

- About this Template

Dear Colleague,

- This template is provided to you by **Panaya** to help you communicate the facts about your upgrade within your company.
- The template is not a comprehensive project plan but rather a concise briefing with the essential points
- We wish you a successful upgrade!



Best regards,

The Panaya Team

<http://www.panayainc.com>



- Free Upgrade Simulations Offer

Is there an upgrade project on your horizon?

Then you are invited to see exactly what you are up against.

See the [last page](#) for details.

● Copyright and Terms of Usage

- You are **free to copy, share, and modify** to your needs.
- You are not allowed to sell the template
- This document is provided by Panaya Inc. It is completely independent of and not affiliated with SAP AG.
- SAP is a registered trademark of SAP AG. SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP AG in Germany and in several other countries. All other product and service names mentioned are the trademarks of their respective companies.

DISCLAIMER OF WARRANTY

Panaya Inc. makes no representation or warranties, either express or implied, by or with respect to anything in this document, and it shall not be liable for any implied warranties of merchantability or fitness for a particular purpose or for any indirect special or consequential damages.



SAP Upgrade at [Company]

Project Brief

[NAME]

Project Manager
email@company.com

● Agenda

1. Project Goals
2. Upgrade Synopsys
3. Go Live Date
4. Scope
5. Leadership Team
6. Stakeholders
7. Timeline
8. Cost
9. Risk Management
10. Assumptions
11. Next Steps
12. Resources
13. About Panaya

agenda





- 1. Project Goals

- Avoid “End of Support” (2010 for 4.6c 2011 for 4.7)
- Enable New Functionality
 - Key function 1
 - Key function 2
 - Key function 3



- **Additional Goals**

- (choose all that apply)
- Meet Compliance requirements
- Standardization
- Consolidation
- Landscape Optimization
- Other...

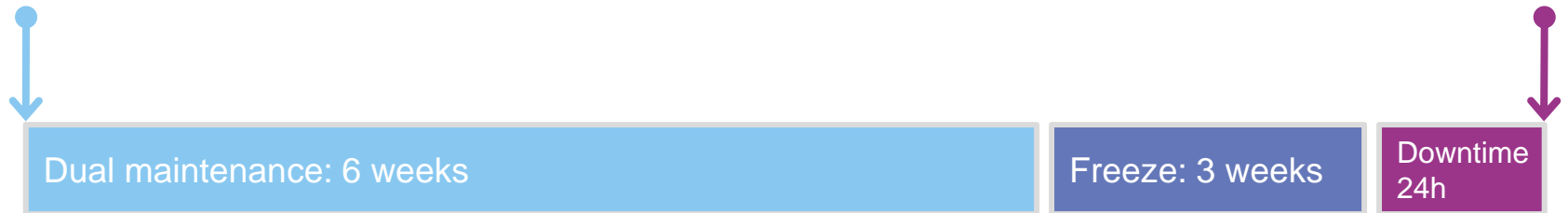
● 2. Upgrade Synopsys

- Upgrade Type: [Technical/Functional]
- Duration: 18 weeks
- Go Live Date: Friday, 8/28/10
- Scope: ERP/CRM/SRM/BW/Unicode...
- Out of Scope: ERP/CRM/SRM/BW/Unicode...
- Downtime: 24 hours
- Cost: \$1M-\$1.2M

• 3. Go Live Date

- Reasoning: (choose all that apply)
 - Holiday/Off peak
 - Next available window is _____
 - In synch with financial/logistical events
 - Approved by all stakeholders

Realization





- 4. Scope

- OS
- Database
- Hardware
- Unicode
- Dependencies on other components (CRM/SRM/...)
- Enhancement Packages
- Functional Enhancements

- 5. Upgrade Leadership Team

General and Technical

Role	Lead
Project Manager	
Basis	
Development	
QA	
Authorization	
Training	

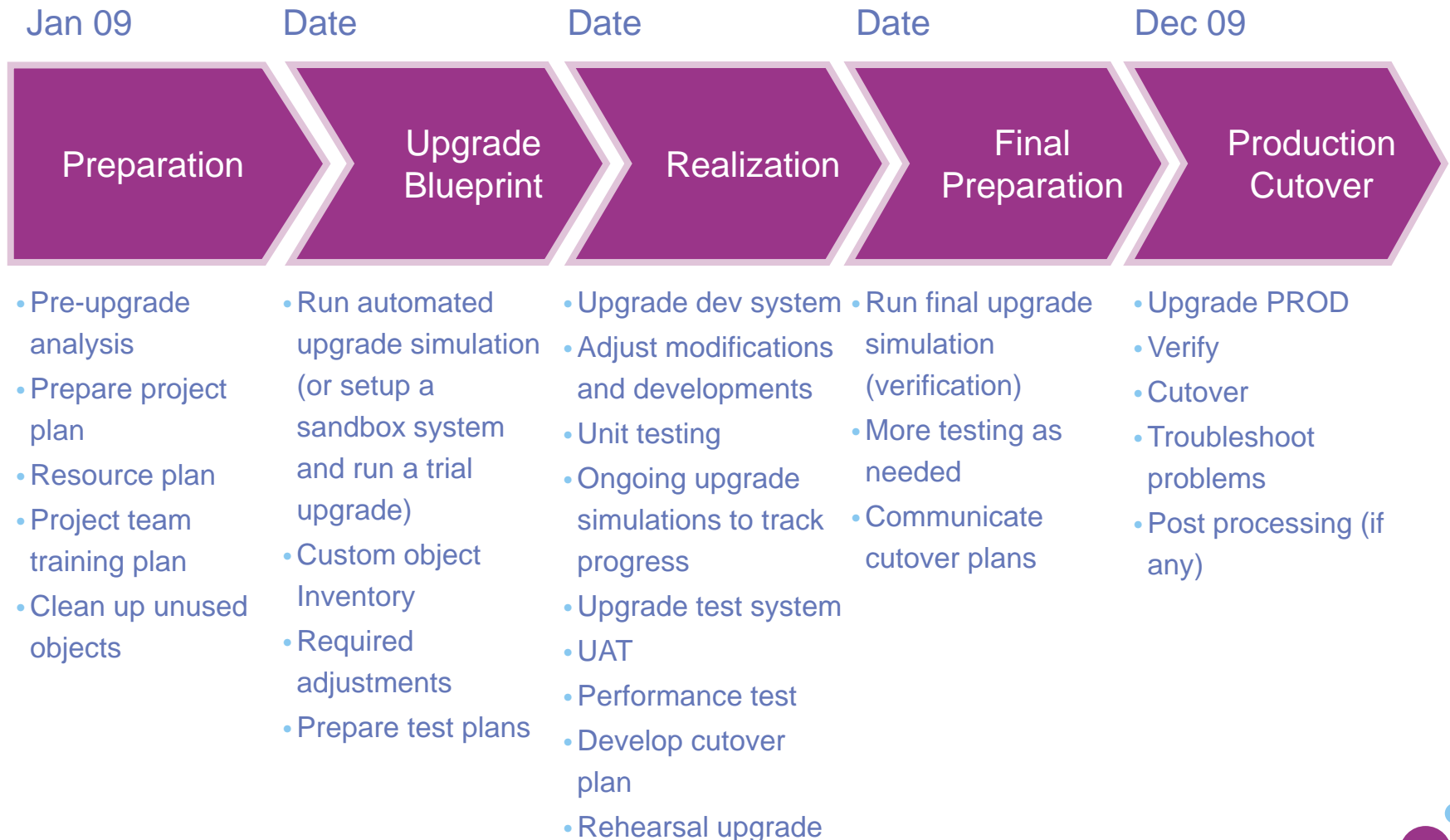
Functional leadership

Module	IT Lead	Business Owner
MM		
SD		
FI		
BI		
ES		
...		

• 6. Stakeholders

Role	Name
Sponsor	
Business 1	
Business 2	
Business 3	

• 7. Upgrade Timeline





- **Timeline Dependencies**

- Downtime- when and how much
- Team availability
- UAT availability
- HW lead time
- Other projects that might impact the upgrade

- 8. Cost Estimates

Role	Amount
Software	
Hardware	
Resources (Internal)	
Resources (External)	
Cost of Downtime	
Total	

● 9. Risk Management

Risk	Probability	Impact	Mitigation
Critical failure after go live	H/M/L	Financial loss of \$\$/day	<ul style="list-style-type: none"> - SI Fix price - SAP's help - Running automated upgrade simulation & verification - Documented test scenarios - 3 rehearsals before go live
Missing the go live date	H/M/L	<ul style="list-style-type: none"> - Next available date is 6 month later - Need extended support from SAP - Delay other projects 	<ul style="list-style-type: none"> - Plan a buffer - Stakeholder commitment to schedule and resources - Key users commitment to UAT
Failure of interface to other applications	H/M/L	- Data errors	- ABAP & Basis teams will test all interfaces
Performance issues	H/M/L	- User productivity loss	<ul style="list-style-type: none"> - Sizing done by ____ - Purchase new hardware
Other	H/M/L		



- 10. Assumptions

- Assumption 1
- Assumption 2
- Assumption 3



- 11. Next Steps

- Next Step 1
- Next Step 2
- Next Step 3

● 12. Resources

● Books

- Managing SAP ERP 6.0 Upgrade Projects, Riedel, SAP Press
- SAP NetWeaver Application Server Upgrade Guide, Vanstechelman et al, SAP Press
- Upgrading SAP, Sense, Jones & Bartlett Publishers

● Online

- <http://www.panayainc.com/Articles>
- <http://www.panayainc.com/sap-upgrade-survey.html>
- http://www.thespot4sap.com/upgrade_guide_v2.pdf
- <http://www.service.sap.com/upgrade>

● Panaya's Automated Upgrade Simulation

- For a FREE trial simulation of your upcoming upgrade, or to schedule a demo click here: <http://www.panayainc.com/Free-Upgrade-Analysis-for-your-SAP.html>

- About Panaya's Upgrade Automation Software
 - Established in 2006, Panaya Inc. provides software tools that save SAP customers up to 50% of their software upgrade and maintenance costs while minimizing risks and proving clear ROI.
 - Provided as Software as a Service (SaaS), Panaya's SAP environment simulation shows which custom SAP programs will break as a result of an upgrade, explains how to fix them, derives the most efficient test plan, and calculates the required budget and resources for the project.
 - To learn more or apply for a **free upgrade evaluation**, **click here**:
 - <http://www.panayainc.com/Free-Upgrade-Analysis-for-your-SAP.html>

Clearly see your programs, required adjustments, and test plans

Panaya
Making ERP Easy

Overview | Effort & Cost | **Planning** | Realization & Go Live | Maintenance

Demo upgrade from R/3 4.6C to ECC6

App Server: vmgsap11
System Name: QD7
From: 30-Mar-2009

Tasks Category (Code Correction), Priority (High)

ID	Description	Fix Code	Program	Affected Components	Priority	Project
97	Fix include file ZNESTEDINCLUDES that uses SAP removed table(structure) or field	Fix Code due to Deleted SAP Table (Structure) or Field	Program	znestedincludes - deleted fields / tables feature	None	PAN
98	Fix include file ZPROBINCLUDE1_N that uses SAP removed table(structure) or field	Fix Code due to Deleted SAP Table (Structure) or Field	Program	Include ZPROBINCLUDE1_N	None	PAN
412	Fix include file ZPROBINCLUDE3_N that uses SAP removed table(structure) or field	Fix Code due to Deleted SAP Table (Structure) or Field	Program	Include ZPROBINCLUDE3_N	None	PAN
415	Fix include file ZPROBINCLUDE1_N that uses SAP removed table(structure) or field	Fix Code due to Deleted SAP Table (Structure) or Field	Program	Include ZPROBINCLUDE1_N	None	PAN
416	Fix include file ZNESTEDINCLUDES that uses SAP removed table(structure) or field	Fix Code due to Deleted SAP Table (Structure) or Field	Program	znestedincludes - deleted fields / tables feature	None	PAN

Page 1 of 5

- Detailed resource and budget requirements



Overview Effort & Cost Planning Realization & Go Live Maintenance

ERP upgrade from R/3 Enterprise 4.7 to ECC6 demo upgrade ides | » Setup | » Support | » Profile | » Logout

Extract Information:
 App Server: agnsv002
 System Name: E00
 Date: 05-Feb-2009
 Usage: 02/09 - 04/09

» Dashboard
 » Resources
 » Project Planning
 » Code Corrections
 » Modifications
 » Authorizations
 » Testing

Summary Choose Usage Level:

Task Category / Priority	High	Medium	Low	Total Category
Authority		7	110	117
Code Correction	1430	818	226	2474
Modification	1846			1846
Unit Test	146	196	9270	9612
Total:	3422	1021	9606	14049

- ▣ Modifications - SPDD/SPAU (1846 Tasks)
- ▣ Code Corrections (2474 Tasks)
- ▣ Unit Tests (9612 Tasks)
- ▣ Authorization Adjustments (117 Tasks)