

PUBLIC

Agile Transition to SAP S4HANA with SAP Solution Manager and Focused Build – DT263

Exercises / Solutions: Easy Project Setup
Reiner Markheiser / SAP SE

TABLE OF CONTENTS

EVALUATE THE IMPORTED SIMPLIFICATION ITEMS AND RELATED ACTIVITIES.....3

DEFINE PROJECT STRUCTURE3

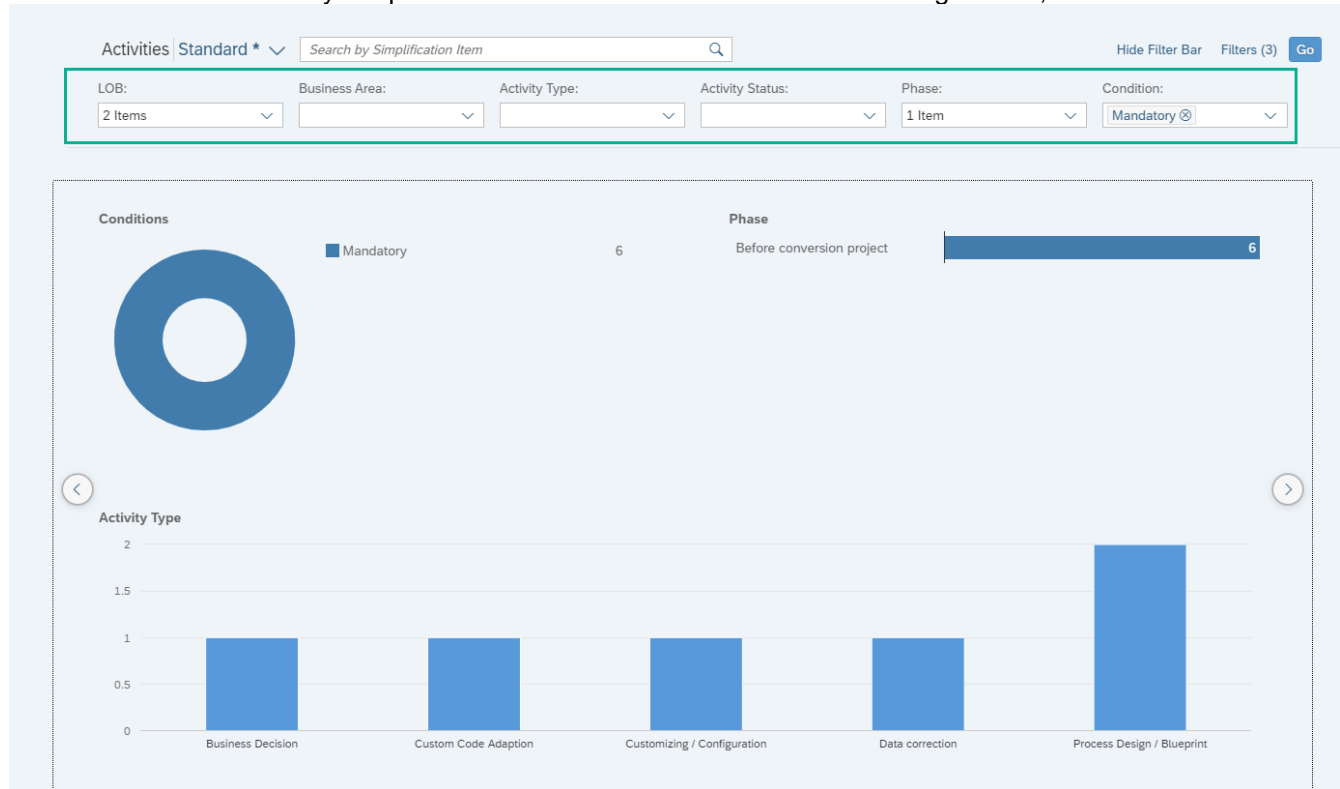
CREATE PROJECTS USING EASY PROJECT SETUP AND ASSIGN RELEASES4

EXERCISE STEP BY STEP..... ERROR! BOOKMARK NOT DEFINED.

In this exercise we would like to evaluate the imported Simplification Items and related Activities coming from Readiness Check and define required follow-up items to be created in Focused Build.

EVALUATE THE IMPORTED SIMPLIFICATION ITEMS AND RELATED ACTIVITIES.

Use the Filter bar to identify Simplification Items and related Activities according to LOB, Phase and Condition



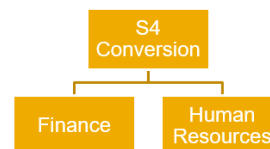
DEFINE PROJECT STRUCTURE

You could use the LOBs to define the structure of your projects. In our simplified example we create 1 Build Project for Finance and another Build Project for Human Resources, both linked to the Master Projects

LoB / Technology / Business Area

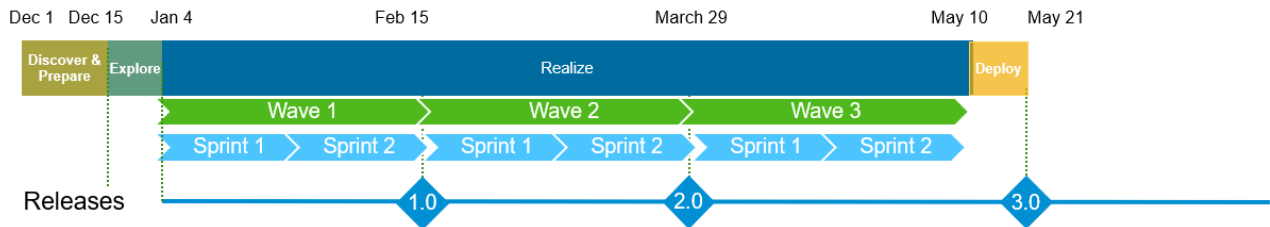


Focused Build
Master/Build Project Structure



CREATE PROJECTS USING EASY PROJECT SETUP AND ASSIGN RELEASES

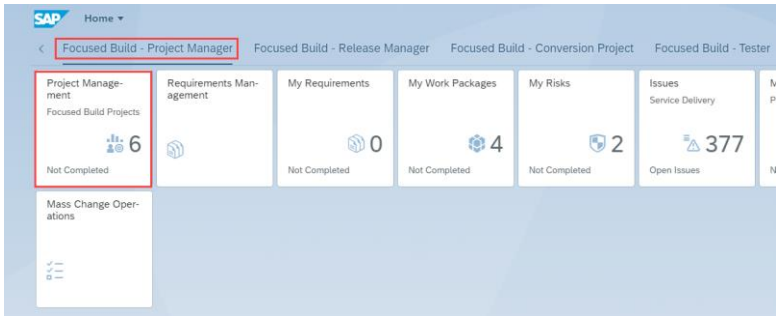
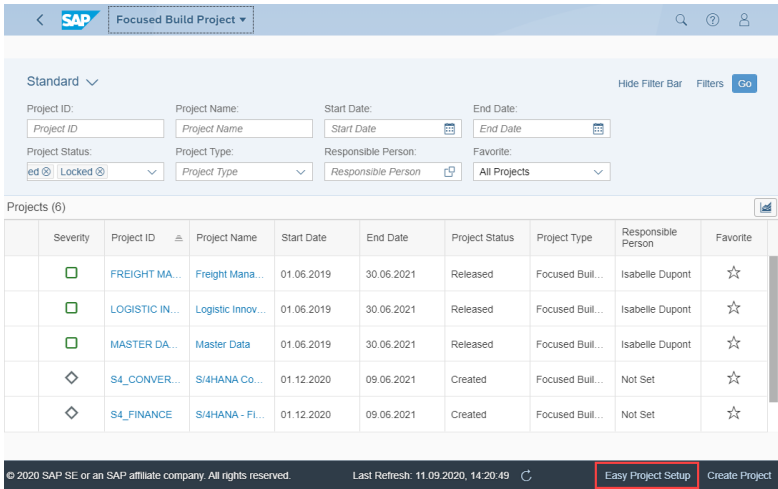
Project Phases



	Master Project	Build Project 1	Build Project2	Change Control Landscape / Release Cycles
Project Name	## S4/4HANA Conversion	## Finance	## Human Resources	S4_TECHED
ProjectID	##_MASTER_S4HANA	##_BUILD_FINANCE	##_BUILD_HR	
Number of Weeks per Sprint	3			
Number of Sprints per Wave	2			
Number of Waves per Project	3			
Start date of Project	December 1, 2020			
Duration Discovery & Prepare phase (days)	14			
Duration Explore phase (days)	20			
Duration Realize phase (days)	126 (based on # of Waves/Sprints)			
Duration Deploy phase (days)	11			
Duration Run phase (days)	20			
Project/Wave/Release Mapping	Wave 1			1.0 (GoLive: February 15, 2021)
	Wave 2			2.0 (GoLive: March 29, 2021)
	Wave 3			3.0 (GoLive: May 21, 2021)

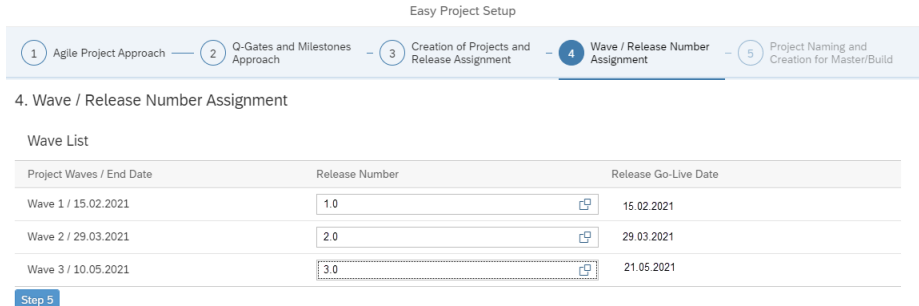
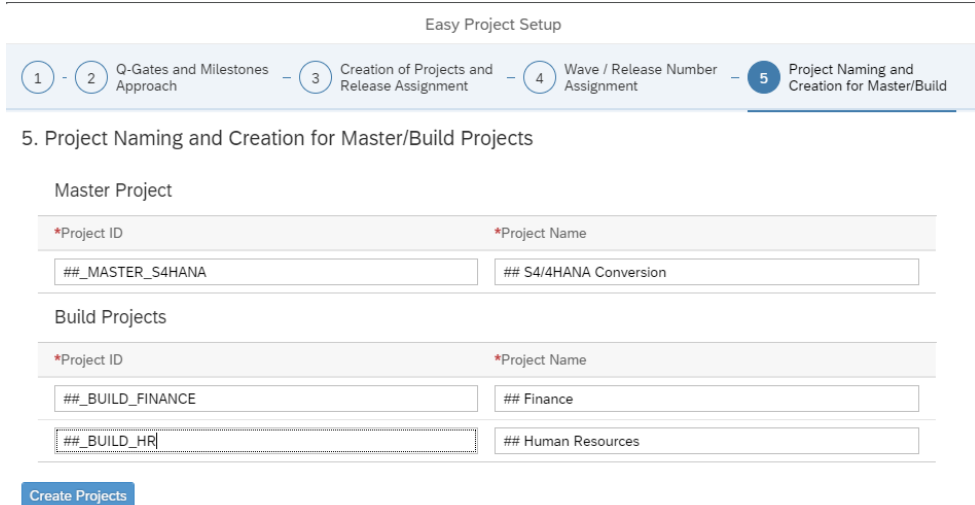
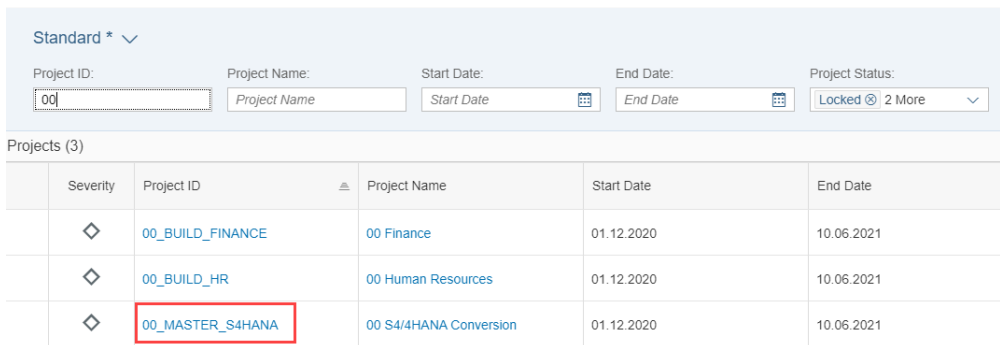
Q-Gates	Dates
Phases	2 days before end of Phase
Waves	2 days before end of Wave

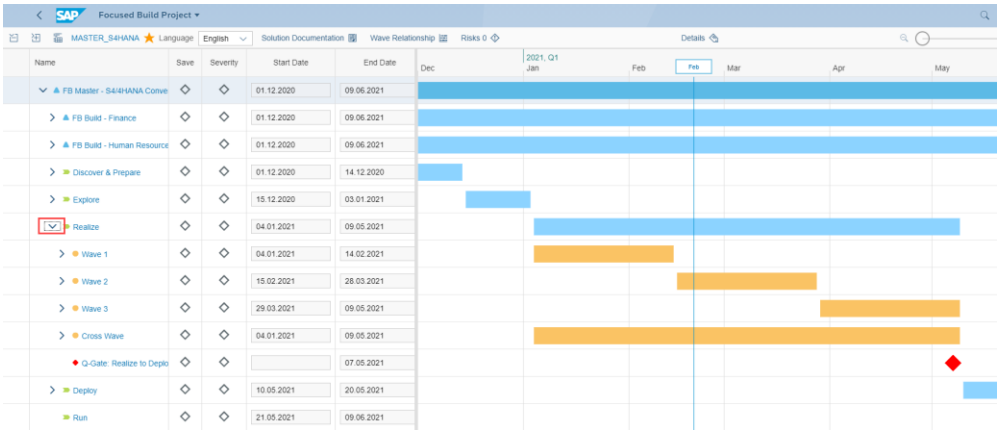
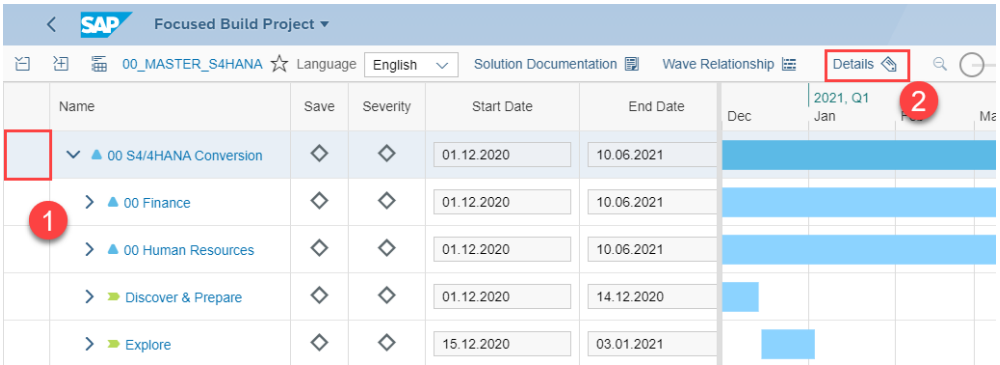

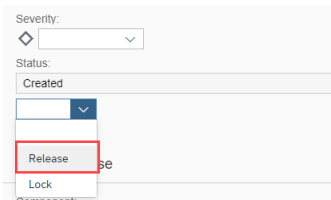
Wave Milestone	Sprint Milestone	Dates
Functional Specification released		5 days after Wave start
Work Package build completed		10 days before Wave end
Single Functional Test completed		7 days before Wave end
	Technical Design available	5 days after Sprint start
	Work Item Build started	7 days after Sprint start
	Work Item Build completed	5 days before Sprint end
	Unit Test completed	2 days before Sprint end

Explanation	Screenshot
1. In the GitHub page for this session, scroll down to section 'Exercises' and use the link to the workshop system and logon with the user / password provided during the live session (for on demand session user is provided in GitHub page)	
2. Select launchpad group 'Focused Build – Project Manager' and then select tile 'Project Management - Focused Build Projects'	
3. On the lower right corner select 'Easy Project Setup' to open the related Project Creation Wizard.	

Explanation	Screenshot
4. Enter the data for your planned Agile Project Approach as shown in the screenshot and then select 'Step 2'	<div><div>Easy Project Setup</div><div><div>1 Agile Project Approach</div><div>2 Q-Gates and Milestones Approach</div><div>3 Creation of Projects and Release</div><div>4 Wave / Release Number Assignment</div><div>5</div></div><div>1. Agile Project Approach</div><div>Sprints and Waves</div><div><div>*Number of Weeks per Sprint: 3</div><div>Weekday of Sprint Start: Monday</div><div>*Number of Sprints per Wave: 2</div><div>*Wave Duration: 42 Days Calculated</div><div>*Number of Waves per Project: 3</div></div><div>Phases</div><div><div>*Discovery & Prepare: 14 Days</div><div>*Explore: 20 Days</div><div>Realize (Based on Number of Waves): 126 Days Calculated</div><div>*Deploy: 11 Days</div><div>*Run: 20 Days</div><div>Project Duration: 191 Days Calculated</div></div><div>Step 2</div></div>


Explanation	Screenshot
5. Enter the data for your planned Q-Gates & Milestones Approach as shown in the screenshot and then select 'Step 3'	<p>Easy Project Setup</p> <p>1 Agile Project Approach – 2 Q-Gates and Milestones Approach – 3 Creation of Projects and Release – 4 Wave / Release Number Assignment – 5</p> <p>Q-Gates</p> <p>*Phase Q-Gates: 2 Days before End Date</p> <p>*Wave Q-Gates: 2 Days before End Date</p> <p>Milestones for Waves</p> <p>*Functional Specification Released: 5 Days after Start Date</p> <p>*Work Package Build Finished: 10 Days before End Date</p> <p>*Single Function Test Finished: 7 Days before End Date</p> <p>Milestones for Sprints</p> <p>*Technical Design Released: 5 Days after Start Date</p> <p>*Work Item Build Started: 7 Days after Start Date</p> <p>*Work Item Build Finished: 5 Days before End Date</p> <p>Unit Test Completed: 2 Days before End Date</p> <p>Step 3</p>
6. Enter the data for your planned Project Start Date, the number of Build Projects and assign the related Release 'S4_TECHED_2020 1.0' as shown in the screenshot and then select 'Step 4'	<p>Easy Project Setup</p> <p>1 Agile Project Approach – 2 Q-Gates and Milestones Approach – 3 Creation of Projects and Release Assignment – 4 Wave / Release Number Assignment – 5 Project Naming and Creation for Master/Build</p> <p>3. Creation of Projects and Release Assignment</p> <p>Project Information</p> <p>*Project Start Date: 01.12.2020</p> <p>Project End Date (Calculated): 09.06.2021</p> <p>Project Type: <input checked="" type="radio"/> Master Project <input type="radio"/> Single Project</p> <p>*Number of Parallel Build Projects: 2</p> <p>Release Information</p> <p>*Release Component: S4 TECHED 2020</p> <p>*Release Number: 1.0</p> <p>Release Go-Live Date: 15.02.2021</p> <p>Step 4</p>

Explanation	Screenshot																								
<p>7. Assign the Releases to the Projects Waves as shown in the screenshot and then select 'Step 5'</p>	 <p>Easy Project Setup</p> <p>1 Agile Project Approach — 2 Q-Gates and Milestones Approach — 3 Creation of Projects and Release Assignment — 4 Wave / Release Number Assignment — 5 Project Naming and Creation for Master/Build</p> <p>4. Wave / Release Number Assignment</p> <p>Wave List</p> <table><thead><tr><th>Project Waves / End Date</th><th>Release Number</th><th>Release Go-Live Date</th></tr></thead><tbody><tr><td>Wave 1 / 15.02.2021</td><td>1.0</td><td>15.02.2021</td></tr><tr><td>Wave 2 / 29.03.2021</td><td>2.0</td><td>29.03.2021</td></tr><tr><td>Wave 3 / 10.05.2021</td><td>3.0</td><td>21.05.2021</td></tr></tbody></table> <p>Step 5</p>	Project Waves / End Date	Release Number	Release Go-Live Date	Wave 1 / 15.02.2021	1.0	15.02.2021	Wave 2 / 29.03.2021	2.0	29.03.2021	Wave 3 / 10.05.2021	3.0	21.05.2021												
Project Waves / End Date	Release Number	Release Go-Live Date																							
Wave 1 / 15.02.2021	1.0	15.02.2021																							
Wave 2 / 29.03.2021	2.0	29.03.2021																							
Wave 3 / 10.05.2021	3.0	21.05.2021																							
<p>8. Enter IDs and names of projects to be created as shown in the screenshot and then select 'Create Projects'.</p> <p>Please replace ## by suffix of your User ID (e.g. DT263-##)</p>	 <p>Easy Project Setup</p> <p>1 — 2 Q-Gates and Milestones Approach — 3 Creation of Projects and Release Assignment — 4 Wave / Release Number Assignment — 5 Project Naming and Creation for Master/Build</p> <p>5. Project Naming and Creation for Master/Build Projects</p> <p>Master Project</p> <table><tr><td>*Project ID</td><td>*Project Name</td></tr><tr><td>##_MASTER_S4HANA</td><td>## S4/4HANA Conversion</td></tr></table> <p>Build Projects</p> <table><tr><td>*Project ID</td><td>*Project Name</td></tr><tr><td>##_BUILD_FINANCE</td><td>## Finance</td></tr><tr><td>##_BUILD_HR</td><td>## Human Resources</td></tr></table> <p>Create Projects</p>	*Project ID	*Project Name	##_MASTER_S4HANA	## S4/4HANA Conversion	*Project ID	*Project Name	##_BUILD_FINANCE	## Finance	##_BUILD_HR	## Human Resources														
*Project ID	*Project Name																								
##_MASTER_S4HANA	## S4/4HANA Conversion																								
*Project ID	*Project Name																								
##_BUILD_FINANCE	## Finance																								
##_BUILD_HR	## Human Resources																								
<p>9. Back in the Focused Build Project landing page you should find the created projects (e.g. using the ## prefix). Click on the Master project entry to open the Project details.</p>	 <p>Standard * ▾</p> <p>Project ID: 00 Project Name: Project Name Start Date: Start Date End Date: End Date Project Status: Locked 2 More ▾</p> <p>Projects (3)</p> <table><thead><tr><th></th><th>Severity</th><th>Project ID</th><th>Project Name</th><th>Start Date</th><th>End Date</th></tr></thead><tbody><tr><td></td><td>◇</td><td>00_BUILD_FINANCE</td><td>00 Finance</td><td>01.12.2020</td><td>10.06.2021</td></tr><tr><td></td><td>◇</td><td>00_BUILD_HR</td><td>00 Human Resources</td><td>01.12.2020</td><td>10.06.2021</td></tr><tr><td></td><td>◇</td><td>00_MASTER_S4HANA</td><td>00 S4/4HANA Conversion</td><td>01.12.2020</td><td>10.06.2021</td></tr></tbody></table>		Severity	Project ID	Project Name	Start Date	End Date		◇	00_BUILD_FINANCE	00 Finance	01.12.2020	10.06.2021		◇	00_BUILD_HR	00 Human Resources	01.12.2020	10.06.2021		◇	00_MASTER_S4HANA	00 S4/4HANA Conversion	01.12.2020	10.06.2021
	Severity	Project ID	Project Name	Start Date	End Date																				
	◇	00_BUILD_FINANCE	00 Finance	01.12.2020	10.06.2021																				
	◇	00_BUILD_HR	00 Human Resources	01.12.2020	10.06.2021																				
	◇	00_MASTER_S4HANA	00 S4/4HANA Conversion	01.12.2020	10.06.2021																				

Explanation	Screenshot
10. Here you can see the schedule of the Master project, related Build Projects, Waves, Sprints, Q-Gates and Milestones via expanding the project structure and using the Gantt chart	 <p>The screenshot shows the SAP Focused Build Project interface. On the left, a tree view lists the project structure: FB Master - S/4HANA Conversion, FB Build - Finance, FB Build - Human Resource, Discover & Prepare, Explore, Realize, Wave 1, Wave 2, Wave 3, Cross Wave, Q-Gate: Realize to Deploy, Deploy, and Run. The main area is a Gantt chart showing the timeline for these tasks. The timeline spans from December 2020 to May 2021, with a vertical line indicating the current date in February 2021. Tasks are represented by horizontal bars of different colors (blue for master/build projects, orange for waves, and red for Q-gates).</p>
11. Select header of the Master Project and then 'Details'	 <p>The screenshot shows the SAP Focused Build Project table. The table has columns for Name, Save, Severity, Start Date, End Date, and a Gantt chart. The first row is highlighted with a red box and a red circle with the number 1, indicating the selection of the Master Project header. The 'Details' button in the top right corner is also highlighted with a red box and a red circle with the number 2.</p>
12. Select edit button  on the lower right corner and then in the details pane the status 'Released'	 <p>The screenshot shows the SAP Focused Build Project details pane. The 'Severity' dropdown is set to 'Low'. The 'Status' dropdown is set to 'Created'. The 'Release' button is highlighted with a red box, indicating the selection of the 'Released' status.</p>

Explanation

Screenshot

13. Repeat the last 2 steps for both Build Projects and press  save.

This allows to assign Work Packages to these Build Projects later in the process.

Name	Save	Severity	Start Date	End Date	Oct
> 00 S4/HANA Conversion			01.12.2020	10.06.2021	
> 00 Finance			01.12.2020	10.06.2021	
> 00 Human Resources			01.12.2020	10.06.2021	
> Discover & Prepare			01.12.2020	14.12.2020	
> Explore			15.12.2020	03.01.2021	
> Realize			04.01.2021	10.05.2021	
> Deploy			11.05.2021	21.05.2021	
> Run			22.05.2021	10.06.2021	

Basic Information

Advanced

ID:
00_BUILD_FINANCE

Name:
00 Finance

Description:

Responsible Role:

Responsible Resource:

Severity:
Severity

Status:
Created

Release

Lock

14. Expand the project structure of the 1st Build Project down to Wave 1: Sprint 1 and set the status to 'Released'

Repeat this for 2nd Build Project and Save.

This allows to assign Work Items to these Sprints later in the process.

> 00 Finance			01.12.2020	10.06.2021	
> Discover & Prepare			01.12.2020	14.12.2020	
> Explore			15.12.2020	03.01.2021	
> Realize			04.01.2021	10.05.2021	
> Wave 1			05.01.2021	15.02.2021	
> Wave 1: Scope & Build			05.01.2021	15.02.2021	
> Functional Specification				10.01.2021	
> Wave 1: Sprint 1			05.01.2021	25.01.2021	
> Wave 1: Sprint 2			26.01.2021	15.02.2021	
> Work Package B				05.02.2021	
> Single Functionality				08.02.2021	

Basic Information

Advanced

ID:
00030

Description:

Responsible Role:

Responsible Resource:

Severity:
Severity

Status:
Created

Release

© 2020 SAP SE or an SAP affiliate company. All rights reserved.

Last Refresh: 20.11.2020, 13:53:44

www.sap.com/contactsap

© 2020 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See www.sap.com/copyright for additional trademark information and notices.