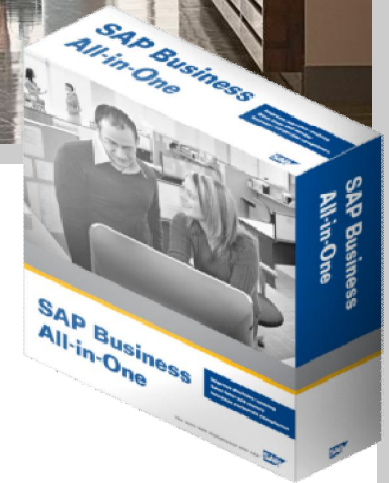# SAP Business All-in-One
ASAP Focus Methodology

January 2010

SAP Business
All-in-One

Agenda

1. **What is ASAP Focus Methodology and Why Has it Been Designed?**

2. **ASAP Focus Methodology - Overview**

3. **Benefits**

4. **What is Available & Where Can I Find it: Useful Links**
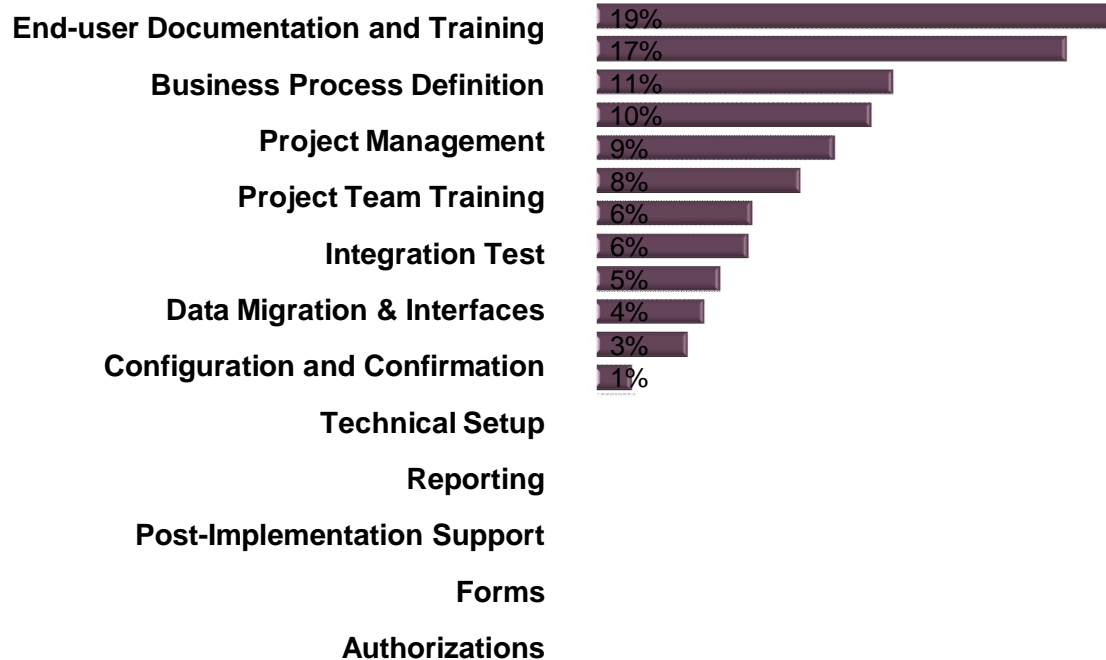
ASAP Focus Methodology
Overview Implementation Efforts

SAP

- Every software implementation project struggles with similar difficulties and hurdles
- ASAP Focus Methodology was designed as a speed up facilitation concept aimed at mitigating risks and achieving time savings

Largest Efforts in End-User Documentation and Business Process Definition (Blueprint)

Category	Percentage
End-user Documentation and Training	19%
	17%
Business Process Definition	11%
	10%
Project Management	9%
	8%
Project Team Training	6%
	6%
Integration Test	5%
	4%
Data Migration & Interfaces	3%
	1%
Configuration and Confirmation	
Technical Setup	
Reporting	
Post-Implementation Support	
Forms	
Authorizations	

Source: Study by SAP AG in 2004
* Based on ASAP Implementations, Change Management not explicitly mentioned, figures vary for midsize enterprise projects

ASAP Focus Methodology
Why are SAP Best Practices not enough?

- SAP Business All-in-One is an end-to-end software offering that provides a collection of industry-specific business and configuration processes including a lifecycle workbench that supports the whole process, from choosing the right solution to its adaptation and tailoring to your specific business and industry needs

- **As the subject matter is quite complex, an overall implementation concept is given through the ASAP Focus Methodology**

SAP Best Practices are a set of

- documented
- pre-configured
- tested

business processes that are

- tailored to the customers industry &
- a starting point for the customers implementation

SAP Best Practices are a set of configuration tools, not an **overall implementation methodology**.

SAP Best Practices are great ingredients, but without information on how to cook.

ASAP Focus Methodology
Why is the traditional ASAP approach not enough?

- The traditional ASAP approach provides a proven implementation methodology, but is designed to complete a solution specifically for **ONE** individual customer - Blueprinting is a major effort driver in these projects

- Predefined reports, print forms, authorization roles, and test scenarios ensure a cost-effective implementation

- Guided processes, pre-defined tools, and templates ensure an easy, safe, and smooth migration of legacy data to the new system

ASAP

Leverage SAP implementation experience
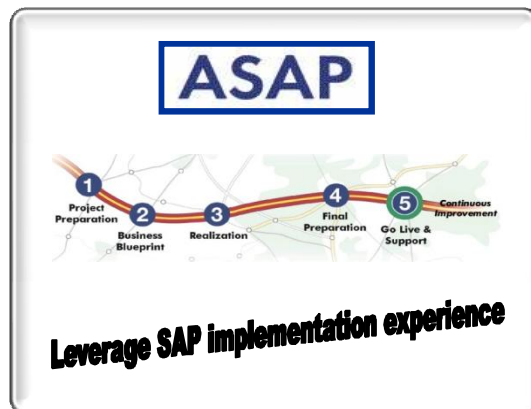
The traditional ASAP approach…

- assumes that Blueprinting is a **major activity** (effort driver) in projects

- designs the complete solution specifically for **ONE** customer

- means we accommodate all customer requirements in the first implementation step

ASAP is an **implementation methodology**, but doesn't fit midsize enterprise requirements or use SAP Best Practices as built-in industry expertise.

ASAP is a cookbook without ingredients.

ASAP Focus Methodology
ASAP Focus – Completing the Prescriptive Approach

- As part of the lifecycle workbench for SAP Business All-in-One solutions, partners and the field receive the ASAP Focus methodology – a mid-market-specific flavor of the SAP implementation methodology

- The ASAP Focus methodology provides a set of procedures and documents that, along with the principles of SAP Best Practices and the lifecycle workbench, complete the offering to simplify and speed up evaluation, implementation, and continuous improvement
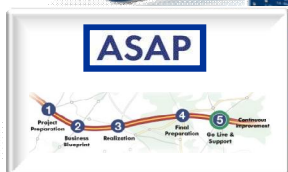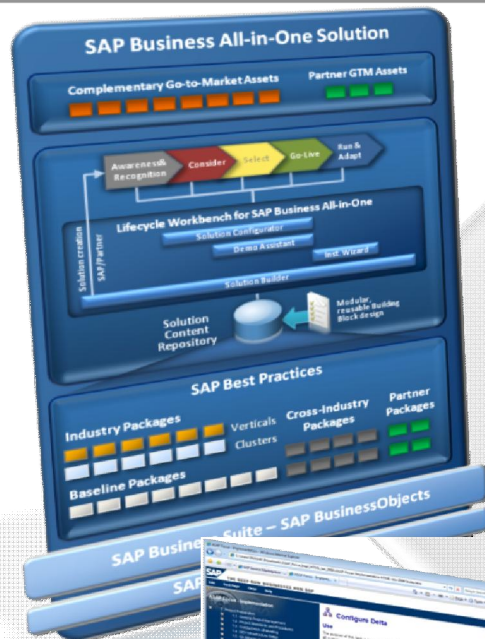
Midsize enterprise requires…

- more rapid implementations with a tight budget
- fast ROI
- involving less resources

Therefore SAP needs a specific methodology that…

- uses SAP Best Practices as major ingredients
- simplifies and speeds up the implementation
- is more focused than ASAP for quicker ROI
- considers solution-specific content

Provide a specific methodology to implement a pre-determined solution in a midsize enterprise.

Provide a specific cookbook with the customer's favorite recipes, and also provide the ingredients.
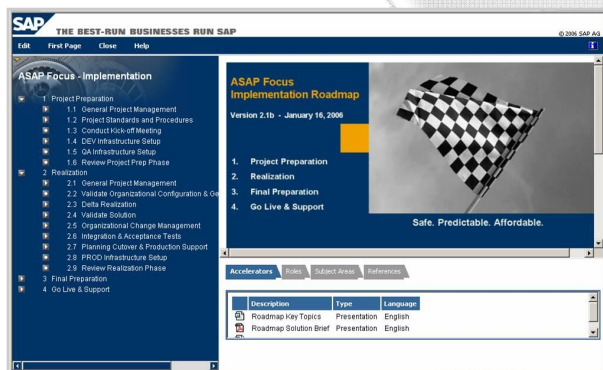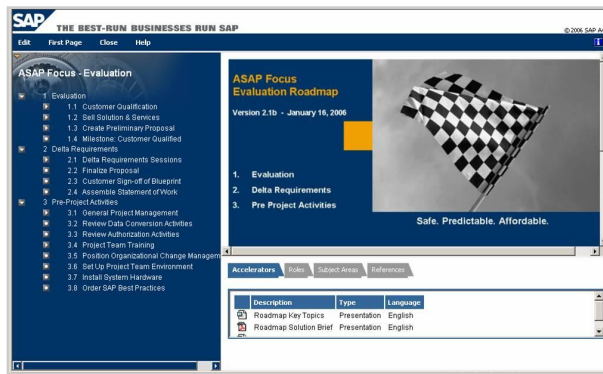
Agenda

1. What is ASAP Focus Methodology and Why Has it Been Designed?

2. **ASAP Focus Methodology - Overview**

3. Benefits

4. What is Available & Where Can I Find it: Useful Links

ASAP Focus Methodology
Roadmap Design Goals

1. Designed for implementing a pre-determined solution (based on SAP Best Practices)

2. Blueprint is already done for the solution

3. KISS: Short and focused (100-150 steps; 3 levels at max)
"Something is perfect not when there is nothing left to add, but when there is nothing left to take away."
(Antoine de Saint-Exupery)

4. Focus on key risks and activities

5. Accelerators pre-populated to accelerate the project

6. Implement within a short period of time (8-14 weeks)

7. Organizational change management is not our core competency, however, providing high level guidelines to support the customer is our responsibility

8. Include project management deliverables
(→ PMM for methods) for example, a project charter

9. Target audience for the roadmap:
   - Consulting sales and implementation teams
   - Customer project team (restricted to certain phases/activities/accelerators)
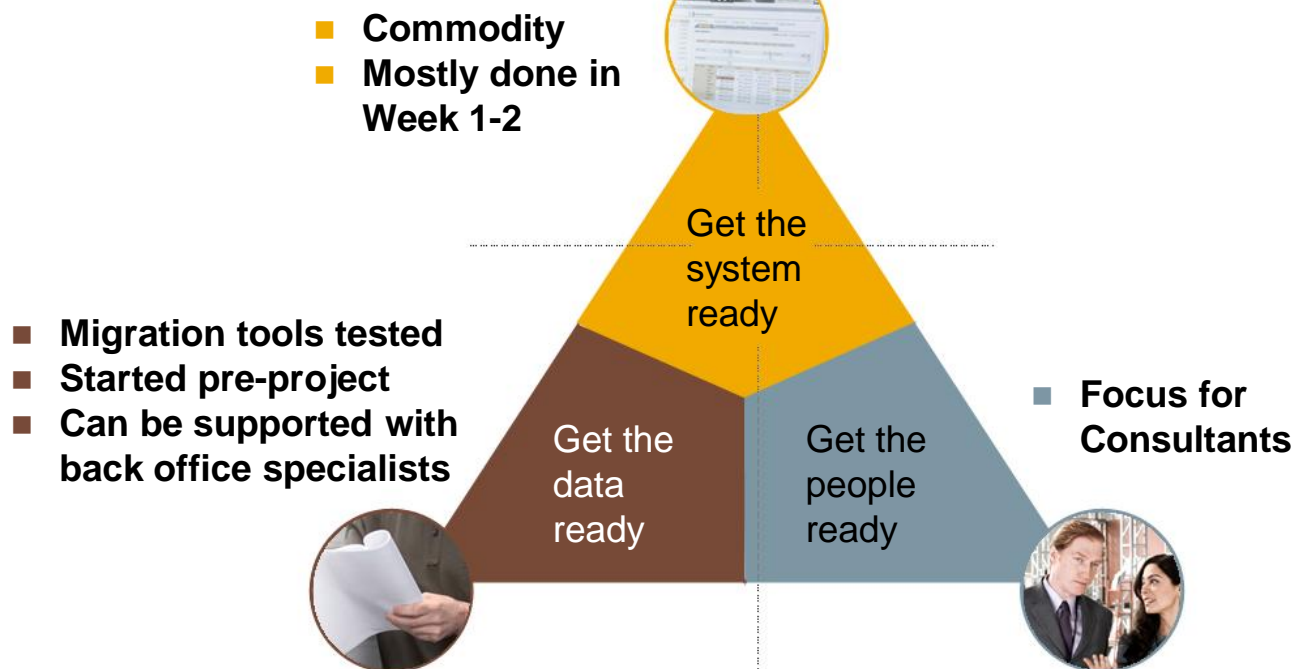
ASAP Focus Methodology
Three Key Components of Implementation

SAP

- Since the partner positions a pre-determined solution, they create a blueprint once during the localization instead of a new blueprint for every project
- In the project the partner focuses on getting three key components ready: system, data, and people

- **Commodity**
- **Mostly done in Week 1-2**

Get the system ready

- **Migration tools tested**
- **Started pre-project**
- **Can be supported with back office specialists**

Get the data ready

Get the people ready

- **Focus for Consultants**

ASAP Focus Methodology
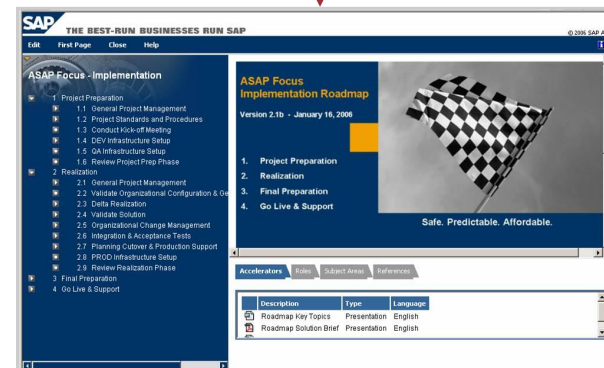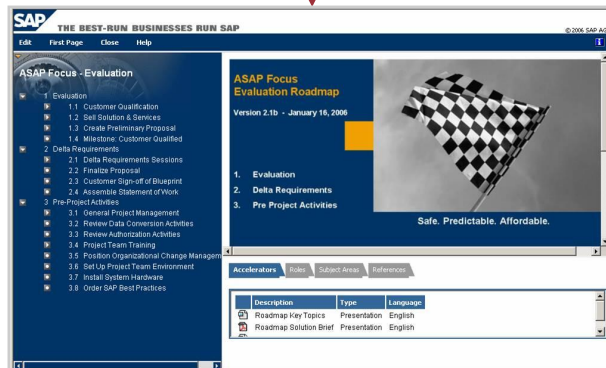## Safe – Predictable – Affordable

SAP

1

Evaluation Roadmap

- Qualify prospect to the solution (rather than qualify solution to prospect)
- Identify & design delta requirements
- Get customer started before the project starts!
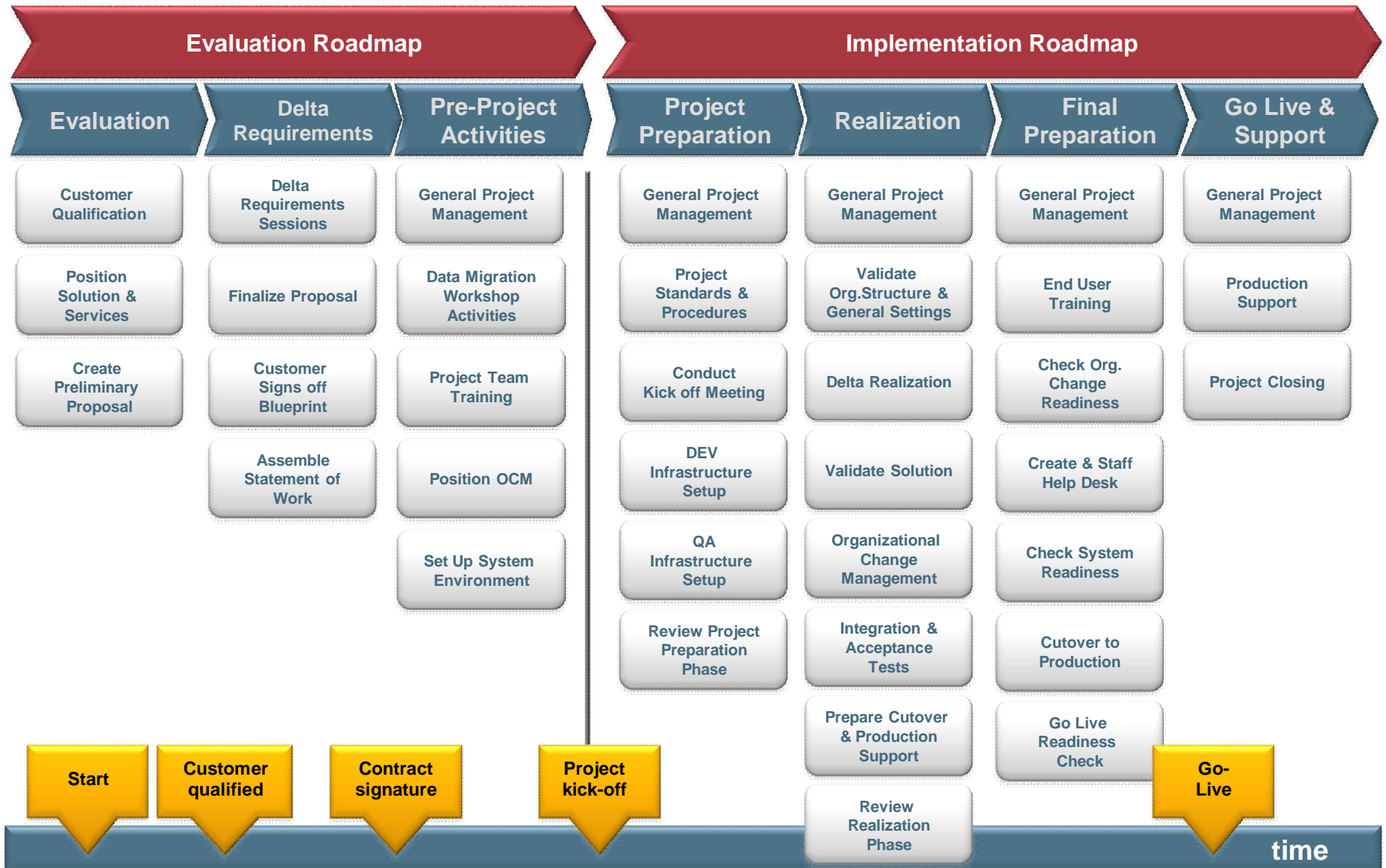
2

Implementation Roadmap

- Get people ready instead of getting the solution ready
- Early focus on customer data readiness & change management

Built-in Positioning & Implementation Methods

ASAP Focus Methodology
Overview Evaluation – Implementation Roadmap

Evaluation Roadmap			Implementation Roadmap			
Evaluation	**Delta Requirements**	**Pre-Project Activities**	**Project Preparation**	**Realization**	**Final Preparation**	**Go Live & Support**
Customer Qualification	Delta Requirements Sessions	General Project Management	General Project Management	General Project Management	General Project Management	General Project Management
Position Solution & Services	Finalize Proposal	Data Migration Workshop Activities	Project Standards & Procedures	Validate Org.Structure & General Settings	End User Training	Production Support
Create Preliminary Proposal	Customer Signs off Blueprint	Project Team Training	Conduct Kick off Meeting	Delta Realization	Check Org. Change Readiness	Project Closing
	Assemble Statement of Work	Position OCM	DEV Infrastructure Setup	Validate Solution	Create & Staff Help Desk	
		Set Up System Environment	QA Infrastructure Setup	Organizational Change Management	Check System Readiness	
			Review Project Preparation Phase	Integration & Acceptance Tests	Cutover to Production	
				Prepare Cutover & Production Support	Go Live Readiness Check	
				Review Realization Phase		

Milestones (time): Start → Customer qualified → Contract signature → Project kick-off → Go-Live

ASAP Focus Methodology
A Different Type of Accelerator

As a result of the packaging effort, you have captured and documented your company expertise in the accelerators.

This is your personalization of the Roadmap.

ASAP Focus brings you the populated accelerators embedded in the Roadmap, at the right moment.

ASAP Focus Methodology — Project Plan

1. Proposed Implementation approach:

1.1 Pre-Project Work

In order to prepare for the Project, it is assumed that the following activities will be completed by [CUSTOMER NAME] prior to the start date of the project. Activities to be completed by [CUSTOMER NAME] prior to project start will contribute greatly to reduce external implementation costs.

1. Schedule [CUSTOMER NAME] project team members according to the included timeline.
2. [CUSTOMER NAME] plans to host their SAP Technical environments, Development, Test and Production. They are responsible for managing the hosting service provider and will arrange for availability of the hosted environments according to the following schedule:

Environment	Project Phase	Date
Development	Before the project starts	XXX
Test	2 weeks after start of Realization Phase	XXX
Production	3 weeks after start of Realization Phase	XXX

3. Ensure that a working environment is established for the project team.
4. Prior to the start of the Realization Phase [CUSTOMER NAME] team members will perform legacy data cleanup and will map legacy data into migration spreadsheets provided by SAP. The first step in the realization phase is to run migration of data from spreadsheets, the realization phase cannot start if data is not ready.
5. SAP consulting team, 1 Logistic and 1 Finance consultant will each spend 1 day on site with [CUSTOMER NAME] representatives reviewing the data spreadsheets and forms that need to be prepared.
6. [CUSTOMER NAME] will complete with the SAP representative the project scoping questionnaires in terms of organizational structures.
7. [CUSTOMER NAME] representatives knowledgeable with your organization business processes will attend the "Delta Requirements" session to finalize the project blueprint.
8. [CUSTOMER NAME] will initiate Organizational Change Management activities before project starts.
9. [CUSTOMER NAME] technical team members will attend recommended minimum training before the start of the installation phase:

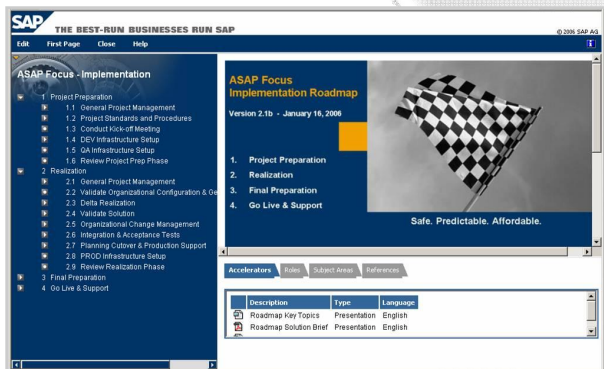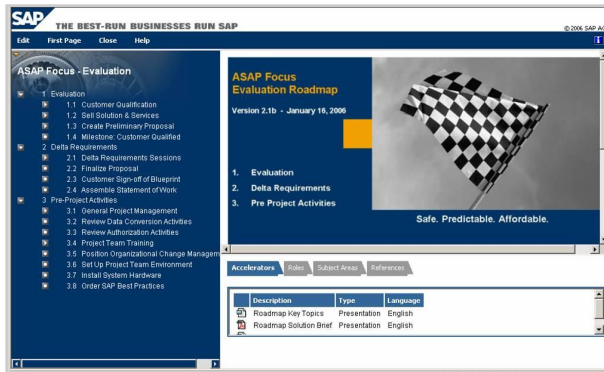| Course	Code	Customer Team Member
MySAP Technology Fundamentals	SAPTec	

Your Built-in Implementation Expertise

Agenda

1. What is ASAP Focus Methodology and Why Has it Been Designed?

2. ASAP Focus Methodology - Overview

3. Benefits

4. What is Available & Where Can I Find it: Useful Links

ASAP Focus Methodology
## Value for Sales & CEMs

Benefits

- Dedicated roadmap for Sales & CEMs
- Supporting qualification checklist (→ customer fit)
- Pre-defined roles & responsibilities, deliverables, and timelines for clear customer expectation settings
- Proven & reliable approach due to an increased level of comfort for CEM because of tested solution, transparency of implementation, early customer expectation management, …
- WYSIWYG approach increases solution transparency

Time savings through

- Pre-filled accelerators : Proposal including Project plan, SOW, Solution Scope (Blueprint)
- Tools for costing, pricing, effort, and skills

ASAP Focus Methodology
## Value for Project Managers
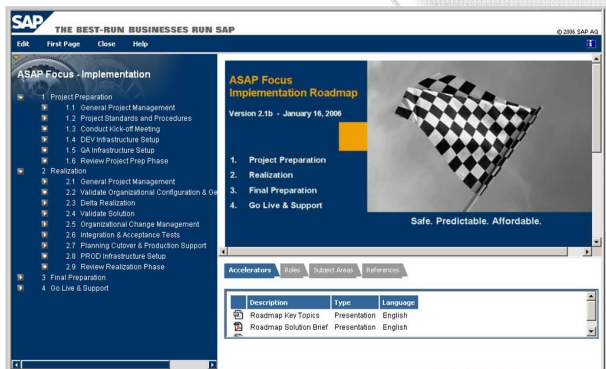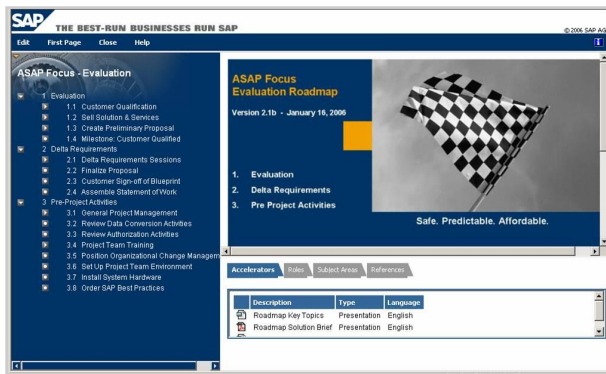
Benefits

- Earliest engagement in the project (at the evaluation phase) closing the gap between sales and consulting

- Project plan is pre-defined

- Specific guidance on key risk areas (such as change management, delta requirements, change request handling/scope control)

- Known risks are already mitigated by the approach itself (WYSIWYG, signed blueprint, focus on data migration & user readiness, repetition leading to improvement…)

- Checklists adjusted to midsize enterprise requirements & solution content (for example, data migration risks, phase completion)

- Short & targeted methodology (100 - 150 steps; ASAP ~1300)

Early customer expectation setting:

- Scope defined and agreed upon before project start

- Change order process positioned in the sales phase

- Change Management is positioned in the sales phase

ASAP Focus Methodology
Value for Consultants

SAP
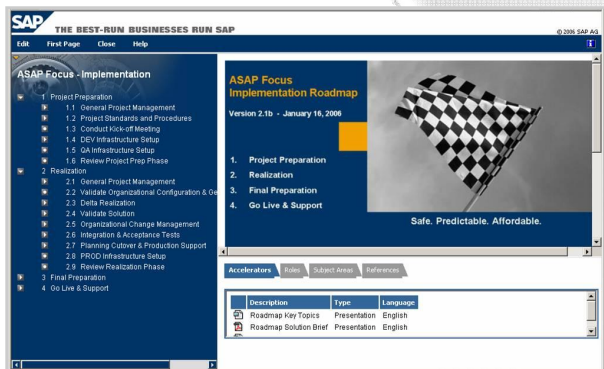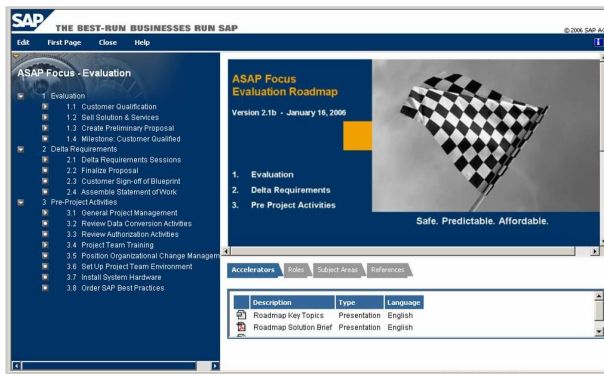
Benefits

- Core configuration is already done

- Documentation is already done

- Don't have to go through endless blueprinting discussions

- SAP Best Practices have built- in industry knowledge

- Consultants are driving the project, being focused more on the business than on technical aspects, advising the customer and supporting the customer to get ready

ASAP Focus Methodology
Customer Benefits
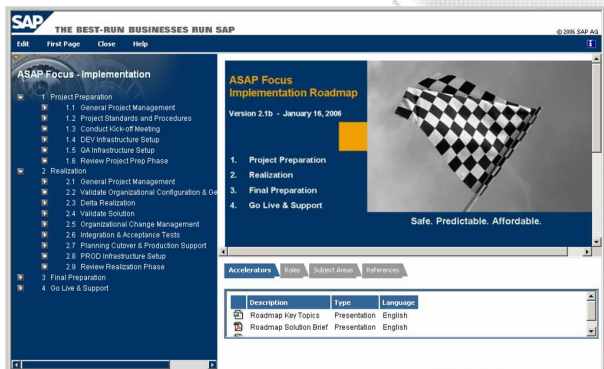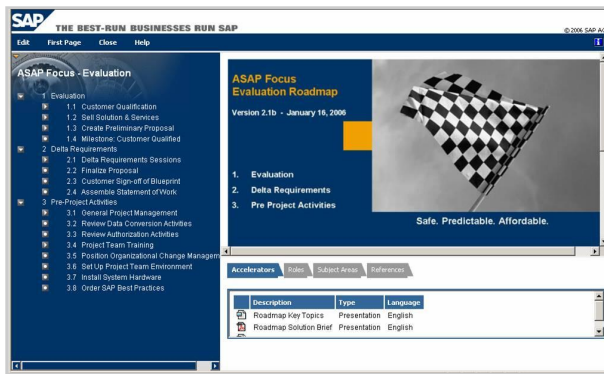
Maximize productivity

Specifically designed to enhance productivity for a wide spectrum of industries, SAP provides best practices and business processes proven to work for midsize enterprises.

Minimize risk

The ASAP Focus methodology, preconfigured and pretested best practices, a strong focus on data migration quality, and your organization's readiness, all guarantee the delivery of the solution with minimal disruption of your operations.

Achieve quick ROI

Initial implementation is typically completed within 12 to 14 weeks, at a set price, to ensure that your organization receives a quick return on investment.

Agenda

1. **What is ASAP Focus Methodology and Why Has it Been Designed?**

2. **ASAP Focus Methodology - Overview**

3. **Benefits**

4. **What is Available & Where Can I Find it: Useful Links**

ASAP Focus Methodology
What is Available & Where Can I Find it: Useful Links

FSP Evaluation

SAP ASAP Focus Methodology: http://service.sap.com/~sapidb/011000358700003035802006E/

SAP Solution Configurator – Landing Page: http://www.sap.com/configurator

SAP Business All-in-One at the SAP Service Portal:
http://service.sap.com/~form/sapnet?_SHORTKEY=01100035870000705256&_SCENARIO=01100035870000000183&_ADDINC=011000358700001192682007E&

Solution Composer: http://www.sap.com/solutions/businessmaps/composer/index.epx
Open Project Freeware Tool: http://openproj.org/

Project Scope

SAP Best Practices Baseline at the SAP Help Portal: http://help.sap.com/content/bestpractices/baseline/index.htm

FSP Implementation

SAP Best Practices at the SAP Service Portal: http://service.sap.com/bestpractices

Data Migration Approach: http://service.sap.com/bp-datamigration

Data Migration Installable package and template (see SAP Note): https://service.sap.com/sap/support/notes/1253725
Data Migration: Mapping, Cleansing, Loading:
http://service.sap.com/~sapidb/011000358700000493712007E/BP_Data_migration.htm

Chart of Accounts: http://service.sap.com/~sapidb/011000358700002271032006E

Smart Forms: https://www.sdn.sap.com/irj/sdn/smartforms

Where to Find More Details

SAP Public Website

SAP Business All-in-One – http://www.sap.com/businessallinone

SAP Best Practices – http://www.sap.com/bestpractices

SAP Service Marketplace – Partners and Customers only

SAP Business All-in-One – http://service.sap.com/baio

SAP Best Practices – http://service.sap.com/bestpractices

SAP Best Practices Portfolio – Availability

SAP Help Portal - Public

SAP Best Practices – http://help.sap.com/bestpractices
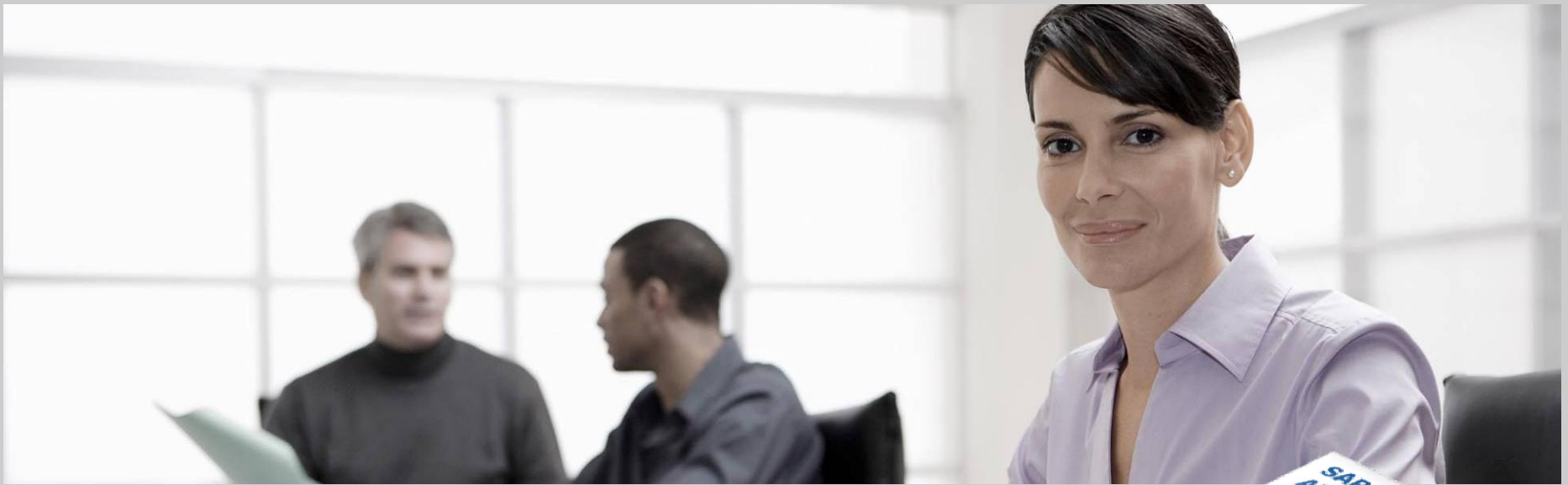
Thank you!

Any Questions?

Please let us know.

SAP Business All-in-One
Development
SAP AG

SAP

businessallinone@sap.com

SAP Business All-in-One

SAP