



*ASAP (Accelerated
SAP) – Project
Implementation in
SAP.*

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SAP Project Implementation is made simple by a methodology-package that is provided named **ASAP (Accelerated SAP)**. This package consists of three components: (1) ASAP Roadmap, (2) Tools, (3) R/3 Services & Training.

Let's further explore what the three components consist of and how they help expedite the implementation process for each SAP Client.

ASAP ROADMAP:

- **Project Preparation**
- **Business Blueprint**
- **Realization**
- **Final Preparation**
- **Go-live, support, and continuous improvement**

Project Preparation: At this point you are just getting started. In this initial starting phase, you will prepare the initial scope, high-level timelines/plans, project charters, and identification of project members. You will have a project kick-off meeting where you would discuss prime & subsidiary processes that may entail the very start of your project.

Business Blueprint: In this phase, you will identify and document business requirements and goals to establish the ground for future stages of the project. You will meet with the clients and document their 'as is' system verses their 'to be' requirements. Once every aspect is discussed and documented, a "sign-off" is done at the end of this phase to ensure that an agreement has been reached for the complete scope of the project. Here, it is important to note that whatever that is documented explicitly within the "Business Blueprint Document" is the "only" scope. It is also pertinent to understand that "no implied" scope will be considered for your client's system implementation-configuration in the next phase. Hence, in project preparation itself, prime & subsidiary processes that affect your system must be discussed and now documented within this blueprint.

Realization: Now, the Implementation Team configures the SAP settings using the Blueprint Document in detail, breaking down the business processes identified within. A "Baseline Configuration" will be done first; then, testing of its functionality will be done with all necessary changes made to the baseline configuration as a result of the testing. This phase will be closed with a "Final Configuration" which will indicate that all business processes outlined in detail within the Business Blueprint documentation have been captured and configured into the new SAP System.

Final Preparation: This is the final part of this phase (penultimate) – occurring just before Phase V (Go-Live) is commenced. All open crucial issues must be resolved as part of this phase. A "go-live check" is done to ascertain that the new system has been thoroughly & successfully configured. These activities form an integral part of this phase:

- **End-To-Testing (of the configured new system) inclusive of UAT (User Acceptance Tests)**

- Training of the Training-Staff or End Users – as pre-designated by the client.
- System Management Activities (create users, user profiles, allocate roles to profiles)
- Cut-Over (Data Migration Activities – as of a certain documented point in time).
- Help-Desk should be established with client’s employees or contractors covering the calls/e-mails coming forth from the end-users either regarding ongoing activities or problematic issues. Problems that are not resolvable by the internal-help-desk may next be forwarded to SAP via the SAPNet/OSS System.

Go-Live and Support: This is the final phase of the project where the newly implemented SAP System is declared as “live” for “day-to-day” business usage. Production Data will now be inputted & processed by the users as part of their duties & daily routines. All issues that arise will be documented, supported, resolved, and audit-trailed by a support team on an ongoing immediate basis. By Audit-Trailed – I am referring to documentation of how something was fixed – for future reference in case that the same problem recurs or a similar problem occurs.

ASAP PROJECT IMPLEMENTATION TOOLS:

Project Preparation Phase Tools:

- ASAP Roadmap
- Knowledge Corner
- ASAP MS-Project Plan
- C-Maps (Collaborative Business Maps)
- Quicksizer
- Pre-Configured Solutions (Connect-and-Go, Smart Implementations, etc.)
- SAP Service Market Place

Business Case Development Tools:

- E-Business Case Builder
- C-Maps

Project Management and Methodology Tools:

- Solution Manager
- SAP Service Market Place
- ASAP MS-Project Plan
- ASAP Roadmap
- ASAP Question and Answer Database
- ASAP Business Blueprint
- ASAP BPP (Business Process and Procedures Document)
- ASAP BPML (Business Process Master List)
- ASAP Issue Database
- ASAP Implementation Assistant/Knowledge Corner.