**Project Templates and Deliverables Checklist: SAP Technology Consultant Hands-on Project**

**Note**: All templates are in the Resources folder. You will also be provided with a link to the templates as part of the instructions for the task you would perform. Store documents in an organized manner. You will need to submit all the documents marked for Peer Review at the end of the course as part of the final submission.

**Week 1**

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| **Item** | **Task Summary** | **Template to be used** | **Deliverable Name** | **Used in Peer Review (Y/N)** | **Completed the deliverable? (Y/N)** | **File Location (In case you would like to track)** |
| 1 | Task 1.1 Project Set-up, Stakeholder Analysis, and Kick-Off | Project Set-up, Stakeholder Analysis, and Kick-Off Activity Template | Project Set-up, Stakeholder Analysis, and Kick-Off Activity\_*Your Initials*.docx | N | Y |  |

**Week 2**

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| **Item** | **Task Summary** | **Template to be used** | **Deliverable Name** | **Used in Peer Review (Y/N)** | **Completed the deliverable? (Y/N)** | **File Location (In case you would like to track)** |
| 1 | Task 2.1: Review Case Study | Customer Journey Roadmap Preparation Document Template | Customer Journey Roadmap Preparation Document Template \_*Your Initials*.docx | N | Y |  |
| 2 | Task 2.2: Customer Discovery Inputs and Insights | Customer Journey Roadmap Preparation Document Template | Customer Journey Roadmap Preparation Document Template \_*Your Initials*.docx | N | Y |  |
| 3 | Task 2.3: Customer stakeholder interview | Customer Journey Roadmap Preparation Document Template | Customer Journey Roadmap Preparation Document Template \_Your Initials.docx | N | Y |  |
| 4 | Task 2.4: Develop you Customer Journey Roadmap | 1. Customer Journey Roadmap Preparation Document Template 2. Customer Journey Roadmap Presentation Deck Template | 1. Customer Journey Roadmap Preparation Document Template \_*Your Initials*.docx 2. Customer Journey Roadmap Presentation Deck Template \_*Your Initials*.docx | N  **Y** | Y  Y |  |

**Week 3**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Task Summary** | **Template to be used** | **Deliverable Name** | **Used in Peer Review (Y/N)** | **Completed the deliverable? (Y/N)** | **File Location (In case you would like to track)** |
| 1 | Task 3.1 Review the case study | Technical Solution Design Preparation Document template.docx | Technical Solution Design Preparation Document\_*Your Initials*.docx | N | Y |  |
| 2 | Task 3.2 Analysis and design inputs | Technical Solution Design Preparation Document template.docx | Technical Solution Design Preparation Document\_*Your Initials*.docx | N | Y |  |
| 3 | Task 3.3 Design Thinking Exploration | Technical Solution Design Preparation Document template.docx | Technical Solution Design Preparation Document\_*Your Initials*.docx | N | Y |  |
| 4 | Task 3.4 Develop your Technical Solution Design | Technical Solution Design Presentation template.pptx | Technical Solution Design Presentation\_*Your Initials*.pptx | **Y** | Y |  |

**Week 4**

|  |  |  |  |  |  |  |
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| **Item** | **Task Summary** | **Template to be used** | **Deliverable Name** | **Used in Peer Review (Y/N)** | **Completed the deliverable? (Y/N)** | **File Location (In case you would like to track)** |
| 1 | Task 4.1: Review the Case Study | Implementation and Testing Approach document template.docx | Implementation and Testing Approach document\_*Your Intials*.docx | N | Y |  |
| 2 | Task 4.2: Prepare Implementation and Testing Approach | Go-NoGo-Decision-Matrix-Document-Template.docx | Go-NoGo-Decision Matrix-Document\_*Your Intials*.docx | **Y** | Y |  |
| 3 | Task 4.3: Develop a Test Plan | Test Plan Document template.docx | Test Plan Document\_*Your Initials*.docx | **Y** | Y |  |
| 4 | Task 4.4: Test Script Validation | Implementation and Testing Approach document template.docx | Implementation and Testing Approach document\_*Your Intials*.docx | N | Y |  |
| 5 | Task 4.5: Provide Solution Hypercare | Implementation and Testing Approach document template.docx | Implementation and Testing Approach document\_*Your Intials*.docx | N | Y |  |

**Week 5**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Task Summary** | **Template to be used** | **Deliverable Name** | **Used in Peer Review (Y/N)** | **Completed the deliverable? (Y/N)** | **File Location (In case you would like to track)** |
| 1 | Task 5.1 Develop Post-Implementation Review Report Outline | Post implementation review report outline template.docx | Post implementation review report outline\_*Your Initials*.docx | **Y** | Y |  |
| 2 | Task 5.2 Develop Customer Project Hand-over Deck | Customer Project Handover Deck template.pptx | Customer Project Handover Deck\_*Your Initials* .pptx | **Y** | Y |  |