

PROVEN METHODOLOGY FOR RAPID IMPLEMENTATION OF SAP® SOLUTIONS

REDUCE COSTS, LOWER RISKS, AND SAVE TIME WITH ASAP

Do not leave your SAP® software implementation to chance. Matured from thousands of successful implementations, the ASAP methodology from SAP will save you valuable time and money during each phase of your project life cycle – minimizing both technical and business risks every step of the way.

Productivity and efficiency are key differentiators in today's IT-centric business arena. To gain competitive edge, you must be willing – and able – to adjust your business processes to improve your bottom line. That involves technology innovation, and it is not to be entered into lightly. The greatest challenge you will face when engaging in complex software implementations is deciding how the implementation will be executed. Indeed, how you implement is as important as what you implement.

More often than not, software implementation projects fail due to insufficient project planning and poor execution – technology-related pitfalls are rarely the culprit when an implementation's gone wrong. When implementing an SAP® solution, you need to be sure that projects will be completed on schedule and within budget and will be subject to a minimum of technical and business risk. That's why SAP offers the ASAP methodology, a comprehensive set of content, tools, and knowledge for rapid implementation, upgrade, or enhancement of your SAP solutions.

ASAP – A Methodology You Can Trust

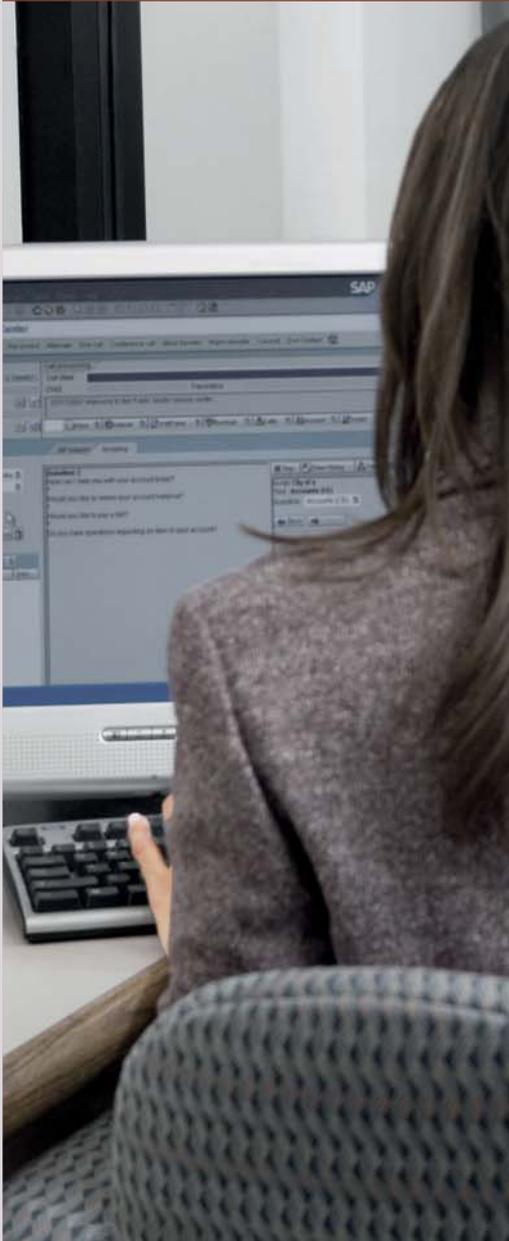
The ASAP methodology leverages the insight SAP and its partners have gained through years of project experience in many different customer environments and industries. Based on thousands of successful implementations, ASAP gives you a disciplined step-by-step approach to project management, supporting your team with templates, tools, checklists, training material, and other

useful content. In addition, ASAP empowers you to leverage accelerated features and tools already built into SAP solutions, enabling you to exploit the value of SAP products as quickly as possible while laying the foundation for continuous improvement.

Three Pillars for Implementation Success

The ASAP methodology includes three key elements designed to deliver rapid, reliable results and help you get the most from your SAP solutions: the Solution Composer tool, SAP Solution Manager application management solution, and the key success driver, the road map for the ASAP methodology.

- **Solution Composer** – matches your business requirements to the appropriate SAP solution
- **SAP Solution Manager** – facilitates efficient solution design, documentation, testing, operations, and monitoring of your SAP solution
- **The road map for the ASAP methodology** – details the activities involved in implementing, upgrading, and enhancing SAP solutions, enriched with sets of deliverables, accelerators, role descriptions, and checklists



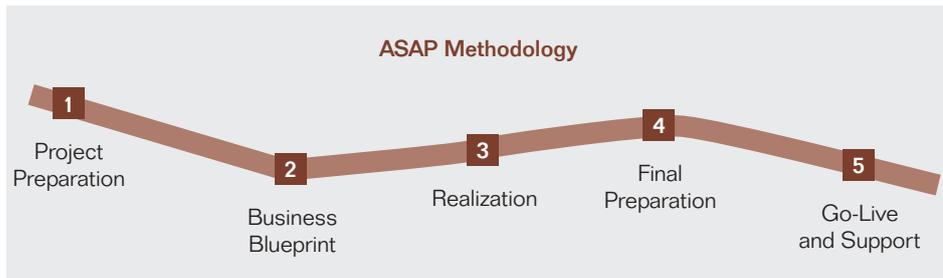


Figure 1: The Road Map for the ASAP Methodology

A Closer Look at the Road Map for Your ASAP Methodology

Every project employing the ASAP methodology is divided into five phases that cover the entire project life cycle. The ASAP methodology road map details the full length of this project journey – from preparation through go-live.

Phase 1: Project Preparation

Every successful implementation begins with planning and preparation. During this first phase, you define project goals, establish the high-level scope, estimate your resource requirements, and document your project plans. This process focuses your attention on the key aspects of a project before implementation begins – your degree of readiness, current business processes, risks, and opportunities among others. To get a smooth start, phase one activities also guide you through securing executive sponsorship, agreeing on roles and responsibilities, and validating

project plans and objectives. At the time, SAP Solution Manager is configured according to the defined project standards and is used as the repository for solution implementation documentation.

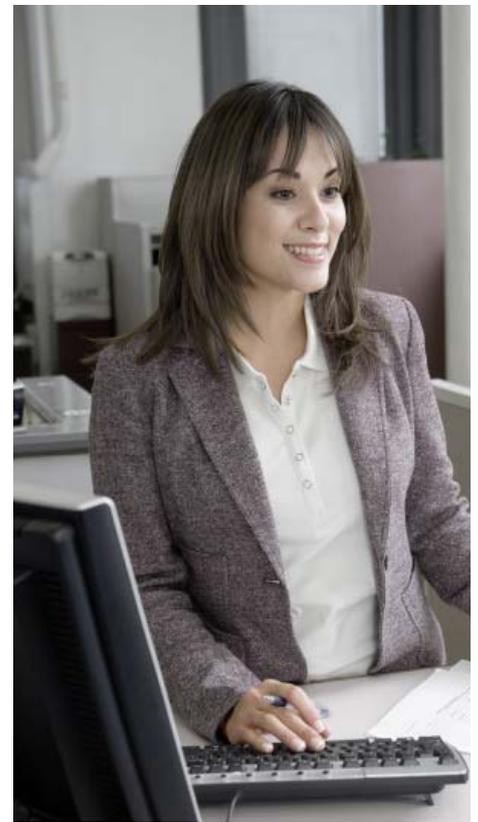
Phase 2: Business Blueprint

During phase two – the business blueprint phase – business representatives and process owners from the customer join SAP experts in a series of business requirements workshops to determine exactly which of the customer’s business processes will be affected by the implementation. The workshops address integration and master data topics as well as a data conversion strategy to identify data sources and specify data cleansing and data conversion procedures. The result of phase two activities is a business blueprint that specifies the complete scope of the implementation and the business processes involved. The business blueprint also serves as a basis for estimating in detail how much effort is required.

Phase 3: Realization

During the third project phase – realization – you implement your functional and technical requirements based on your business blueprint, then release the solution for live operation. The major stages of the realization phase – which includes implementation, testing, and release of the solution – are structured to achieve the following objectives:

- Baseline configuration – configuration of the organizational structure, master data, and key business processes; and documentation of the configuration, which is stored in SAP Solution Manager
- Development of all deliverables – interfaces, data conversion programs, reports, and any required enhancements
- A comprehensive test plan, including an integration test plan and test cases to ensure all processes integrate and run smoothly before the data cutover



- End-user training materials and training plans
- Plans for organizational change management and risk management, requiring the extensive involvement of the users who will be affected by the implementation of the SAP solution

Phase 4: Final Preparation

The final preparation procedures are completed during phase four to ensure your readiness to go live. The activities include end-user training and preparing for the cutover. During this phase, you conduct volume and stress tests – essential for optimizing performance – and user acceptance tests to ensure a smooth transition to go-live. At this stage in the project, SAP provides comprehensive training tailored to your implementation. On successful completion of phase four, you will be ready to run your SAP software.

Phase 5: Go-Live and Support

The implementation moves from project-oriented preproduction to live operation in phase five. An easily accessible support organization is set up, not just to help your user community during the first critical days of production operations, but to support and improve live operations on an ongoing basis. SAP Solution Manager remains a key means for performing this support and is moved from the implementation project organization to the IT support organization for that reason. Software monitoring and optimization take place during this phase as well.

Built-In Project Management Expertise

Aligned with industry-accepted project management standards and procedures – including those described in the book *A Guide to the Project Management Body of Knowledge* from Project Management Institute Inc. (PMI) – ASAP takes the complex technical elements of SAP implementations into consideration along with other important areas of project management, such as organizational change and risk management. In addition, during each project phase the methodology integrates into your project plan the relevant services from the SAP Education organization, SAP Consulting, and the SAP Active Global Support organization, as well as internal and external quality assurance reviews, standards, and evaluation techniques. This comprehensive incorporation of proven technology helps you avoid the most common software implementation pitfalls – cost overrun, slipped schedules, and scope creep.

Maximize Value of Your SAP Investment

The many benefits of ASAP include:

- Faster implementations – with time savings of up to 50%
- More reliable projects due to use of proven tools and best practices
- Comprehensive mitigation of technical and business risks throughout the project life cycle
- Highly efficient use of project resources, resulting in reduced implementation costs
- Effective project management based on proven industry standards
- Lower support costs due to faster adoption by end users
- Rapid resolution of difficult integration
- Thorough knowledge transfer and end-user acceptance

Find Out More

If you would like to know more about the ASAP methodology for implementing SAP solutions, contact your SAP representative or visit us at www.service.sap.com/roadmaps.

Summary

The ASAP methodology is a multiphase approach for streamlining the implementation, upgrade, and enhancement of SAP® solutions. Based on lessons learned from thousands of successful projects, ASAP provides everything you need – templates, tools, checklists, guidelines, best practices, accelerators – to reduce the time and costs associated with SAP implementations and mitigate both technical and business risks.

Challenges

- Complexity of SAP software implementations requiring high level of expertise
- Inadequate project planning and inefficient use of project resources
- Limited assessment of implementation risks
- Insufficient training and education and poorly executed organizational change management resulting in low user acceptance

Supported Business Processes and Software Functions

- **Project preparation** – Structured activities to determine the project scope, establish a project charter, develop management plans, and determine project schedules
- **Business blueprint development** – Step-by-step approach to defining business processes and documenting requirements
- **Realization** – Rapid implementation of business process requirements based on the business blueprint
- **Final preparation** – Procedures and tools to ensure readiness to go live – including testing and end-user training
- **Go-live and support** – Structured methods and processes for cutover and continuous support for the postimplementation environment

Business Benefits

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For More Information

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