**Project Scope**

## Project Overview

Implementation of SAP SuccessFactors authorization solutions and GRC Access Control integration for the client's SuccessFactors systems.

## Project Location

Services will be provided remotely.

## Scope of Services

### **SAP SuccessFactors Authorization**

* Review current authorization setup
* Role design optimization
* Build responsibilities role matrix based on requirements analysis
* Identify and define critical access risks based on newly defined roles
* Re-build static groups and roles
* Integration with organizational requirements
* Access risk analysis implementation
* Conduct user testing for authorization setup

### **GRC Access Control Integration**

* SoD Framework Development
* Establish access risk library based on Maxion needs
* Implement mitigation controls for most critical access risks
* SuccessFactors - GRC Access Control Integration
* Implement permissions in GRC and SAP EC with restricted permissions management to Maxion HR administrators
* Access Risk Analysis Configuration
* Access Request Management Configuration
* HR Trigger Development
* Emergency Access Management
* Role & User Certification Process Setup
* Monitor and measure: establish a process for risk analysis monitoring and corrective actions
* Both SAP SF Authorization and GRC Access Control Integration will be firtly developed in dedicated development/test instances and moved to production instance after successful UAT.

## Project Timeline & Phases

### **Phase 1: Requirements Analysis (68 days)**

* Analyze current permission and custom manager roles and users in the SAP SF system (SF)
* Workshop sessions per country (SF - 56 days)
* Instance copy/refresh process (SF) & Data validation & import (SF)
* Initial role analysis (SF)
* GRC requirements gathering & analysis (GRC - 12 days)

### **Phase 2: Design & Configuration (64 days)**

* Provide benchmark design best on the best practices to be considered in the proposal
* SoD Framework development (GRC - 23 days)
* GRC Access Control configuration (GRC - 20 days)
* SuccessFactors integration setup (GRC - 14 days)
* Role design and authorization concept development in SAP GRC Access Control (7 days)
* Group users based on access requirements and responsibilities.

### **Phase 3: Development & Testing (35 days)**

* HR Trigger development (GRC - 20 days)
* Test script preparation (SF - 15 days)

### **Phase 4: UAT & Documentation (35 days)**

* User Acceptance Testing (SF - 20 days)
* GRC Training, Documentation and UAT (GRC - 15 days)

### **Phase 5: Go-Live & Support (36 days)**

* Go-Live activities (SF - 18 days)
* Post go-live support (SF/GRC – 8 weeks )

**Phase 6: Monitor and Meaure**

* Integrate embedded risk analysis for proactive monitoring.
* Establish corrective action protocols to resolve access risks in real-time.

### **Project Management (22 days)**

* Project coordination and oversight of both Solvia and Maxion teams and tasks
* Status reporting
* Risk management
* Stakeholder communication

**Total Duration: 260 days**

## Project Proposed Timeline

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## Consolidated Efforts

|  |  |  |
| --- | --- | --- |
| **Activity** | **Component** | **Days** |
| Phase 1: Requirements Analysis | SF & GRC | 68 |
| Phase 2: Design & Configuration | SF & GRC | 64 |
| Phase 3: Development & Testing | SF & GRC | 35 |
| Phase 4: UAT & Documentation | SF & GRC | 35 |
| Phase 5: Go-Live & Support | SF & GRC | 36 |
| Project Management | PMO | 22 |
| **Total** | | **260** |

## Deliverables

* Standardized SuccessFactors role structure
* Integrated GRC Access Control system
* SoD framework documentation
* Training materials and user guides
* System configuration documents

## Project Assumptions

**System Infrastructure**

* + Authorization Framework: 10 static user groups designed and allocated per country structure
  + Sensitive HR and IT risks will be completely removed from all users.

**Project Timeline**

* + Total duration: **260 days**
  + All countries will go live simultaneously, it is planned. However, during project execution, with the approval of both parties, the project may go live in three separate phases.

**Project Approach**

* + Static group mappings will be determined by the customer
  + Separate sessions will be held for each country
  + Roles will be analyzed and converted with risk analysis
  + Due to the presence of more than 2,300 users utilizing GRC Access Control, existing authorizations within GRC AC will be reviewed and necessary adjustments will be made to prevent unauthorized access to SuccessFactors.

**Project Delivery**

* + Due to potential changes from both parties during the project execution, a delay of up to 12 weeks may occur.
  + Since the authorization project in ERP systems will be executed simultaneously, there will be two different project managers for the two projects, both reporting to a single program manager.

## Client Responsibilities for Project Success

|  |  |
| --- | --- |
|  |  |

* **Timely Access to Systems and Data:** Ensuring that project team members have timely access to all necessary SAP systems, data, and environments required for the project.
* **Provision of Required Documentation:** Providing relevant existing documentation, including current role and authorization structures, business process documentation, and any existing governance policies.
* **Key User Availability:** Designating key users and ensure their availability for workshops, requirement gathering sessions, testing phases, and training sessions.
* **Infrastructure and Technical Support:** Providing necessary infrastructure, such as remote access, VPN, and other IT support, to facilitate project execution, especially considering the remote work assumption.
* **Stakeholder Engagement:** Ensuring that all relevant stakeholders are engaged and available for decision-making processes, feedback sessions, and approvals.
* **Clear Communication:** Maintaining clear and regular communication channels between the project team and customer representatives to address any issues, changes, or updates promptly.
* **Provision of Test Data:** Providing adequate test data and access to a test environment that accurately reflects the production environment to ensure thorough and accurate testing.
* **Change Management Support:** Supporting the project team in change management activities, including communicating changes to end-users and managing any resistance to changes in role and authorization structures.
* **Compliance with Project Timeline:** Adhering to the agreed project timeline by ensuring timely completion of customer-related tasks, such as providing feedback, approvals, and necessary resources.
* **Training Participation:** Ensuring that designated end-users and key-users participate in training sessions and fully engaging with the training materials provided.