Focused Build Curriculum

Overview
Methodology & Tools
(Full Audience)

Manage Solution Documentation
(Full Audience)

Run Discovery Workshops
(Discovery Team)

Plan Project & Track Progress
(PMO Team)

Manage Work Packages
(Build Team)

Manage Work Items
(Build Team)

Manage Transports & Release
(Release Manager)

Plan & Execute Tests
(Test Coordinator)

Setup & Configure Service Add-on
(Support Team)

Supporting Material and How-to Documents
Focused Build Roles: Manage Solution Documentation (All)

Program Management
- Program Manager
- Meth. & Tool Lead
- Quality Manager
- Release Manager

Project Management
- Project Manager
- Solution Architect
- Development Architect
- Test Manager

Project Execution
- Business Process Expert
- Developer
- Test Coordinator/Tester
- IT Operator

Relevant for all project roles!
Agenda

- FB Document Management – Basic Concept
- FB Document Management – Benefits for PMO Teams
- FB Document Management – Benefits for Projects Teams
Solution Documentation in Focus Build

What is Solution Documentation

• Solution Documentation means to document system and business content related IT information

• Solution Documentation allows you to document your business processes. It helps you plan, report, and operate your projects efficiently

• During the entire project, you can accumulate, continuously expand, and record your data in solution documentation

• SAP Solution Manager distinguishes two basic documentation categories: PMO documentation in SAP JAM and/or IT PPM and IT documentation stored in Process Management
Process Hierarchy and Process Diagrams are two sides of the same coin. They are managed as a whole.
Solution Documentation – Basic Architecture

Process Area and Libraries

**Processes Area**
- Business-oriented documentation of processes to describe E2E scenarios
- Build processes with steps based on Process Step in Process Step Library

**Configuration Library**
- Is a functional oriented container of all process steps and their business context
- Documentation of configuration at all relevant places in business processes and library
- Execution of configuration (navigation into managed systems)
- Provide re-usable configuration elements for repeated configuration tasks
- Documentation of configuration via RDS
- Execution of configuration

**Process Step and Interface Library**
- Is a functional oriented container of all process steps and their business context independent documentation
- A Process Step original may be re-used in different E2E processes
- May be generated automatically on demand in a ACH library folder structure
- The library structure may be extended and re-organized manually

**Development and Executables Library**
- Is a component oriented container of all technical objects and their documentation
- A technical object may be re-used in different process steps / E2E processes
- Is generated with tool support in a ACH library folder structure
One Process Landscape for Business and IT
Re-use with Libraries

Re-use avoids redundant documentation.
Why IT Solution Documentation

• To have an efficient communication and documentation strategy in your project. The bigger the project, the higher is the need to write the essential information down and share it among the team.

• To enable an efficient communication e.g. on requirements, development needs, test data and end-user information.

• To ensure a smooth go-live and hand-over to operations configuration, custom developments and end-user documentation must be documented at a central and well structured place.
Pre-defined E2E Solution Documentation Process
High level process flow

User story / Use case
Customer input for modeling and requirements

Requirements
Assigned to WP

Work Package
Assigned to WP

High Level Project & Wave Planning
PMO & Project Leads

Detailed Sprint Planning
Is basis for / generates

Configuration Guide
Assigned to Work Item

Technical Design

Work Item
incl. Test Instruction for Unit Test
Linked to WP

Functional Specification
Configuration Document
Assigned to WP

Test Plan
Assigned to Test Plan and Packages

Single Functional Test

Functional Integration Test

User Acceptance Test

Test Coord.

Configuration Guide
Based on CRM/ChaRM

ITPPM

Configuration Document
Stored in Process Management

= Based on ITPPM

= Based on CRM/ChaRM

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Focused Build Documents along the basic R2D Process Flow

Step 1: Requirements and related documentation

- Create Requirements directly linked to the SAP Solution Manager process/folder structure
- There is no specific document needed, but you can attach or link documents like mock-ups
Focused Build Documents along the basic R2D Process Flow
Step 2: Work Packages and related documentation

- In Focus Build we limit the documentation to the really required documentation
- So there needs to be a document describing what needs to be configured, developed and in the end tested
Pre-defined Document Locations
Predefined storage locations for Work Package documentation

A Work Package is used to plan, track and document the processing of a Requirement. The Functional Specification or Configuration document is used to communicate the planned development or configuration.
Focused Build Documents along the basic R2D Process Flow
Step 3: Work Items and related documentation

= Technical Design and/or Configuration Guide needs to be assigned and in status released
A **Work Item** is used to track and document the execution of a Work Package, e.g. the development or configuration work. There are two typical activities to be documented in a Work Item activities, developments and configuration tasks.
Pre-defined Document Locations
Predefined storage locations for Work Package documentation - Configuration

A **Work Item** is used to track and document the execution of a Work Package, e.g. the development or configuration work. There are two typical activities to be documented in a Work Item activities, developments and configuration tasks.

This configuration guide is used to *document* the executed configuration.

<table>
<thead>
<tr>
<th>Business Processes</th>
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<tbody>
<tr>
<td>Interfaces</td>
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<td></td>
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<tr>
<td>Business Process Steps</td>
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<td>Executables</td>
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<td>Developments</td>
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<td>Configuration Units</td>
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<td></td>
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<tr>
<td>Configuration Guide</td>
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</tbody>
</table>
Agenda

- FB Document Management – Basic Concept
- **FB Document Management – Benefits for PMO Teams**
- FB Document Management – Benefits for Projects Teams
Value for Project Management Office (PMO)
Predefined reporting

Solution Readiness Dashboard

- Ready-to-use work break-down structure
- Big-picture reporting on program and project level
- Live reporting based on real system data allows drill down to every system detail
- Standardized tracking of Solution Documentation completeness
- Quality gates per wave and phase with defined deliverables to allow global project governance

Standardized Solution Documentation set-up is prerequisite to gain the advantage of the Solution Readiness Dashboard.
SAP Solution Manager orchestrates and tracks solution readiness

- Select build project, e.g. Core Insurance or Master Data
- Check the Status View for Process Areas behind schedule
- Go to Detailed View and check the processes behind schedule in detail, e.g. Claims Management

Prerequisite to get planned and actual data is the maintenance of the solution documentation milestones in the ITPPM build project
Value for Project Management Office (PMO)
Pre-defined Structure Element and Milestones: Waves

Wave details

• A wave comprises a well-defined functional scope of work packages
• Starts with scope definition and a preparation time
• Provides at least the functional specification required to start the first sprint of the wave
• Execute functional integration testing
• Ends with the q-gate “Wave exit-criteria fulfilment”
Sprint details

- A sprint comprises a well-defined scope of work items
- Starts with sprint backlog definition and prioritize the work items
- Provides technical design papers and software developments for review in show and tell sessions
- Execute unit & single functional testing
- Ends with sprint review before passing the q-gate “sprint closing”
Value for Project Management Office (PMO)
Predefined document types and document naming convention

Document type administration

- Standardized naming convention for pre-defined document types
- Using numeric order in the document type definition ensures that most used documents are shown on the top of drop down lists

<table>
<thead>
<tr>
<th>Document type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUST_01</td>
<td>(TS) Technical Specification</td>
</tr>
<tr>
<td>CUST_02</td>
<td>(FT) Functional Specification</td>
</tr>
<tr>
<td>CUST_03</td>
<td>(TC) Test Case Description</td>
</tr>
<tr>
<td>CUST_04</td>
<td>(BPD) Business Process Description</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

Document creation

- Best Practice nomenclature ensures good visibility and overview in the Process Management area
Before using, PMO checks and aligns the predefined templates with the project team.

Templates:

With Focus Build you get pre-defined document standards including document types, templates, allowed usages and completeness rules. The graphic below shows the shipped documentation and its usage.
Agenda

- FB Document Management – Basic Concept
- FB Document Management – Benefits for PMO Teams
- **FB Document Management – Benefits for Projects Teams**
Value for Design, Build and Test Team
Easy document handling with drag and drop

Document upload via pre-configured dropDocs

- Select predefined templates
- Store and maintain documents locally
- Easy mass-upload via drag & drop
- Automated assignment to process structure according to standard pre-configuration
Predefined storage locations or document usage

Process step library

Business domain name

Business domain sub folder

Create sales order

Create sales order from quotation

...  

Document storage:

- The storage locations in Focus Build are predefined, e.g., process descriptions are automatically stored on process level.
- In case of more than one option Focus Builds only shows the relevant ones.
- Example: Functional Specification type Gap to specify a new development:
  - In case of global relevance: Step Library
  - In case of local relevance, process variant: Step Reference in diagram or column browser.
Value for the Work Package / Work Item owner
Work Package / Work Item embedded document and status reporting

Dependent on the status of the Work Package / Work Item owner sees the:

- Minimum required documents
- Expected document status
Summary
Pre-defined E2E Solution Documentation Process

Summary

- Requirements
- High Level Project & Wave Planning
- Detailed Sprint Planning
- Configuration Guide
- Technical Design
- Work Item incl. Test Instruction for Unit Test
- Single Functional Test
- Functional Integration Test
- User Acceptance Test

- Discovery Team
- PMO & Project Leads
- WP Owner
- WI Owner
- Test Coord.

- User story / Use case
- Customer input for modeling and requirements

- Process Management
- Configuration Guide
- Detailed Sprint Planning
- Functional Specification
- Configuration Document

- Stored in Process Management
- Based on ITPPM
- Based on ChaRM

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Solution Readiness Dashboard Reporting

Milestones in project planning

Work Package/Work Item embedded reporting

Document types

Status schema

Naming conventions for documents

Document Templates

Storage locations of documents
Key Takeaways

The Focus Build methodology offers efficient Solution Documentation by:

- **Innovative UIs** based on UI5 technology

- **End user-friendly** drag and drop document handling

- **Preconfigured** document types and **templates**

- **Easy quality governance** via predefined storage location and nomenclature

- **Live-dashboard-reporting** with drill down to **every details**
Thank you.

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