

PUBLIC

Explore Solutions That Enable an Agile Transition to SAP S/4HANA

DT260

Exercises / Solutions: Conversion Project Support in SAP Cloud ALM
Frank Kühn / SAP SE

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EXERCISE STEP BY STEP5

In this exercise you will learn how to create a new SAP Cloud ALM project with SAP Activate content for an SAP S/4HANA Cloud private edition system conversion. Once the project is created you will take a download from an SAP Readiness Check and import it into this project.

CREATE A NEW PROJECT

Create a new SAP Cloud ALM project with the task template for SAP S/4HANA Cloud, private edition. Then check the created template tasks and assign some of them to users and set a status.

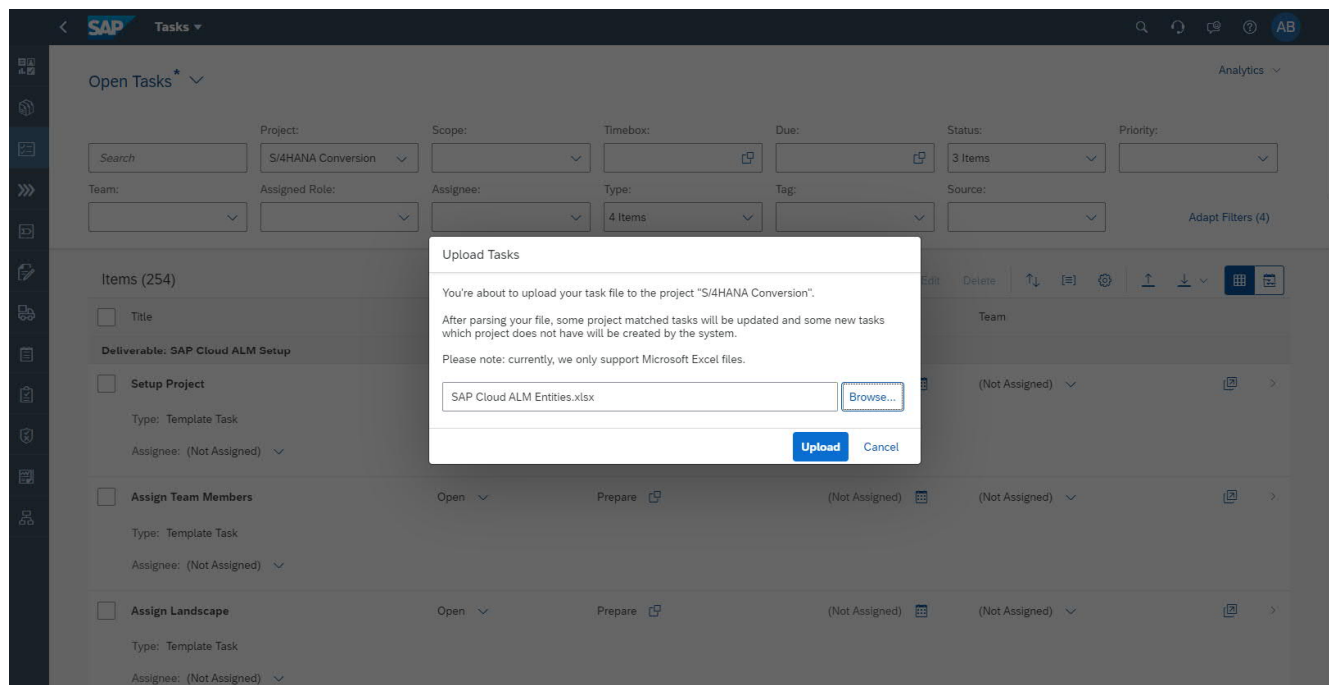
The screenshot displays the SAP Cloud ALM Project Management interface. On the left, the 'Manage Projects' sidebar shows a list of projects: 'S/4HANA Conversion' (On Track) and 'Implementation Project' (On Track). The main area shows the details for the 'S/4HANA Conversion' project. The status is 'On Track' and the task template is 'SAP S/4HANA Cloud, private edition (system conversion)'. The current phase is 'Prepare'. The interface includes tabs for 'General Information', 'Timebox', 'Team', and 'Scope'. The 'General Information' tab is active, showing the project context, status and planning, and integration scenario.

Context	Status and Planning	Object
Project: S/4HANA Conversion	Status: On Track	Project Leads: Agatha Bauer
Task Template: SAP S/4HANA Cloud, private edition (system conversion)	Current Phase: Prepare	
Integration Scenario Not Selected		

UPLOAD SAP READINESS CHECK RESULTS INTO SAP CLOUD ALM PROJECT

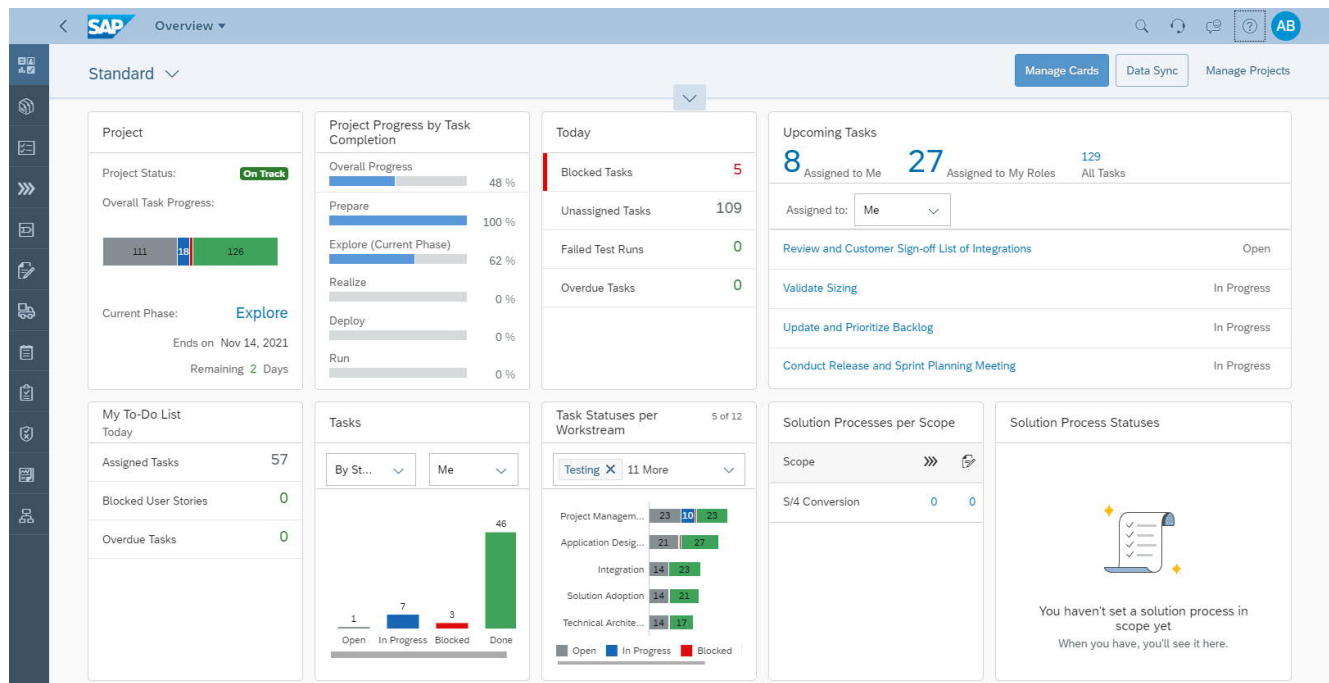
Take the downloaded results of an SAP Readiness Check (available in the Github repository of this TechEd session) and upload it into the created project.

Afterwards use the task application to set the status of some User Stories and assign them to users.

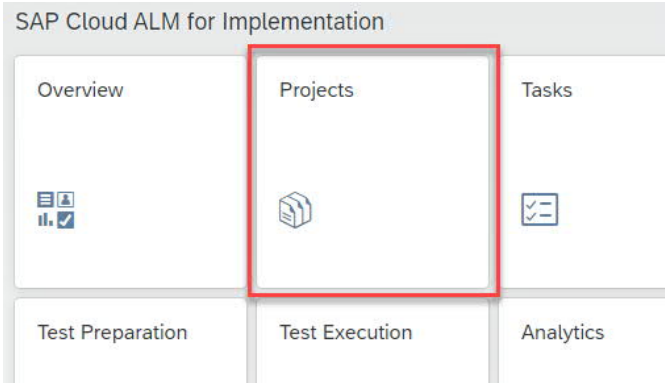
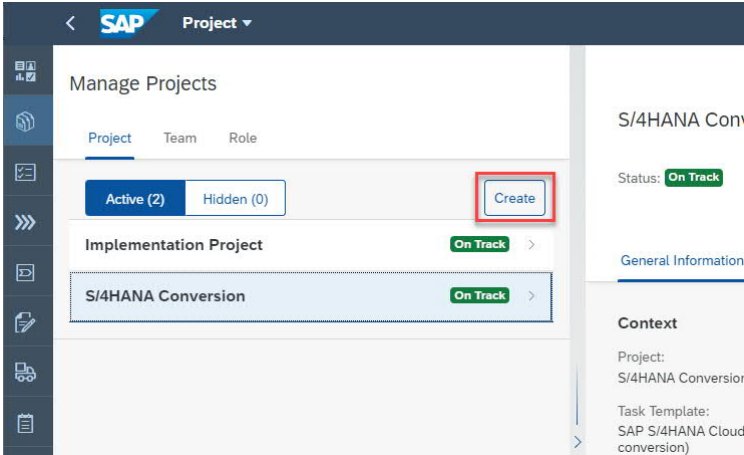


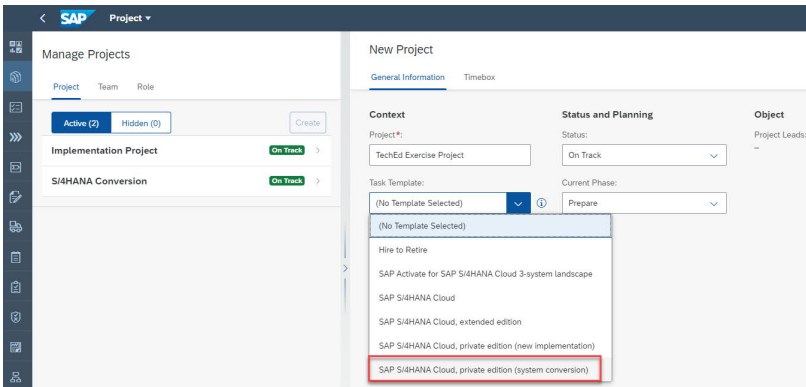
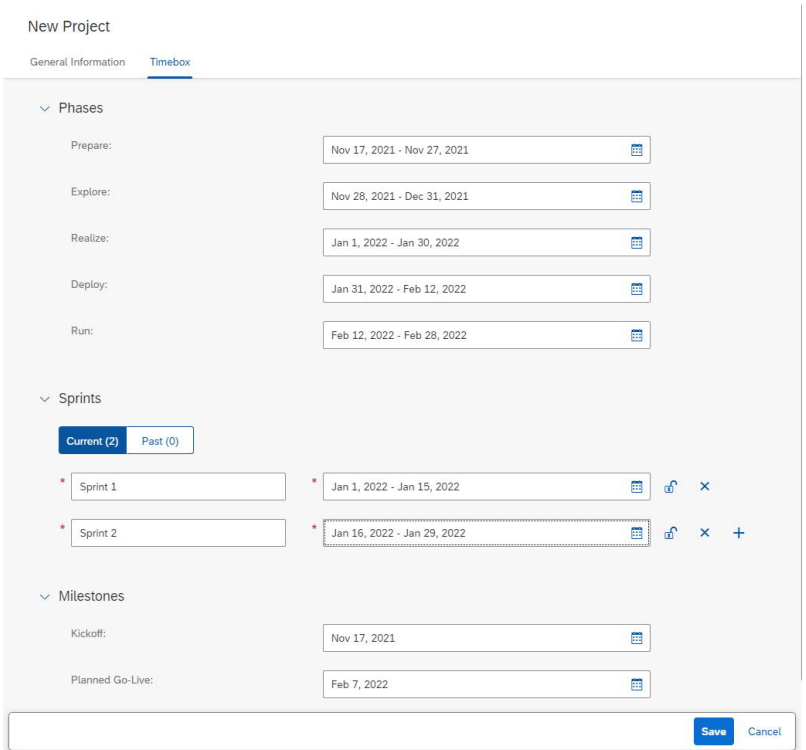
CHECK PROJECT PROGRESS IN OVERVIEW PAGE


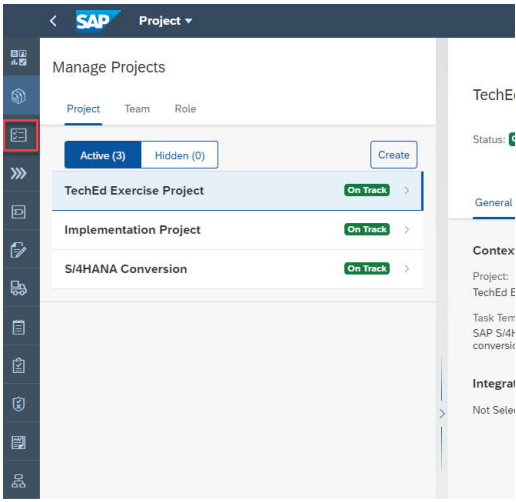
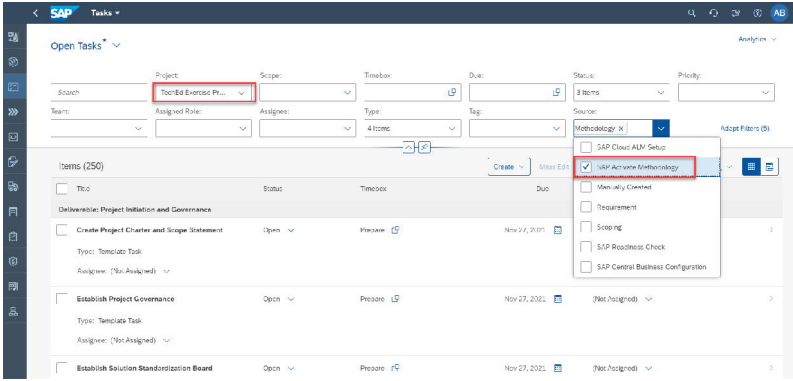
In the Overview application you get a real time view on the project status.

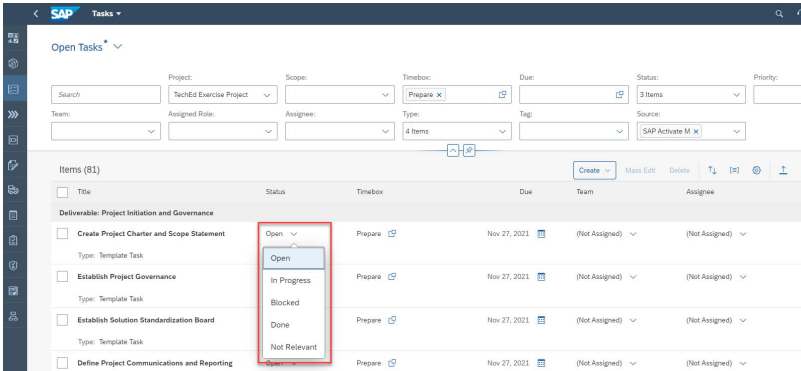
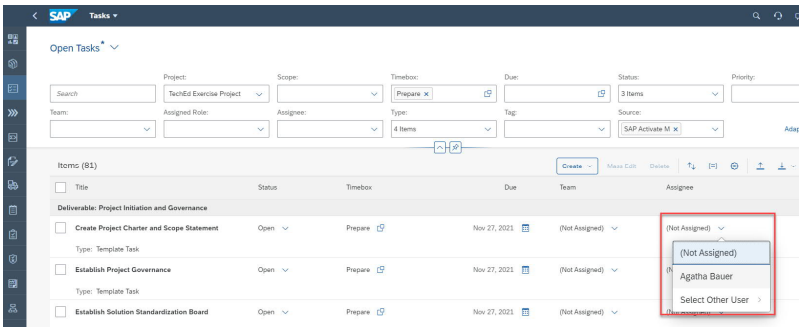
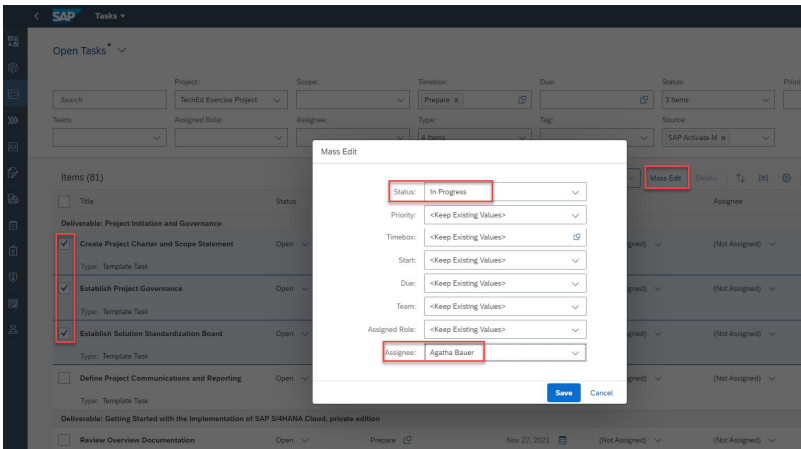


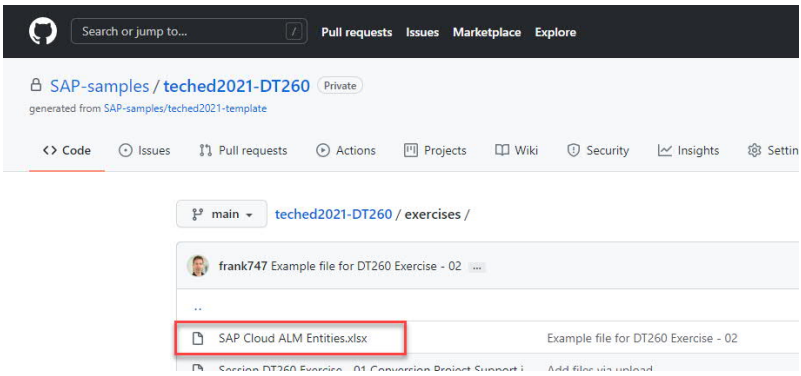

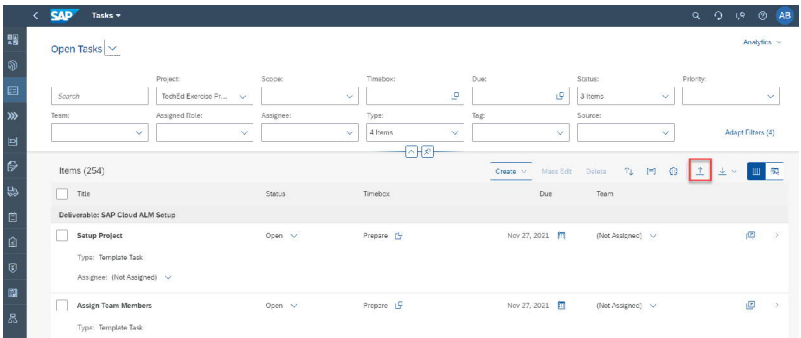
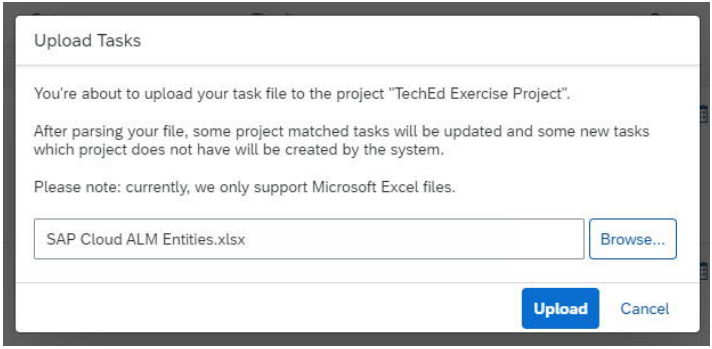
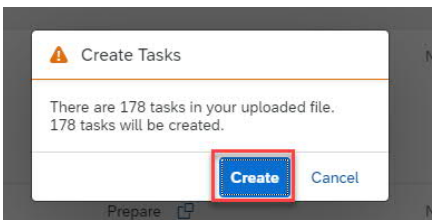
EXERCISE STEP BY STEP

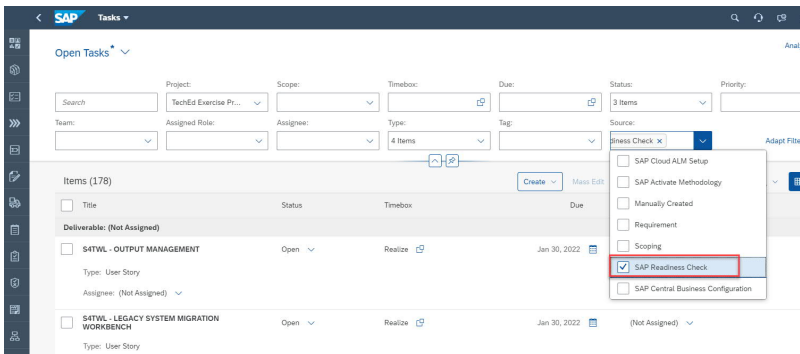
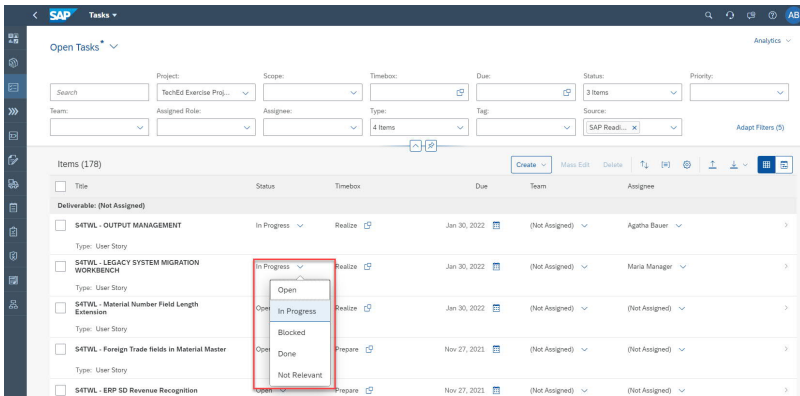
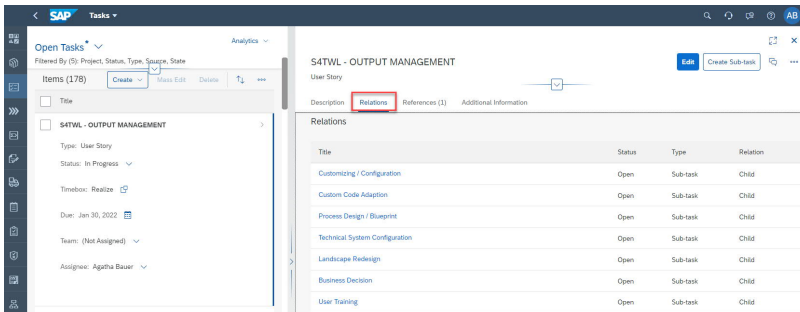
Explanation	Screenshot
1. Start the Projects Application by clicking on the tile.	 The screenshot shows the SAP Cloud ALM for Implementation dashboard. It features a grid of tiles: 'Overview' (top left), 'Projects' (top center, highlighted with a red box), 'Tasks' (top right), 'Test Preparation' (bottom left), 'Test Execution' (bottom center), and 'Analytics' (bottom right). Each tile contains a small icon representing its function.
2. Start the creation of a new project by clicking on the "Create" button	 The screenshot displays the 'Manage Projects' interface within SAP. It includes a sidebar with navigation icons, a main content area with tabs for 'Project', 'Team', and 'Role'. The 'Project' tab is active, showing a list of projects: 'Implementation Project' and 'S/4HANA Conversion', both marked as 'On Track'. A 'Create' button is highlighted with a red box in the top right corner of the project list. On the right side, there is a 'Context' panel showing details for the selected project, including 'Project: S/4HANA Conversion' and 'Task Template: SAP S/4HANA Cloud conversion)'.


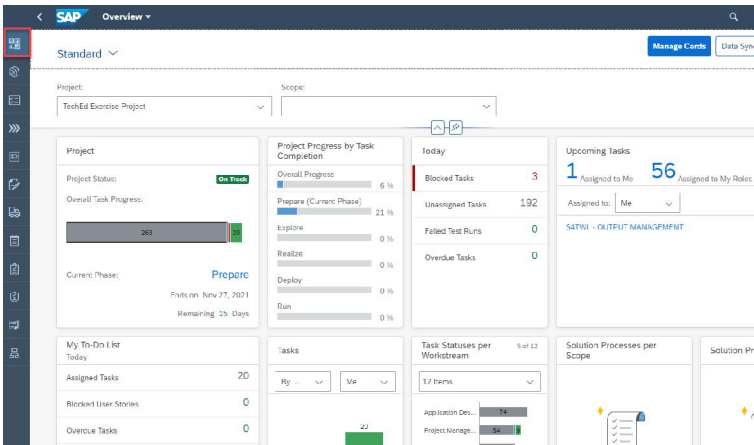
Explanation	Screenshot
<p>3. On the “General Information” tab enter a project name (mandatory field) and select from the “Task Template” drop-down the “SAP S/4HANA Cloud private edition (system conversion)”. By this selection the SAP Activate tasks will be automatically added as template tasks to the project.</p>	
<p>4. On the “Timebox” tab enter the time ranges for the Phases and the dates for the Milestones. Optionally you can also create some Sprints in case you want to work agile within the Phases. Finally press the “Save” button to create your project.</p>	

Explanation	Screenshot
5. Navigate to the Tasks application by clicking on the Tasks icon  in the navigation bar on the left side.	
6. In the Tasks application you can find the created Template tasks by filtering for your Project (should already be pre-filled) and by setting the Source to "SAP Activate Methodology"	

Explanation	Screenshot
7. To assign tasks to a user or set the status you can either do this directly in the result list.	<div></div>
8. Or you select several tasks and use the “Mass Edit” functionality to change several tasks at once.	<div></div>

Explanation	Screenshot
<p>9. As preparation for the next steps, you need to download the “SAP Cloud ALM Entities.xlsx” file from the exercises folder of this TechEd Session Github repository: https://github.com/SAP-samples/teched2021-DT260/tree/main/exercises</p> <p>It is an example download file of an SAP Readiness Check.</p>	 <p>The screenshot shows the GitHub repository page for 'SAP-samples/teched2021-DT260'. The file 'SAP Cloud ALM Entities.xlsx' is highlighted in the 'exercises' folder.</p>
<p>10. To upload the result of a Readiness Check into your project you need to use the task upload functionality within the Tasks application. Therefore, press the “Upload Tasks” button </p>	 <p>The screenshot shows the SAP Tasks application interface. The 'Upload Tasks' button is highlighted in the top right corner.</p>
<p>11. In the Upload Tasks pop-up select the file “SAP Cloud ALM Entities.xlsx” (which you downloaded in step 9) and press the “Upload” button</p>	 <p>The screenshot shows the 'Upload Tasks' pop-up dialog. The file 'SAP Cloud ALM Entities.xlsx' is selected, and the 'Upload' button is highlighted.</p>
<p>12. In the second pop-up press the “Create” button to confirm that the User Stories and Sub-tasks from the uploaded file finally get created.</p>	 <p>The screenshot shows the 'Create Tasks' pop-up dialog. The 'Create' button is highlighted.</p>

Explanation	Screenshot																																
13. In the Tasks application you can find the created User Stories and Sub-tasks by filtering for your Project (should already be pre-filled) and by setting the Source to "SAP Readiness Check"	 <p>The screenshot shows the SAP Tasks application interface. At the top, there are filters for Project, Scope, Timebox, Due, Status, and Priority. The 'Source' dropdown is set to 'SAP Readiness Check'. Below the filters, there is a table of items. The first item is 'S4TWL - OUTPUT MANAGEMENT' with a status of 'Open' and a due date of 'Jan 30, 2022'. The second item is 'S4TWL - LEGACY SYSTEM MIGRATION WORKBENCH' with a status of 'Open' and a due date of 'Jan 30, 2022'.</p>																																
14. Use the Tasks application to assign some of the User Stories to users and change its status.	 <p>The screenshot shows the SAP Tasks application interface. At the top, there are filters for Project, Scope, Timebox, Due, Status, and Priority. The 'Status' dropdown is set to 'In Progress'. Below the filters, there is a table of items. The first item is 'S4TWL - OUTPUT MANAGEMENT' with a status of 'In Progress' and a due date of 'Jan 30, 2022'. The second item is 'S4TWL - LEGACY SYSTEM MIGRATION WORKBENCH' with a status of 'In Progress' and a due date of 'Jan 30, 2022'. The third item is 'S4TWL - Material Number Field Length Extension' with a status of 'Open' and a due date of 'Jan 30, 2022'. The fourth item is 'S4TWL - Foreign Trade fields in Material Master' with a status of 'Open' and a due date of 'Nov 27, 2021'. The fifth item is 'S4TWL - ERP SD Revenue Recognition' with a status of 'Open' and a due date of 'Nov 27, 2021'.</p>																																
15. By navigating into a User Story, you can see the corresponding Sub-tasks in the "Relations" section.	 <p>The screenshot shows the SAP Tasks application interface. On the left, there is a list of items. The first item is 'S4TWL - OUTPUT MANAGEMENT' with a status of 'In Progress'. On the right, there is a detailed view of the 'S4TWL - OUTPUT MANAGEMENT' User Story. The 'Relations' section shows a table of sub-tasks.</p> <table><tr><th>Title</th><th>Status</th><th>Type</th><th>Relation</th></tr><tr><td>Customizing / Configuration</td><td>Open</td><td>Sub-task</td><td>Child</td></tr><tr><td>Custom Code Adaptation</td><td>Open</td><td>Sub-task</td><td>Child</td></tr><tr><td>Process Design / Blueprint</td><td>Open</td><td>Sub-task</td><td>Child</td></tr><tr><td>Technical System Configuration</td><td>Open</td><td>Sub-task</td><td>Child</td></tr><tr><td>Landscape Redesign</td><td>Open</td><td>Sub-task</td><td>Child</td></tr><tr><td>Business Decision</td><td>Open</td><td>Sub-task</td><td>Child</td></tr><tr><td>User Training</td><td>Open</td><td>Sub-task</td><td>Child</td></tr></table>	Title	Status	Type	Relation	Customizing / Configuration	Open	Sub-task	Child	Custom Code Adaptation	Open	Sub-task	Child	Process Design / Blueprint	Open	Sub-task	Child	Technical System Configuration	Open	Sub-task	Child	Landscape Redesign	Open	Sub-task	Child	Business Decision	Open	Sub-task	Child	User Training	Open	Sub-task	Child
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Business Decision	Open	Sub-task	Child																														
User Training	Open	Sub-task	Child																														

Explanation	Screenshot
<p>16. Navigate to the Overview application by clicking on the Overview icon  in the navigation bar on the left side. It provides a real time view of your project status.</p>	

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