

AcceleratedSAP



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Icons

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AcceleratedSAP

Purpose

AcceleratedSAP (ASAP) is a comprehensive solution for efficiently implementing and continuously optimizing SAP software. It has a detailed, business-oriented structure and allows you to design implementation projects flexibly.

Implementation Considerations

AcceleratedSAP is a PC-based solution and is shipped independently of the R/3 System, allowing you to prepare for your implementation project before you have installed SAP software.

You may use AcceleratedSAP to:

- Implement the R/3 System
- Implement New Dimension products (APO, BW, B2B, CRM)
- Continuously optimize your SAP software
- Upgrade within a release and to implement a new release

Features

ASAP combines several tools that allow you to implement SAP software quickly and efficiently.

- In the Implementation Assistant, you can access tools such as the [Knowledge Corner \[Page 10\]](#) and the [Concept Check Tool \[Page 15\]](#), which support all phases of your implementation project. The [ASAP Roadmap \[Page 8\]](#), which provides a methodological framework for your implementation project, constitutes a key part of the Implementation Assistant.
 - The Roadmap portrays your project structure and provides a detailed description of work packages, activities and tasks for each phase of your implementation project. It also specifies additional tools you may use to support implementation.
 - ASAP includes several accelerators which contain templates, forms, check lists and examples which help you deal efficiently and quickly with the tasks described in the Roadmap.
- The [SAP Reference Structure \[Page 11\]](#) in the [Question & Answer Database \[Page 14\]](#) (Q&Adb) allows you to set your project scope and draw up your Business Blueprint in a process-oriented manner.
 - The substructures of the SAP Reference Structure are organized according to specific topics or according to enterprise areas, helping you to map your enterprise's requirements to SAP software.
 - You can use questionnaires, customer input templates, project documentation and technical analysis to gather and structure information on your enterprise.
 - Using the Diagram Explorer, you can model scenarios, process groups and processes.
 - You can open the [Issues Database \[Page 16\]](#) from the Q&Adb. This allows you to gather and monitor open issues that occur during your implementation project, jeopardizing project goals.

AcceleratedSAP

- A wide range of services including training courses, the EarlyWatch Service, SAPNet - R/3 Frontend, and the GoingLive Check complete the ASAP support package.

SAP also offers the following, to help you during your implementation project:

- [SAP Review Program \[Page 19\]](#)
- [Organizational Change Management \[Page 21\]](#)

Implementation Assistant

Purpose

Using the Implementation Assistant, ASAP's key navigation tool, you can access the [ASAP Roadmap \[Page 8\]](#), along with many tools and accelerators.

Features

- The Implementation Assistant provides a framework for your implementation project based on the Roadmap, a tree structure that displays work packages, activities, and tasks. The documentation stored at each level of this structure contains recommendations on implementing your SAP software and links to helpful tools, accelerators, and information on SAPNet and the World Wide Web. You can include your own documents, thereby increasing the number of accelerators available.
- In the Implementation Assistant, you can view the Roadmap according to:
 - Subject areas - Select this option to display only those texts that are relevant for a specific subject area, such as *Organizational Change Management*, *Quality*, *Testing*, or *Authorization*.
 - Roles - Select this option to display only those texts relevant to a particular role, such as *System Administrator*, *Training Coordinator*, *Development Manager* or *Technical Consultant*.
- From the Implementation Assistant, you have several navigation options. You can:
 - Launch the [Question & Answer Database \[Page 14\]](#). The questionnaires, forms, and reports in this database will help you carry out the project tasks described in the ASAP Roadmap.
 - Launch the [Knowledge Corner \[Page 10\]](#), which contains detailed documentation, information on technical tools and Simplification Guides
 - Open the [Concept Check Tool \[Page 15\]](#), which you can use to check the quality of your implementation project during the first two phases of the Roadmap
 - Display a list of accelerators and texts in the Knowledge Corner in alphabetical order
 - Consult implementation project plans either for six or nine months
 - From a hierarchical list, display the Business Process Procedures that must be carried out in order to complete a particular transaction
 - Consult the ASAP glossary
- The *Find* function allows you to search for information contained in the Implementation Assistant. You can search for one specific keyword, for a combination of keywords using connectors, for a particular phrase, and use a wild card (*).

ASAP Roadmap

Use

The ASAP Roadmap provides the methodology for implementing and continuously optimizing your SAP software. It divides the implementation process into five phases and offers detailed Project Plans to assist you (in Microsoft Project format). The documentation stored at each level of the Roadmap tree structure contains recommendations on implementing your SAP software and links to helpful tools and accelerators.

Purpose

When you install the Implementation Assistant you can choose from several Roadmap types and flavors. You can select one of the following flavors:

- R/3 - Implementation and Continuous Improvement
- APO - Advanced Planner & Optimizer
- BW - Business Information Warehouse
- B2B - Business to Business
- CRM - Customer Relationship Management

Features

Implementation of SAP software covers the following phases:

1. Project Preparation

In this phase you plan your project and lay the foundations for successful implementation. It is at this stage that you make the strategic decisions crucial to your project:

- Define your project goals and objectives
- Clarify the scope of your implementation
- Define your project schedule, budget plan, and implementation sequence
- Establish the project organization and relevant committees and assign resources

2. Business Blueprint

In this phase you create a blueprint, which documents your enterprise's requirements and establishes how your business processes and organizational structure are to be represented in SAP software. You also refine the original project goals and objectives and revise the overall project schedule in this phase.

3. Realization

In this phase, you configure the requirements contained in the Business Blueprint. Baseline configuration (major scope) is followed by final configuration (remaining scope), which can consist of up to four cycles. Other key focal areas of this phase are conducting integration tests and drawing up end user documentation.

4. Final Preparation

In this phase you complete your preparations, including testing, end user training, system management, and cutover activities. You also need to resolve all open issues in this phase. At this stage you need to ensure that all the prerequisites for your system to go live have been fulfilled.

5. Go Live & Support

In this phase you move from a pre-production environment to the live system. The most important elements include setting up production support, monitoring system transactions, and optimizing overall system performance.



After your system has gone live, you can use a separate Roadmap with six work packages, in order to optimize your R/3 System continuously.

These **phases** are the main milestones for implementing SAP software. Each phase has:

- *Work packages*, which consist of activities, for which project teams are responsible.
- *Activities*, which consist of tasks, which are processed by one or more team members.
- *Tasks*, which are carried out by a project team member. You can also access the How-to sections and accelerators at this level.

Knowledge Corner

Use

The Knowledge Corner is a collection of additional material that will help you implement your SAP software.

Integration

You can open the Knowledge Corner from the [Implementation Assistant \[Page 7\]](#).

Features

The Knowledge Corner contains documentation in different formats (for example, Made Easy Guidebooks, references to SAPNet and the World Wide Web, SAP online documentation and Microsoft PowerPoint presentations).

It is structured as follows:

- The **Industry Corner**
 - Summarizes the functions of preconfigured industry systems
 - Contains practical tips and instructions for working with preconfigured systems
 - Provides specific information on individual industries
- The **Country Corner** contains country-specific information.
- The **Technical Corner** contains information on the system landscape and on the preconfigured system *Ready-to-Run R/3*.
- **SAPNet Information Direct** provides you with up-to-date information from SAPNet that is relevant for your implementation project (for example, information on SAP New Dimension Products and SAP Industry Solutions).
- The **Service Corner** provides an overview of services provided by SAP.
- **SAP Products** contains:
 - The **R/3 Reference Corner**, which provides information on specific areas of the SAP Reference Structure (for example, *Cross-Application*, *Sales* and *Human Resources*)
 - Information on SAP New Dimension Products such as APO, BW, B2B Procurement and CRM
- **Accelerated Solution** contains information that will help you speed up implementation of SAP software for specific enterprise areas and industries. It also contains sample documents (for example, CI templates and BPMLs) and templates for workshops.
- **Implementation Subjects** contains:
 - A Training and Documentation Corner
 - A white paper on Change Management
 - Information on reporting and testing

SAP Reference Structure

Purpose

The SAP Reference Structure is a hierarchical structure containing all the elements that you need to create your Business Blueprint. It contains substructures (that contain elements such as enterprise areas, scenarios, process groups, processes, and objects) which, in turn, are assigned other elements (such as questions, IMG activities and organizational units), depending on the level concerned.

- The SAP Reference Structure helps you identify your enterprise's requirements and set your project scope.
- In order that your enterprise's structures are optimally mapped to functions in your SAP software, you can edit structure items as follows:
 - Set order
 - Rename
 - Set in scope
 - Add structure item
- You can assign one business owner and one consultant for a structure item in the SAP Reference Structure.

Integration

The SAP Reference Structure allows you to navigate through the [Question & Answer Database \[Page 14\]](#).

Features

The SAP Reference Structure offers you a guide to identifying your enterprise's specific needs and selecting the functions you need, to map them to your SAP software. It consists of the following substructures:

- *Business Strategy*
Contains information about an enterprise's general business strategy, for example, markets, product strategy, competition and strategies for specific enterprise areas
- *Organization*
Describes how your enterprise's organizational structure can be portrayed in your SAP software. It contains universal and enterprise-specific organizational units and is organized by enterprise area.
- *General Settings*
Here you identify general settings such as languages, countries, and currencies required to set default parameters in the IMG.
- *Master Data*
Describes the structure of master data in your system. This substructure is organized by enterprise area. Relevant master data objects are assigned to each enterprise area. *Master Data* also contains an overview of general master data objects.
- *Business Processes*

SAP Reference Structure

- Lets you analyze and describe your enterprise's procedures and processes and how these can be mapped to your SAP software. Contains enterprise areas, which are further broken down into scenarios, process groups, processes, and objects.
- A great deal of additional information is available at structure item level, for example, information on input and output, organizational units, transactions, functions and IMG activities. Information on IMG activities is required for the ASAP - IMG link, which allows you to navigate directly from the [Business Process Master List \[Page 17\]](#) (BPML) to the IMG activities that are relevant for a particular structure item.
- You can use the Diagram Explorer to display items from different levels of the SAP Reference Structure (scenarios, process groups, and processes).
- *Cross-Application*
Describes functions that are relevant for several or all enterprise areas (for example, *European Monetary Union: Euro, Document Management System*).
- *Training and Documentation*
Contains information about planned end user training and documentation standards for implementing the R/3 System.
- *Development*
Holds all documentation entered in the *Technical Analysis* section of the substructures *Master Data, Business Processes, and Cross-Application*. The substructure *Development* is broken down into *Conversions, Interfaces, Reports, Forms, and Other Development*.

For most substructures, you can also generate reports, which summarize the information you have gathered.

Project Estimation

Purpose

The Project Estimator, an internal SAP tool, helps you plan your R/3 implementation project during the Project Preparation phase. It covers project scope, risk factors and business process complexity. By using the Project Estimator, you can plan your implementation with precision.

Features

You can use the Project Estimator to:

- Determine the internal and external resources you need
- Define the duration of your implementation project
- Draw up an initial cost estimate

You can use the deliverables from the Project Estimator to create the following documents:

- The Scope Document, which contains user-defined views of the project scope, along with the appropriate plants, locations, distribution channels, and enterprise units
- The Project Plan, which includes the work plan, the budget plan and the resource plan, and which should be checked and updated continuously during the implementation project

Constraints

The Project Estimator is an internal SAP tool. However, you can also use it to plan projects independently of the R/3 System, if you are working with SAP consultants.

Question & Answer Database

Purpose

The Question & Answer Database (Q&Adb), through which you navigate using the [SAP Reference Structure \[Page 11\]](#), is the key tool you use to define your business requirements when implementing your SAP software. You can use it to set your project scope in a process-specific manner and to draw up your Business Blueprint.

Features

- Items in the SAP Reference Structure are assigned elements that are stored under the tabs *Business Analysis*, *Information* and *Technical Analysis* on the right of the screen. Here you will find:
 - Information such as SAP documentation, transactions, information on input and output, and organizational units
 - Business-specific information, such as project documentation, Questions, CI templates, and technical data (for example, on conversions and interfaces)
- Substructures in the SAP Reference Structure are organized by enterprise area, allowing you to map your enterprise's requirements in your SAP software.
 - You can assign IMG activities to structure items, allowing you to automatically generate a Project IMG for the enterprise areas that have been set in scope.
 - The Project IMG serves as a basis for the ASAP - IMG link, which makes it easier for you to make configuration settings. From the BPML, you can go directly to the IMG activities that are relevant for a particular structure item that has been set in scope.
- The Q&Adb contains a flexible reporting system, allowing you to generate Business Overview reports, Business Blueprint reports and master lists (for example, [Business Process Master List \[Page 17\]](#), Organizational Structure List, and Development List).
- The [Issues Database \[Page 16\]](#) is also part of the Q&Adb. Here you can gather open issues that occur during your implementation project.
- You can assign owners to structure items, and may edit or model them as required. For more information see [SAP Reference Structure \[Page 11\]](#).

Concept Check Tool

Use

The Concept Check Tool is an analytical tool with which you can carry out quality checks on your implementation project during the first two phases of the Implementation Roadmap. By answering a series of checklists, you can pinpoint and react promptly to issues or potential conflicts.

Features

- The Concept Check Tool contains checklists that you can use to obtain a detailed analysis of your system settings.
 - The checklists are designed dynamically. The answer you give to the first question triggers subsequent questions that are relevant to you.
 - The checklist structure in the *Project Preparation* phase matches the Roadmap structure.
 - The checklist structure in the *Business Blueprint* phase also matches the SAP Reference Structure. At present, checklists are available for the substructures *Organization*, *Master Data*, and *Business Processes*.
 - The questions are generally closed (yes/no) or multiple choice and focus on project organization, basic system settings, and system performance.
 - The questions are displayed, with the answers you have entered so far, in a separate frame beside the active question and answer frame. This provides you with a summary of the checklist structure at all times.
- You can import your project scope from the Business Blueprint phase in the [Question & Answer Database \(Q&Adb\) \[Page 14\]](#) to the Concept Check Tool. The system then displays only the checklists that relate to your implementation project.
- The system generates a report after you have completed each checklist. This report:
 - Offers recommendations on how to optimize your system configuration
 - Pinpoints critical data sets and values
 - Contains important information on performing stress tests and GoingLive Checks.
- You can display the notes for each report in SAPNet - R/3 Frontend or submit the reports directly from the Concept Check Tool to SAP.
- Once you have worked through all the checklists, you can generate a global report that summarizes the essential characteristics of your core functions. This report forms the basis for reviews in the [SAP Review Program \[Page 19\]](#). On request, you can also receive support from SAP's remote consulting service. The report you have generated provides valuable input for solving problems that the Concept Check Tool has identified.

Issues Database

Use

The Issues Database provides support for project management by letting you create, monitor, and manage issues. Issues are unanswered questions or unforeseen problems that arise during the implementation project. If they are not resolved, the project may be delayed or even jeopardized.

Features

- You can compile and document these issues centrally in the Issues Database. Each issue is classified according to:
 - Priority (low, medium, high)
 - Project phase
 - Status (input and unassigned, open and assigned, deferred, closed)
 - Classification (for example, resource, documentation, training, application configuration)
 - Date required, date resolved
 - People responsible
- You can use this data to refine your search for issues. You can also display issues in different views in Microsoft Excel worksheets.
- You can also use the Editor to document issues and solutions in detail.
- To prevent unsolved issues escalating, they should be resolved before the set date required.

Business Process Master List

Purpose

Along with the Business Blueprint, the Business Process Master List (BPML) is the most important deliverable of the second phase of the Roadmap. In the BPML, all scenarios, business processes, and transactions that have been included in the project scope are listed in Microsoft Excel tables. In the Realization phase, the BPML forms the basis for monitoring and controlling configuration and for test activities.

Integration

The system generates the BPML as a report from the [Question & Answer Database \[Page 14\]](#) (Q&Adb).

From the BPML, you can:

- Display linked documents, such as Business Process Procedures (BPPs) or customer input templates (CI templates)
- Launch an R/3 System and access R/3 transactions.
- Navigate directly from a specific process to the IMG activities required to configure this process

Features

Using the BPML, you establish the sequence for the Realization phase, for testing, and acceptance of configured functions within your SAP software. The BPML is the central location for storing key information on the processes you have selected, and supports you during every important step in the Realization phase.

- In the BPML, you establish the baseline and detailed scope. You can then carry out your baseline configuration and the appropriate detailed configuration based on this scope.
- You can navigate directly from the BPML to the relevant activities in the Implementation Guide (IMG).
- The BPML also provides integration test plans, which make it easier to carry out the integration tests necessary for you to configure your system.
- You can use the BPML to help determine the scope of end user training. It also contains information that makes it easier to create role-specific training concepts.

Preconfigured Industry Systems

Purpose

You can use configuration solutions to implement your R/3 System more quickly, reduce planning risks and cut costs. SAP offers a technical preconfigured system (*Ready-to-Run R/3*) as well as systems with preconfigured content (preconfigured industry systems).

Features

Preconfigured industry systems can considerably shorten the duration of R/3 implementation projects. SAP offers the following preconfigured solutions for the R/3 System:

- **Preconfigured industry systems** provide you with industry-specific or country-specific Customizing settings (or both). This means that charts of accounts, units of measurement, and forms are ready for use immediately, as are basic processes from Financial Accounting, Controlling, Materials Management, and Sales and Distribution. Using preconfigured systems speeds up implementation in the following ways:
 - Industry-specific default values, like sample master data for example, give you additional information that you can use as a basis for the *Business Blueprint* and *Realization* phases.
 - Industry-specific knowledge contributes to more effective training for your project team.
 - Documentation with examples and explanations from industry helps you create internal documentation on the functions you have implemented.
 - Country-specific default values (available at present for the USA and Canada) are already set, allowing you to proceed directly to other configuration work.
- **Ready-to-Run** is a pre-installed and pre-configured R/3 solution. It consists of a complete hardware, software, and network infrastructure along with a comprehensive support concept. Using this R/3 solution with AcceleratedSAP reduces the number of days required for technical support and consulting services during the implementation phase.

SAP Review Program

Use

The SAP Review Program provides a series of reviews that are carried out at different times by SAP specialists in your enterprise, focusing on different aspects of implementation. Reviews allow you to recognize potential risk factors promptly and monitor the project to ensure that it stays on schedule.

Features

The SAP Review Program consists of:

- The **Project Review**, which we recommend you carry out at the end of each phase of the Roadmap. This review looks at project management, at the most important deliverables of the phase, and at the critical success factors for that phase.
 - The Project Review for the Project Preparation phase is based on the planning data that you have acquired using the [Project Estimator \[Page 13\]](#) and the estimated hardware requirements from the Quick Sizer.
 - Findings from the [Concept Check Tool \[Page 15\]](#) are valuable as a basis for the Project Reviews for the first two phases.
 - In the Final Preparation phase, the GoingLive Check is indispensable for your Project Review, since it allows you to check the most important system components of your SAP software for consistency and reliability.
 - Each Project Review runs as follows:
 - You receive an agenda and schedule prior to the consultants' visit.
 - SAP consultants who are not involved in your implementation project visit conduct interviews with senior management, project management, application team leads, technical team leads, team members, and users. They also review documentation and the main deliverables from each phase (for example, the Project Plan, the system landscape, the Business Blueprint document).
 - Afterwards, the Review Team evaluates the questionnaires based on the interviews they have carried out.
 - At the end of each Project Review, which usually lasts from one to two days, you receive a presentation of all the results and recommendations. You can also receive a written report on request.
- The **Solution Review** is an analysis of the business processes that will be implemented and the parameters associated with them. This review can take place during the Business Blueprint phase.
- The **Technical Review** is also conducted during the *Business Blueprint* phase. This review is an analysis of implementation components and operative procedures, such as security, backup, performance management, printing, and desktop operations.
- The **Development Review** checks internal developments and enhancements and ascertains whether the design and implementation correspond to established standards, for example, for upward compatibility.

Organizational Change Management

Use

Each implementation of SAP software is designed to optimize your workflow. It will therefore affect your enterprise structure, fundamental business processes, and the responsibilities of both departments and individual employees. Organizational Change Management helps managers to systematically analyze, carry out, and communicate enterprise-specific changes that arise from implementation.

Features

- Risk Management deals with the risks associated with implementing SAP software and analyzes the effects of implementation on the enterprise structure. A risk assessment tool is an analytical instrument available to the team. Baseline Risk Assessment is carried out before the kickoff meeting, followed by analyses to measure the success of the Change Team in recognizing and limiting risk factors, and to make recommendations for further procedure.
- Implementation will be faster if as many employees as possible are convinced of the positive effects of implementation on both the enterprise structure and their own working environment.
 - Using the results of risk analyses, the Change Team can specify guidelines for communication and the orientation of training, as well as establish other strategic measures.
 - Practical examples which highlight the benefits of SAP software can help employees to understand the changes and increase motivation.
 - A support tool helps the Change Team set priorities and direct their support towards those groups on which the success of the implementation largely depends.
- After careful analysis, the Change Team plans the structural changes to the enterprise that will guarantee an optimal workflow. Restructuring is carried out with support from external personnel and organizational design consultants.