



ERP Readiness Scorecard Structure

By Cosmos Consulting Pte. Ltd.

Is your business truly ready to implement an ERP system?

Before you invest time, energy, or money into software, use this self-assessment to check where you really stand.



How to Use This Scorecard

You'll find **5 key readiness areas** below — each with 4 statements.

For each statement, rate how true it is for your business on a scale of 1 to 5:

1 = Not true at all

2 = Slightly true

3 = Somewhat true

4 = Mostly true

5 = Completely true



Add up your total score at the end to get your ERP readiness level.



Be honest — this isn't a test. It's a decision-making tool.

Let's begin...



SECTION 1: Operational Visibility

"How clearly do you see what's happening across your business?"

Readiness Level	1	2	3	4	5
I can track sales, inventory, and cash flow in near real-time.					
My team uses the same source of truth for data and reports.					
We don't rely on multiple spreadsheets to answer simple questions.					
I have dashboards or reports that I can trust for decision-making.					
TOTAL SCORE					



SECTION 2: Workflow & Process Clarity

"How structured and repeatable are your day-to-day operations?"

Readiness Level	1	2	3	4	5
Our processes are documented (e.g. SOPs, checklists, templates).					
Approvals and handoffs are clearly defined — no bottlenecks.					
Tasks don't get stuck because people are 'waiting on someone.'					
New team members can follow workflows without 1:1 guidance.					
TOTAL SCORE					

SECTION 3: Systems Integration

“How well do your tools talk to each other?”

Readiness Level	1	2	3	4	5
We don't enter the same data multiple times across tools.					
Our inventory, finance, and sales data flow between systems.					
We use structured tools (not just spreadsheets) to run the business.					
We don't rely on manual workarounds to bridge tech gaps.					
TOTAL SCORE					

SECTION 4: Team Accountability

“Can your team operate without constant check-ins?”

Readiness Level	1	2	3	4	5
Team members know what's expected — and what's theirs to own.					
Roles and responsibilities are clearly mapped.					
I'm not the only one who can answer key operational questions.					
People follow systems — they don't just 'ask me' for every next step.					
TOTAL SCORE					

SECTION 5: Cost of Delay

“What's the cost of staying stuck where you are?”

Readiness Level	1	2	3	4	5
We've lost time or money due to errors, miscommunication, or delays.					
We've outgrown our current tools or processes.					
I'm spending too much time manually managing the business.					
We're hesitant about ERP only because we don't know where to start.					
TOTAL SCORE					

GRAND TOTAL SCORE	
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Scoring & Result Breakdown

Total Score	ERP Readiness Level	Message
80–100	 Ready to evaluate ERP systems	“You’ve built strong foundations. It’s time to explore tools that can help you scale.”
55–79	 ERP might be in sight, but prep is needed	“Some key areas still rely on tribal knowledge or manual effort. Focus on clarity and systems first.”
Below 55	 Start with operational foundations	“ERP won’t solve chaos. Let’s first fix your workflows, visibility, and ownership structure.”