
- The simulation will begin 5 minutes after the designated class starting time. The simulator will be configured to have each day be 1 minute. At the end of each quarter a 5 minute break will be available for teams to engage in planning and data recording.

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<th>With the ERPsim competition being held 11/10 and 11/17, teams have approximately 3 weeks to prepare their ERPsim presentations and reports. Be sure to review the requirements for this project that are linked from the Course Syllabus online. Teams need to come up with a specific plan for accomplishing their report creation. Team members should shift the focus of much of their course-related work to this activity. To earn an above average score on the report and presentations, there is much work to be done. This will only be achieved if all team members are assigned specific tasks and due dates and the team as a whole holds each member accountable to accomplish his/her assignment. The final product produced by the team should be one that each of the team members would be proud to show potential future employers as an example of the things done in his/her coursework. Don’t wait until after the competition is over to begin work on the report and related presentation.</th>
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**Class 22, Wednesday, November 12**

**Before Class**
- Utilize the complete industry data-warehouse (downloaded from D2L) and review the information therein.
- Confer with your team as necessary regarding any strategic or operational changes to be employed. Be sure to document these decisions so as to be able to discuss them in your final report.

**Question Set 2:** Answer the following questions based on your reading and overall course experience (due via D2L upload before class):

- Create a *numbered list* of the steps in the Procurement Process. Under each step list the document(s) that are relevant for that step. For each document include a brief (one sentence or phrase) definition of the document.

- While procurement is an operational necessity, a company *can* achieve *strategic* advantage over competitors through activities undertaken in purchasing. List three ways that a company can potentially achieve meaningful *strategic* advantage through purchasing (number each of them). By strategic advantage, this means something that one can do better than one’s competitors in a way that draws customers to your company.
• What types of problems might a company encounter in their execution of the procurement process? Describe 4 potential problems (number each of them) in a sentence for each. Note: these are not drawn from your reading, but rather your reflection on the process and brainstorming of ideas.

☐ Read Essentials of Business Processes and Information Systems, Chapter Four

During Class

☐ The Fulfillment Process

By End of Day

☐ Upload to the designated D2L dropbox and send to your peer review partner via email your review of his/her complete initial draft of the research paper following the stated project guidelines.

Class 23, Monday, November 17

During Class

☐ The Fulfillment Process

Class 24, Wednesday, November 19

Before Class

☐ Question Set 3: Answer the following questions based on your reading and overall course experience (due via D2L upload before class):

• Create a numbered list of the steps in the Fulfillment Process. Under each step list the document(s) that are relevant for that step. For each document include a brief (one sentence or phrase) definition of the document.

• While fulfillment is an operational necessity, a company can achieve strategic advantage over competitors through activities undertaken in fulfillment. List three ways that a company can potentially achieve meaningful strategic advantage through fulfillment (number each of them). By strategic advantage, this means something that one can do better than one’s competitors in a way that draws customers to your company.

• What types of problems might a company encounter in their execution of the fulfillment process? Describe 4 potential problems (number each of them) in a sentence for each. Note: these are not drawn from your reading, but rather your reflection on the process and brainstorming of ideas.

☐ Read Essentials of Business Processes and Information Systems, Chapter Five

During Class

☐ The Production Process

Class 25, Monday, November 24

Before Class

☐ Question Set 4: Answer the following questions based on your reading and overall course experience (due via D2L upload before class):

• Create a numbered list of the steps in the Production Process. Under each step list the document(s) that are relevant for that step. For each document include a brief (one sentence or phrase) definition of the document.
• While production is an operational necessity, a company can achieve strategic advantage over competitors through activities undertaken in production. List three ways that a company can potentially achieve meaningful strategic advantage through production (number each of them). By strategic advantage, this means something that one can do better than one’s competitors in a way that draws customers to your company.

• What types of problems might a company encounter in their execution of the production process? Describe 4 potential problems (number each of them) in a sentence for each. Note: these are not drawn from your reading, but rather your reflection on the process and brainstorming of ideas.

- Read Essentials of Business Processes and Information Systems, Chapter Six

During Class
- Meet with your team. At this meeting go through in detail any work yet to be done for your final team projects and develop a specific plan with milestones for how this will be accomplished. Spend lab time working on your report and/or oral presentation.

After Class
- By 11:59 p.m. upload to the designated D2L dropbox “minutes” of your meeting this day. Those minutes should indicate:
  - What time the team began and ended work
  - Who was present at the meeting
  - What task were accomplished. (Provide a high level summary.)
  - What specific goals the team set moving forward.

Class 26, Monday, December 1

During Class
- ERPsim presentations. Presentation order will go in the reverse order of the final standings, so the team finishing last will present first. See links from course syllabus for presentation guidelines.

By End of Day
- Upload to the designated D2L dropbox your final draft of research paper 1 and your source article following the stated project guidelines.

Class 27, Wednesday, December 3

During Class
- ERPsim presentations. See links from course syllabus for presentation guidelines.
- Team Peer Evaluations

By Friday
- Upload team final written report (due via D2L upload by Friday, December 5)
- Upload slides used for the team presentation (due via D2L upload by Friday, December 5)
  Important Note: Scores for the team presentation cannot be posted in D2L until the slide deck has been uploaded to the dropbox. Upload your slides before December 5 to get your grades earlier.

Final Exam, Monday, December 8 – location to be announced