Transition Road Map for the Implementation of SAP S/4HANA

CUSTOMER
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INTRODUCTION

There are three implementation scenarios for SAP S/4HANA (see Figure 1):

- **New implementation**
  For those who would like to implement a new instance of SAP S/4HANA by either migrating a legacy system or by running a net-new installation of SAP S/4HANA

- **Landscape transformation**
  For those who would like to consolidate their existing SAP software landscape – or carve out selected entities or processes – as part of their move to SAP S/4HANA

- **System conversion**
  For those who would like to convert an existing SAP ERP application to SAP S/4HANA, including business data and configuration.

The “Transition to SAP S/4HANA” road map covers all three implementation scenarios. We give scenario information explicitly where a certain activity or task is required for a dedicated scenario (for example, the adjustment of custom code is not relevant for new implementation scenarios).

Figure 1: SAP S/4HANA Transition Scenarios

SAP Digital Business Services addresses SAP S/4HANA implementation projects holistically with this road map. It covers all project phases and work streams in alignment with SAP’s latest implementation methodology, called the SAP Activate, and answers questions such as:

- How do I get an ideal SAP S/4HANA strategy that identifies its value for my company? What is my company-specific road map for SAP S/4HANA?
- What simplifications are ideal for my company? What can I implement as part of the project?
- How do I identify custom code that needs to be adjusted for SAP S/4HANA?
- Will the SAP HANA database fit seamlessly into my existing infrastructure?
- What does this change mean for my IT operations team?
- What is the overall project duration, and what are the related efforts?
- What are the potential risks, and how can they be mitigated?
- What training sessions are needed by my team, and which training strategy best fits my company requirements?

This road map is the foundation of an SAP offering that consists of methodologies and best practices, known as “accelerators.” You can use it to implement a project yourself, together with your software and hardware partners and SAP.
The road map is designed for the whole project team. Although the road map reflects SAP’s implementation best practices, not all activities documented here are required in all implementations; your specific business and IT requirements must be considered.

**PREREQUISITES**

The prerequisites for using this road map depend on your implementation scenario. For system conversion and landscape transformation, the start release may have an impact on the steps required to move to SAP S/4HANA. For system conversion, we recommend a minimum start release of SAP ERP Central Component 6.0. Upgrades from older releases may be included in this change event. If you are already using SAP Business Suite powered by SAP HANA, you can skip the operating system and database migration parts of the road map.

The information here can be used in conjunction with the premium engagements portfolio of offerings for SAP S/4HANA. SAP has designed four SAP Value Assurance service packages for SAP S/4HANA for use in premium engagements and with SAP MaxAttention™ services. These can be tailored to your project scope and requirements to assist in the implementation. Throughout the road map, you can find references to SAP services and offerings that can be requested as part of these packages. Note that implementation services for SAP S/4HANA are not offered individually on a pick-and-choose basis, but only as part of SAP Value Assurance for SAP S/4HANA. If you are interested in accessing the full capabilities of this road map, please contact your local SAP services sales representative to find out which SAP Value Assurance service package can best support your implementation project needs.

**ROAD MAP STRUCTURE**

As seen in Figure 2, the “Transition to SAP S/4HANA” road map is structured in project phases (x-axis) and work streams (y-axis). Each box represents an activity that you need to execute in the project as part of a certain work stream and within a certain project phase. Each activity may have one to many tasks.

![Figure 2: Explanation of the road map structure](image)

The “Transition to SAP S/4HANA” implementation road map is structured into the following work streams (groups of semantically related activities):

- **Project management**
The project management team performs common project and quality management tasks, including project planning. The technical quality manager (TQM) from SAP is part of this work stream and works together closely with the project manager (from your company, or the implementation partner, or both).

- **Application: Solution adoption**

This work stream covers the creation of the training strategy and the learning paths, and the enablement of the end users to be ready for optimal use of the new SAP S/4HANA solution. In addition, this work stream includes organizational change management (OCM), and the enablement of the project team.

- **Application: Design and configuration**

In this work stream, you identify and design functional changes based on a Fit/Gap analysis and SAP S/4HANA functionality and usability in the scope of the implementation project. To accelerate the design phase, SAP recommends using a pre-configured sandbox environment which can be established by using best practices content from SAP Activate, or an SAP Model Company. Based on the design, the new solution gets implemented later.

SAP recommends that you reduce data volumes before converting to SAP S/4HANA, to lower hardware resources and help reduce downtime in a system conversion scenario.

SAP also recommends adjusting your security environment in alignment with the application design (e.g. adjusting security roles according to the planned Fiori applications)

- **Analytics**

This work stream covers the analytics aspects of an SAP S/4HANA implementation project.

- **Custom code extensions**

Your existing code may need adjusting to function properly with SAP S/4HANA. You first clean up unused custom code, then identify affected custom code in productive use, and finally plan the necessary adjustments. The code adjustment takes place in the work stream “Application: Design and configuration”.

You can also leverage the full power of SAP HANA by an optimization of your ABAP custom code for SAP HANA in parallel to SAP’s optimizations within the SAP S/4HANA stack (e.g., by using Core Data Services (CDS)). With SAP S/4HANA Key-User Extensibility Tools and the SAP Cloud Platform, you can extend SAP S/4HANA apps (e.g., with added/hidden fields or mobile Fiori UI’s) in a de-coupled fashion, integrate with SAP and non-SAP Cloud solutions (like SAP SuccessFactors, SAP Concur etc.) or build completely new solutions.

- **Application: Testing**

This work stream covers test planning and execution (integration, regression, user acceptance).

- **Application: Integration**

The activities within this work stream ensure that the new SAP S/4HANA systems (from sandbox to production) are properly integrated into the customer solution.

- **System and data migration**

Here you plan the technical implementation of all SAP S/4HANA systems (sandbox (copies of production); supporting nonproduction systems such as development (set up in the explore phase already), quality assurance, preproduction; and production). Depending on the scenario, this may include migrating from any database to SAP HANA, implementing SAP S/4HANA, loading and converting business data into the new and simplified business data model, and carrying out landscape transformation activities.

- **Technical architecture and infrastructure**

SAP S/4HANA has SAP HANA as the underlying database. The introduction of SAP HANA into your data center must be properly planned based on your business and IT requirements. You may also include connectivity to SAP Cloud Platform for integration or extension use cases.

- **Transition to operations**

IT operational procedures and tools need to be adjusted before going live to help ensure safe operations. IT support experts need to be trained as well.
The picture below shows all activities of all work streams.

Figure 3: “Transition to SAP S/4HANA” road map structure

WORK STREAMS

As you saw in Figure 3, the “Transition to SAP S/4HANA” road map is structured in the following phases:

- Discover
- Prepare
- Explore
- Realize
- Deploy
- Run

The phase names are aligned with our methodology for new implementation, SAP Activate (see the “Accelerators” section):

- “Discover phase”: Discover the value of SAP S/4HANA

In this phase, you create an overall strategy for digital transformation and an implementation plan. SAP S/4HANA will play a key role within this strategy; therefore, it is important to recognize its benefits and value. In this way, you can identify the high-level areas of the existing solution landscape that can benefit from a move to SAP S/4HANA.

A “cloud trial” may help shed light on any potential problem areas with the implementation based on your current system state and usage patterns.

Next, SAP recommends creating a value-based and company-specific implementation strategy for SAP S/4HANA. This includes a decision on the implementation scenario (for example, the decision to either convert the existing system or to install a new one) and creating a high-level road map that sequences the innovation steps related to SAP S/4HANA on a time line.

In addition, transition to SAP S/4HANA provides an excellent opportunity to increase competitive advantage and to drive agile innovations based on custom or partner specific extensions using SAP HANA and SAP Cloud Platform. Lastly, you evaluate the impact on the technical architecture and IT
infrastructure, which together with the implementation strategy serves as the foundation of the business case.

- **“Prepare phase”: Plan, prepare and start the implementation project**
  
  Once the business case has been approved, the project is officially initiated in the “Prepare” phase. Some customers start with a prototype project upfront. A first version of an implementation plan includes the findings from such a prototype and from the “Discover” phase, and sets the stage for the entire project.

  Depending on the scenario, there could be additional preparation activities (e.g. the “Customer Vendor Integration” in system conversion) which are planned in detail, and ideally completed at an early point in time, to keep the downtime during cutover short. Finally, general project preparation, such as staffing, governance, and reporting requirements, is also carried out in this phase.

- **“Explore phase”: Define all details**
  
  The to-be design of the SAP S/4HANA solution is defined and documented in the “Explore” phase. Functional gaps are documented, prioritized and validated as well. Ideally those “Fit-Gap-Workshops” are performed with the help of pre-configured sandbox systems which represent SAP’s Best Practice solutions. In case of a system conversion, existing custom code needs to be analyzed with respect to SAP S/4HANA readiness.

  On the technical layer, a technical design of the to-be solution needs to be designed and documented. This is the pre-condition to a technical setup of sandbox and the development environment. Both systems need to be integrated into the solution landscape based on functional requirements.

  By the end of the “Explore” phase, all technical and functional aspects of the implementation project (for example, solution scoping and content activation) are fully planned, documented in detail, and ready to be executed.

- **“Realize phase”: Implement technical and functional changes**
  
  In the “Realize” phase, you prepare the technical architecture and infrastructure and set them up for SAP S/4HANA. Supporting systems are either set up or converted according to best practices and the implementation plan.

  Custom code is adjusted for SAP S/4HANA and SAP Cloud Platform.

  Application and analytics functions are implemented, configured, integrated and tested.

  Integration validation supports this phase – for example, by solving performance problems of key business processes. In parallel, IT can adjust operational tools and procedures to prepare for SAP S/4HANA. Finally, end-user training, including project-specific training material and team setup, is prepared as required. Key users are enabled to perform end-user training.

- **“Deploy phase”: Prepare to go live**
  
  The purpose of this phase is to finalize the readiness for SAP S/4HANA and business processes for production go-live. This includes final testing, rehearsing the cut-over, and finalizing the IT infrastructure and operations.

  End-user training sessions are delivered by the enabled key users or by trainers from SAP.

  Finally, and depending on the scenario, the productive instance of SAP S/4HANA is implemented or converted on the Go-Live weekend.

  After going live, SAP S/4HANA is available for business users to log in and for productive use. IT operations are further optimized (for example, bug fixing, system availability, and performance) with the help of the project team and SAP. This phase is referred to as “hyper care” and occurs before operational responsibility is fully transferred to the production support team.

- **“Run phase”: Optimize the operability of SAP S/4HANA**
  
  Operations is further stabilized and optimized in the Run phase. The new SAP system is continuously updated making latest innovations from SAP available to the Business. Finally, the innovation cycle starts again.
HOW TO WORK WITH ROAD MAPS

The road map is first a structured documentation for customers. An “always up-to-date” version of this road map is available to all customers in the SAP road map viewer in the SAP Cloud Platform. The screen shot below shows the entrance of the SAP road map viewer. Click “Solution Specific” and select “On-Premise”.

![Road map viewer in SAP Solution Manager – Entry screen](image)

Once you have opened the road map in the viewer, you should filter on your scenario to hide all activities and tasks which are not relevant to you.

SAP intends to update this road map once per quarter. The naming convention for the roadmap is as follows: `<Year><Quarter>`, e.g. 18Q1.

The road map in the SAP road map viewer is for reading purposes. You cannot alter the structure of the road map in the viewer, but you can filter on certain parts of the road map (e.g. filter on a certain phase, or work stream).

Some activities and tasks have been grouped to make read-through easy.

It contains many accelerators helping you to execute a certain activity or task. One of the accelerators is a project file template which has a similar structure; however, the activity and task level can be modeled differently, and with a higher level of detail. You can download the project file template, and import it into IT Portfolio & Project Management in SAP Solution Manager.

The “Transition to SAP S/4HANA” implementation road map is a superset of activities covering all three implementation scenarios. The template therefore serves as a starting point for project planning, and must be tailored and maintained continuously as part of the project planning and execution activities. Right at the beginning you should remove all activities from the template which are not related to your specific implementation scenario (e.g. the activity “Custom Code Impact Analysis” is not required in case you newly implement SAP S/4HANA).

Accelerators may link to resources which require either upfront registration (e.g. SAPs online learning platform OpenSAP, or the SAP Learning Hub), or require a certain support status. For instance, the access to documents and trainings in the SAP Enterprise Support Academy requires SAP Enterprise Support status. The visibility of accelerators within the road map depends on the user as well. For instance, links to SAP notes are only visible to SAP customers.
HOW SAP CAN SUPPORT

The business transformation agenda is different from customer to customer. Some would like to understand their options first and the opportunities for benefits. Other customers have already decided to start the transformation to SAP S/4HANA. In every case, we do everything to ensure that your expectations are properly addressed, with a meaningful number of offerings that allow sufficient flexibility to support an agile transformation.

To support an SAP S/4HANA transition project, SAP has developed a set of services:

- **Value Assurance**
  SAP supports customers in the execution of activities and tasks. Support services implies an SAP Premium Engagement (that is SAP Active Embedded, or SAP MaxAttention). Those support services are bundled under “SAP Value Assurance”.

- **Value Implementation**
  SAP executes activities and tasks as documented in a “Statement of work”. In case of SAP-led projects, those services are bundled under “SAP Value Implementation”.

SAP Value Implementation is offered in parallel to the SAP Value Assurance service packages. SAP Value Assurance guides customers on their own or partner-led projects with dedicated planning, design support, and functional and technical safeguarding services orchestrated by the technical quality management (TQM) approach and embedded in the service center concept but does not provide any implementation or delivery services. The SAP Value Implementation service offering contains also the complete implementation including execution services of the SAP S/4HANA software.

SAP Value Assurance has been structured into four service packages as depicted in the Figure 5:

- **Plan and safeguard:**
  This package is for customers who would like to properly plan the digital transformation together with SAP. The project execution is supported and safeguarded by SAP but executed by the customer or the implementation partner or both. As part of the “Safeguarding the Digital Transformation” service, a TQM supports the customer project manager throughout the project and builds a bridge to the mission control center MCC at SAP. The technical and functional implementation is done by the customer or the implementation partner or both.

  SAP has added a “Plan and prototype” option to this package. The prototyping approach enables you to evaluate the solution in a short time frame with your real business scenarios using your real data, thereby enabling you to quickly validate the value addition, identify and mitigate risks, if any, at an early stage and efficiently plan your IT investments.

- **Accelerate Technical Implementation:**
  On top of planning and safeguarding, SAP supports customers in defining the technical platform. The functional design and implementation is done by the customer or the implementation partner or both.

- **Accelerate Functional Realization:**
  On top of the technical implementation, SAP supports customers in the design of business priorities (for example, financial business processes in SAP S/4HANA). The functional implementation itself is done by the customer, or the implementation partner, or both.

- **Innovate:**
  This package is for SAP MaxAttention customers who would like to collaborate with SAP and innovate beyond the transition to SAP S/4HANA and use it to transform their company to, for example, “consumer first, smart services, Internet of Things, boardroom of the future, and re-platforming your business.” Functional gaps can be addressed by innovation projects. SAP Custom Development can support the standard development work. Besides technical and functional implementation, SAP also supports customers in adapting custom code to SAP S/4HANA.
Figure 5: SAP Value Assurance service packages

All SAP Value Assurance service packages can be tailored to your requirements. You can find a detailed description here.

The SAP Value Assurance service packages help you to quick-start your transformation with a defined set of services, and are pre-calculated based on minimum scope, requirements and SAP involvement. Further characteristics are:

- The scope can be easily extended as required
- Further optional services can be added for a higher hands-on involvement of SAP
- The technical quality manager will manage the extension together with you.

This road map does not distinguish between SAP Value Assurance and SAP Value Implementation, but simply lists services which help executing a certain activity or task.

The following services have been designed to support customers in an SAP S/4HANA implementation:

- Planning the Digital Transformation
- Build Design
- Build Execution
- Data Migration Design
- Data Migration Execution
- Analytics Design
- Analytics Execution
- Custom Code Management
- Platform Design
- Platform Execution
- Transition to Operations
- Safeguarding the Digital Transformation

The following picture maps the services to the “Transition to SAP S/4HANA” road map. The overlay indicates the activities which are addressed by a certain service.
This road map provides information about how a certain service component supports the implementation of an activity or task. Individual support offerings from SAP Enterprise Support are also listed in the section “How SAP can help” throughout the road map. Finally the road map contains many links to SAP guides, blogs, templates and white papers to enable you processing your transition project fast and efficiently.

Accelerator:

- **SAP S/4HANA**
  
  Discover SAP S/4HANASAP S/4HANA Journeymap  
  SAP S/4HANA Community at SAP.COM  
  SAP S/4HANA Product Road Map  
  Extensibility of SAP S/4HANA – Helpful Links  
- **SAP S/4HANA Value Assurance Packages**

  SAP Digital Business Services  
  Bill McDermott’s strategy brochure ‘Your Path to SAP S/4HANA’  
  SAP S/4HANA Value Assurance service packages overview brochure  
  SAP S/4HANA Value Assurance service packages detailed information  
  SAP S/4HANA Value Assurance - Level 1 Customer Presentation  
  SAP S/4HANA Value Assurance - Level 2 Customer Presentation  
  SAP Value Assurance - Description of Services and Service Components  
  Contact Form to Request Service Package Offer  
- **SAP Enterprise Support Value Maps**
  
  Value Maps  
- **SAPS/4HANA & SAP HANA Value Map**
- **SAP Activate**

  General Information
Solution Brief
Methodology
SAP Best Practices for SAP S/4HANA 1709 - Customer scope presentation

- Roadmaps
  Road Map Viewer in SAP Solution Manager
  “Transition to SAP S/4HANA” Road Map – Online version
  Project File Template