



# SAP BW Review Program

## Phase 1

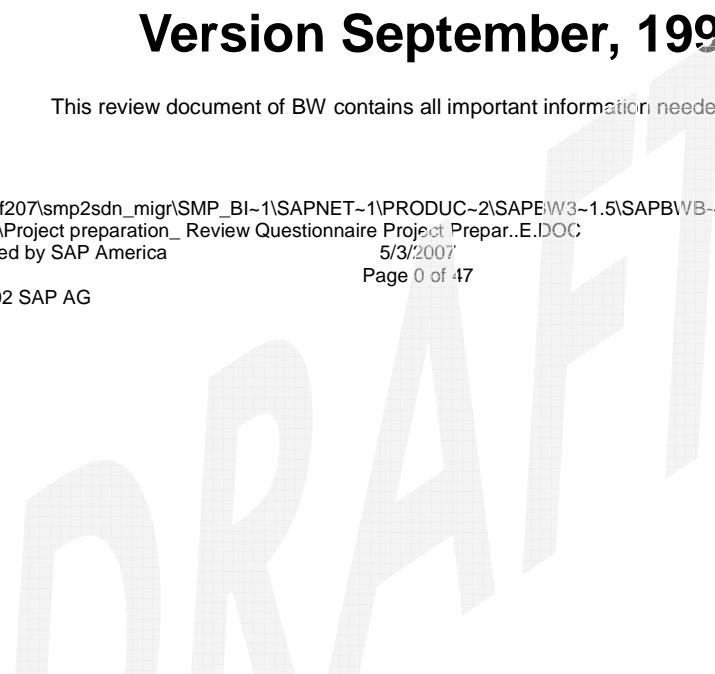
### Project Preparation Questionnaire

**Version September, 1999**

This review document of BW contains all important information needed for SEM !!!

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BP-1\Project preparation\_ Review Questionnaire Project Prepar..E.DOC  
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5/3/2007  
Page 0 of 47





### Style guide

Documents are protected in WORD via -> tools -> protect document and select FORMS (no password).

Via -> tools -> unprotect document the document can be unprotected again.

The following TAB settings are required:

3.94  
4.53  
5.12  
5.71  
6.3

Standard font is Arial 10 pnt.

*(Standard font for comment is Arial 8 italic between brackets).*

The following macro's are available:

<alt>Y

will create the yes and no button

Yes

No

<alt>T

will create the text form (always on a new line!)

<alt>D

N - not adequate

will create a drop down form field with the following selection options:

- Not adequate; Partially adequate; Largely adequate; Fully adequate



# Project Preparation

## Meeting Invitation Letter

See file 'bw1\_project\_preparation\_letter' for letter.

## Up-Front Preparations

Documents required:

- Project charter
- End user requirements
- Project plan
- Project scope document (enterprise area scope document)
- Project team organization chart
- Business factors worksheet
- Outstanding issues list
- System landscape strategy

## INFOS for review processing:

- customer and project information from CPI
- OSS Notes related to the review and customer
- BW Accelerators

## People to be interviewed

- Project management
- Executive sponsor
- Consulting partner (if invited by the customer)
- BW Team Leads
- Technical Team Leads
- Change Management Team Lead

## Documents to be discussed (should be readily available)

- Implementation Strategy
- Risk Action Plan
- Project Work Plan
- Project Milestones
- Project Budget



- Project Resource Plan
- Project Team Training Plan
- Project Communication Plan
- Issues Management Plan
- Organizational Change Management Plan
- Scope Management Plan
- Team Building Plan
- Project Planning & Monitoring Standards
- SAP Services Plan
- Quality Assurance Plan
- System Configuration Standards
- End-user Training Strategy
- Testing Strategies
- System Support Strategy
- Authorization Standards
- Error Handling Procedures
- Database Sizing Estimate
- Technical requirements



## Questions to Ask

Phase 0: Project Start-up Guide

Prepared by :  
Date :

## Overview of Agenda:

Are there any additional topics to be discussed?

## Purpose

The primary purpose of project preparation review is to ensure that the project has a solid foundation and that the expectations of both the project members and deliverables are clearly defined. Primary goal of this review is to verify that the measures and management tools needed to deliver a successful go-live are being utilized.

## Target duration

Power point presentation as deliverable:

8 hours: (on site)

4 hours: (off site)

Power point presentation and supporting word document as deliverable:

16 hours: (on site)

8 hours: (off site)



## Key Issues

<b>1. Initial Project Planning</b> .....	<b>9</b>
1.1 Create and Issue Project Charter .....	9
1.1.1 Has a Project Charter been defined? .....	9
1.1.2 Has the project charter been approved? .....	9
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1.1.4 Is this a prototype or foundation project? .....	9
1.1.5 Will this project be limited to business content only?.....	10
1.1.6 Have business drivers been identified and documented? .....	10
1.1.7 Why were they chosen?.....	10
1.1.8 Who chose them?.....	10
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1.4.9 How are shared resources handled between project teams?.....	19
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1.4.12	Is the executive sponsor proactive? .....	19
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Question	Help Text	
<p>1.1.5 Will this project be limited to business content only?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Note that the customer may not be able to answer this question yet since a gap analysis will not have been done. This question is intended to be from a high-level perspective.</li> </ul>	Formatted
<p>1.1.6 Have business drivers been identified and documented?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Why underlying factors are driving the business. Are they profitable due to inventory turns? ROI? Sales?</li> <li>The identification of business drivers helps in identifying and validating which KPI's (key performance indicators) would be best to deliver.</li> </ul>	Formatted
<p>1.1.7 Why were they chosen?</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted
<p>1.1.8 Who chose them?</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Have they been chosen by the management, or on a lower level?</li> </ul>	Formatted
<p>1.1.9 Does the project charter include business drivers?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted



Question	Help Text	
<p>1.1.10 Does the project charter include Key Performance Measures?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Is the scope directly tied to the key needs of the company.</li> </ul>	Formatted
<p>1.1.11 Does the project charter include Project measurements?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted
<p>1.1.12 Is a change charter needed?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>If Yes,  Has it been defined?    <input type="checkbox"/> Yes    <input type="checkbox"/> No  Has it been approved?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>If the roll-out of BW is in conjunction with or creates a major change to the company, a change management initiative may be necessary. If so, this change process should have its own charter.</li> </ul>	Formatted
<p><b>1.2 Review and Refine Implementation Strategy</b></p>	<p>Project Manager, Project Sponsor, Business Process Team Leads, Technical Team Leads</p>	
<p>1.2.1 Has the implementation strategy been developed?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>I.e., IT replacement, rollout, etc.</li> </ul>	Formatted



Question	Help Text	
<p>1.2.2 Have alternate strategies been discussed?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>1.2.3 Will multiple projects be implemented simultaneously?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>1.2.4 Is there an initial scope document?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• There should be a scope document or something similar.</li> <li>• Check level of detail: does it also include; reports, interfaces, enhancements and modification, source systems, category of presentation (web, etc.), data cleansing, etc.</li> </ul>	Formatted
<p>1.2.5 Are the requirements documented and well understood?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted



Question	Help Text
<p>1.2.6 Will 3<sup>rd</sup> party tools be used?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>If yes, please explain:</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Extraction</li> <li>• Presentation</li> <li>• Remote InfoCubes</li> </ul>
<p>1.2.7 Does the scope include a web-based solution?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• If so, what will be the approach?</li> <li>• Will SAP and the ITS be used?</li> </ul>
<p>1.2.8 Are the requirements checked (core or nice-to-have)?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>1.2.9 Has management approved the scope document?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Is the management aware of and committed to the scope?</li> </ul>



Question	Help Text	
<p>1.2.10 Will the ASAP for BW Methodology be used?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]    <input type="checkbox"/> [Y]    <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted
<p>1.2.11 Does the organization have many organizational changes and realignments?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]    <input type="checkbox"/> [Y]    <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>If so, point out that these will need to be considered during the blueprint phase.</li> </ul>	Formatted
<p>1.2.12 Are their customer/industry specific risks that need to be considered?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]    <input type="checkbox"/> [Y]    <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>For example, legal requirements, sensitive information, unstable industry influences.</li> <li>Some common risks that may be occur include technology, security, regulatory, and continuity.</li> </ul>	Formatted
<p>1.2.13 Has a risk action plan been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]    <input type="checkbox"/> [Y]    <input type="checkbox"/> [G]</p> <p>If yes, does plan include:</p> <p>Corrective actions for each risk</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Communication to the user community</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Check on measures to minimize risk exposure.</li> </ul>	Formatted



Question	Help Text
<p>1.2.14 Are there multiple geographic locations or organizational divisions involved in the implementation?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>If Yes:                      Has a geographical sequence been defined?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Has an organisational sequence been defined?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>1.2.15 Is there a replacement strategy for existing systems &amp; procedures?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• This might not be necessary if the BW is not replacing anything.</li> </ul>
<p><b>1.3 Establish Project Team Working Environment</b></p>	<p>Project Manager, Technical Team Lead</p>
<p>1.3.1 Has a project room been set up?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• A project room or war room is an important CRITICAL. A project room has a positive impact on communication and time spending of the project team.</li> </ul>

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Question	Help Text
<p>1.3.2 Does the project room include:</p> <p>Printers <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Fax machine <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Phones <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Modem lines <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Supplies <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Whiteboards <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: right;"><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Notes:</p>	
<p>1.3.3 Is the space adequate for the number of team members?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Notes:</p>	
<p>1.3.4 Number of PCs in the project room:</p> <p style="text-align: right;"><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Are there enough PC's available for the entire project team?</li> </ul>
<p>Notes:</p>	
<p>1.3.5 Are the PCs completely set up for team use?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• BW front-end?</li> <li>• Correct versions of MS Excel?</li> <li>• Project specific software requirements?</li> <li>• Memory?</li> </ul>
<p>Notes:</p>	

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Question	Help Text	
<p>1.3.6 Is a conference room available to the project teams?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>If yes, does it include:</p> <p>Projector                    <input type="checkbox"/> Yes            <input type="checkbox"/> No  Speaker phone            <input type="checkbox"/> Yes            <input type="checkbox"/> No  Modem line                <input type="checkbox"/> Yes            <input type="checkbox"/> No</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Conference room to be used for meetings and workshop sessions</li> </ul>	Formatted
<p><b>1.4 Determine Project Organization</b></p>	Project Manager	
<p>1.4.1 Have all roles been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• There will be roles for the project team (i.e. system administrator or Data Load manager) as well as end user roles (i.e. accounts receivable clerk).</li> <li>• In this section we are concerned about the roles for the project – are there enough resources and do these resources possess the proper skills for carrying out a successful implementation? See the ASAP CD for a listing of roles and the responsibilities.</li> </ul>	Formatted
<p>1.4.2 Have the ASAP roles been taken into consideration?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>1.4.3 Do the steering committee members have an active role in this project?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted



Question	Help Text	
<p>1.4.4 Is a team organization chart available?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Attach Document if available.</li> </ul>	Formatted
<p>1.4.5 Have all responsibilities been allocated to the roles?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>1.4.6 Have assignments been checked for role conflicts?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>1.4.7 Is the system maintenance (technical) team integrated into the project organization?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• A technical team is a requirement for a successful implementation</li> </ul>	Formatted
<p>1.4.8 How are integration issues handled between project teams?</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Is there someone who is responsible for the integration aspects of the project?</li> <li>• Integration issue handling is a CRITICAL</li> </ul>	Formatted



Question	Help Text	
<p>1.4.9 How are shared resources handled between project teams?</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p>	<ul style="list-style-type: none"> <li>Most common shared resources are the BASIS and ABAP.</li> </ul>	Formatted
Notes:		
<p>1.4.10 Is there an executive (project) sponsor(s)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p>	<ul style="list-style-type: none"> <li>Project sponsor must be management level and has to react pro-active. Has to support the project and can make decisions</li> </ul>	Formatted
Notes:		
<p>1.4.11 Is the executive sponsor available and visible to the project team?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted
Notes:		
<p>1.4.12 Is the executive sponsor proactive?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted
Notes:		



Question	Help Text	
<p>1.4.13 What is the sponsor's role (function) in the organization?</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Check if this is the correct level in the business organization</li> </ul>	Formatted
<p>1.4.14 Has steering committee been identified?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted
<p>1.4.15 Has the steering committee met yet?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted
<p>1.4.16 Are Steering Committee members available to the project team?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted



Question	Help Text	
<p>1.4.17 How are decisions made (within how many days)?</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Look for management commitment.</li> </ul>	Formatted
<p>1.4.18 Has a project manager been appointed?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>If yes, Full-time <input type="checkbox"/> Part-time <input type="checkbox"/></p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Internal project manager as well as external project manager.</li> </ul>	Formatted
<p>1.4.19 Is the project manager empowered?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted
<p>1.4.20 Does the project manager have experience in planning and controlling projects?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>This refers to the Internal project manager as well as the external project manager. This experience is required from both project managers</li> </ul>	Formatted



Question	Help Text
<p>1.4.21 Does the project manager have R/3 experience?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>If yes, please explain:</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• This refers to the Internal project manager as well as the external project manager. As least one of the project managers should have R/3 experience.</li> <li>• This is important because many aspects of BW will mirror R3 implementations (i.e. CTS, some authorizations, etc) and the experience from R3 can be leveraged.</li> </ul>
<p>1.4.22 Does the Project Manager have Database Experience?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>1.4.23 Do the Business Process Team Leads have sufficient experience for their responsibilities?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>1.4.24 Do all project teams work at one location?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>

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Question	Help Text	
<p>1.4.25 Do all project teams work in the same project room?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Working in one project room will have a positive impact on integration aspects</li> </ul>	Formatted
<p>1.4.26 Are user departments represented in the project groups?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>End users should be involved in the process early on to avoid misunderstandings and complications later in the project.</li> </ul>	Formatted
<p>1.4.27 How is organizational change management reflected in the project organization?</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Verify that there is someone responsible for the change management aspects of the project.</li> </ul>	Formatted
<p>1.4.28 Have extended change team members been selected?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted







Question	Help Text
<p>1.5.6 Is the project on schedule?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<p>• Explain and Review</p> <p><b>Formatted</b></p>
<p>1.5.7 What is your feeling concerning the go-live date?</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<p>• Ask for Project Manager's personal opinion.</p> <p><b>Formatted</b></p>
<p>1.5.8 What are the main challenges and risks to the go-live date?</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<p>•</p> <p><b>Formatted</b></p>
<p>1.5.9 Does the project plan reflect the actual status of the project?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>How often is it updated?</p> <p>Notes:</p>	<p>•</p> <p><b>Formatted</b></p>



Question	Help Text
<p>1.5.10 Has a budget been approved?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<p>•</p>
<p>1.5.11 Does the budget include lines for the following:</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Internal &amp; External Consulting    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Equipment/PC's, printers, etc.    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Software    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Training    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Physical Facility Charge    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Travel Expenses    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Testing    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Documentation    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Notes:</p>	<p>•</p>
<p>1.5.12 Will there be a budget variance report?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<p>•</p>

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Question	Help Text	
<p>1.5.13 Is the budget variance report kept current and up to date?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]   <input type="checkbox"/> [Y]   <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>1.5.14 How does the original compare to actual?</p> <p><input type="checkbox"/> [G]    <input type="checkbox"/> [R]   <input type="checkbox"/> [Y]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>1.5.15 Are variances reported to senior management?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]   <input type="checkbox"/> [Y]   <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Who has access and accountability to this information?</li> </ul>	Formatted
<p>1.5.16 Will a resource variance report be used?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]   <input type="checkbox"/> [Y]   <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>1.5.17 Does this resource plan include external as well as internal resources?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]   <input type="checkbox"/> [Y]   <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Internal resources also need to be measured.</li> </ul>	Formatted



Question	Help Text
<p>1.5.18 How does the resource plan compare to actual?</p> <p><input type="checkbox"/> [G]                      <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
Notes:	
<p>1.5.19 Is it being kept current and up to date?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No                      <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
Notes:	
<p>1.5.20 Is this reported to senior management?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No                      <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
Notes:	





Question	Help Text
<p>1.6.2 Does this project team-training plan include:</p> <p>ASAP Training <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Project team training? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Application Level 1 training? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Application Level 2 training? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Application Level 3 training? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>BASIS BW Training? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>DBA BW Training? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: right;"><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<p>• Level 3 training is required for the project team, when customizing knowledge transfer is required.</p>
<p>1.6.3 Who helped develop the training plan?</p> <p style="text-align: right;"><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<p>• Has SAP been involved, are all available courses considered?</p>
<p>1.6.4 Are all classes scheduled?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p>[G]</p> <p>Notes:</p>	<p>• Schedule classes as early as possible to prevent delays in training. Check if all classes are confirmed.</p>

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Question	Help Text
1.6.5 Does it fit in with the training budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]	
Notes:	
1.6.6 Will you be using SAP courses? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]	
Notes:	
1.6.7 Have project team members already attended level-1-training? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]	<ul style="list-style-type: none"> <li>By the end of the preparation phase, the team needs to have completed some training in order to be equipped for the moving into the blueprint phase.</li> </ul>
Notes:	

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## 2 Project Procedures

Question	Help Text
<b>2.1 Define Project Management Procedures</b>	Project Manager/Business Process Team Lead/ Change Team Lead/ Technical Team Lead
2.1.1 Has a project communication plan been set up? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]	<ul style="list-style-type: none"> <li>Communication is an important part of organizational change management and also a CRITICAL; acceptance of the end-user organization</li> </ul>
Notes:	

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Question	Help Text
<p>2.1.2 Does this communication plan include promotion by top management?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]   <input type="checkbox"/> [Y]   <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Check management commitment.</li> </ul>
<p>2.1.3 Does the organization fully understand this project?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]   <input type="checkbox"/> [Y]   <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Is the end-user organization aware of the business drivers?</li> </ul>
<p>2.1.4 Do project team leaders meet regularly with the project manager?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]   <input type="checkbox"/> [Y]   <input type="checkbox"/> [G]</p> <p>If yes, how often does this occur?</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Check the communication structure of the project organization. Do project teams meet on a regularly base, do the team leaders meet with project management on a regularly base and are notes taken from the meetings</li> </ul>
<p>2.1.5 Do project teams meet regularly with team leaders?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]   <input type="checkbox"/> [Y]   <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>

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Question	Help Text	
<p>2.1.6 Do project teams meet regularly with project managers?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]    <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>If yes, How often does this occur?</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>2.1.7 Are minutes and agendas published &amp; distributed?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]    <input type="checkbox"/> [Y]    <input type="checkbox"/></p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• Is the information reaching everyone who needs access to it?</li> </ul>	Formatted
<p>2.1.8 Are project status reports distributed?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]    <input type="checkbox"/> [Y]    <input type="checkbox"/></p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>2.1.9 How is information about the project communicated to members outside of the project team?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R]    <input type="checkbox"/> [Y]    <input type="checkbox"/></p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted





Question	Help Text
2.1.12 Has an issue management plan been defined? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]	<ul style="list-style-type: none"> <li>•</li> </ul>
Notes:	
2.1.13 Is the steering committee involved in issue resolution? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]	<ul style="list-style-type: none"> <li>•</li> </ul>
Notes:	
2.1.14 Are users involved in issue resolution? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]	<ul style="list-style-type: none"> <li>•</li> </ul>
Notes:	
2.1.15 Are users made aware of conclusions and reason why? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]	<ul style="list-style-type: none"> <li>•</li> </ul>
Notes:	
2.1.16 Is there an outstanding issue list? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]	<ul style="list-style-type: none"> <li>• Attach document copy</li> </ul>
Notes:	



Question	Help Text	
<p>2.1.17 Has an organizational change management plan been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No                    <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>If yes, does it parallel the project work plan?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>If a change charter was required (see earlier section for explanation of change management), has a plan been developed to support the initiative? If so is it in sync with the BW project so that when the system is ready for go-live, the user community will be as well?</li> </ul>	Formatted
<p>2.1.18 Has a scope management plan been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No                    <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>How will scope creep be managed? Is there a process for changing the project plan to accommodate increases to scope? Are their guidelines for making changes to scope?</li> </ul>	Formatted
<p>2.1.19 Has a team building plan been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No                    <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>If not, how do you establish team building?</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>	Formatted
<p>2.1.20 Have project planning &amp; monitoring standards been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No                    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/></p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Attach Document</li> </ul>	Formatted



Question	Help Text
<p>2.1.21 Will SAP services be used?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>If yes, has a strategy been defined for using them?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Notes:</p>	<p>•</p>
<p>2.1.22 Are the following SAP Services to be used?</p> <p>SAP on-site consulting    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>SAP Remote Consulting    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>GoingLive Check    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>EarlyWatch    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>SAP BW Review Program    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<p>•</p>
<p>2.1.23 Has a quality plan been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<p>• Check on policies and procedures on quality assurance. The quality plan should include internal quality procedures like quality checks at the end of every phase and also independent quality reviews.</p>

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Question	Help Text
<p>2.1.24 Is there a need for compliance with external requirements?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Laws, regulations, contracts? (like ISO)</li> <li>Safety and health (including ergonomics) (like FDA)</li> <li>Privacy and cross-border data flow</li> <li>Company guidelines and standards</li> </ul> <p>External requirements like FDA have a major impact on the project standards and procedures. Most of the implementation methods are not FDA compliant.</p>
<p><b>2.2 Define Implementation Standards and Procedures</b></p>	<ul style="list-style-type: none"> <li>Project Manager/Technical Team Lead/Change Team Lead/Business Process Team Lead</li> </ul>
<p>2.2.1 Have internal project review processes been determined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>
<p>2.2.2 Have OLTP system configuration standards been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Some configuration is required on the R3 side of a BW implementation (i.e. activation of LIS structures, etc). There must be a standard for making changes in the R3 environment – this will most likely mirror the standards set for R3 projects and may not mirror the standards of the BW box.</li> </ul>
<p>2.2.3 Have BW system configuration standards been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Configuration standards should be defined for the BW environment – independent of the standards for R3. It is wise to leverage the R3 standards when possible.</li> </ul>



Question	Help Text
<p>2.2.4 Has an end-user training strategy been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/>[R] <input type="checkbox"/>[Y]</p> <p><input type="checkbox"/>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Who conducts training, where to be trained, who creates training material, etc</li> </ul>
<p>2.2.5 How many end users have to be trained?</p> <p><input type="checkbox"/>[G]    <input type="checkbox"/>[R] <input type="checkbox"/>[Y]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>
<p>2.2.6 Will training be developed internally or externally?</p> <p><input type="checkbox"/>[G]    <input type="checkbox"/>[R] <input type="checkbox"/>[Y]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>

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Question	Help Text	
<p>2.2.11 Has a security plan been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>2.2.12 Has a system problem standards &amp; error handling process been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>• What is the process for reporting and correcting system messages received by the project team or end users? For example: not authorized messages or short dumps, etc.</li> </ul>	Formatted
<p>2.2.13 Has a system enhancement &amp; modification approval process been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>2.2.14 Have ABAP development standards been defined?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted
<p>2.2.15 Do these standards include transfer and update rules?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y]</p> <p><input type="checkbox"/> [G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	Formatted



Question	Help Text
<p><b>2.3 Define System Landscape Strategy</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>2.3.1 Has a system landscape strategy been defined?</p> <p> <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]                 </p> <p>If yes, does this include:</p> <p>Required systems    <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Client deployment    <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Release upgrade strategy    <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Transport management strategy <input type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> <li>• Do these strategies consider the timing of extractors and release dependencies from the R3 environment?</li> </ul>
<p>Notes:</p>	
<p>2.3.2 According to the system landscape strategy, how will systems be used:</p> <p><input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]</p> <p>Development:</p> <p>Quality Assurance:</p> <p>Production:</p> <p>Training:</p> <p>Demonstration:</p> <p>Simulation:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Notes:</p>	

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Question	Help Text
<b>4.1 Technical Requirements Planning</b>	<ul style="list-style-type: none"> <li>Project Manager, Technical Team Lead</li> </ul>
<p>4.1.1 Have Technical Requirements been identified?</p> <p> <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]                 </p> <p>If yes, does it include:</p> <p>Network environments    <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>System environments    <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Desktop environments    <input type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> <li>Are there Local vs. non-local or decentralized/centralized requirements to be met?</li> </ul>
<p>4.1.2 Has there been a database-sizing estimate?</p> <p> <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]                 </p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>
<p>4.1.3 Has hardware been procured?</p> <p> <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> [R] <input type="checkbox"/> [Y] <input type="checkbox"/> [G]                 </p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>

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## 5 Quality Check Project Preparation/Validation of Deliverables/Sign Off

Question	Help Text
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Question	Help Text
<b>5.1 Quality Check Project Preparation</b>	<ul style="list-style-type: none"> <li>Project Manager</li> </ul>
<p>5.1.1 Have customer signoff designates been identified?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/>[R] <input type="checkbox"/>[Y]</p> <p><input type="checkbox"/>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li>Who will sign off on project milestones?</li> </ul>
<p>5.1.2 Are the signoff designates process stakeholders / Process owners?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/>[R] <input type="checkbox"/>[Y]</p> <p><input type="checkbox"/>[G]</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>
<p>5.1.3 Is the consulting project manager signing off on processes?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/>[R] <input type="checkbox"/>[Y]</p> <p><input type="checkbox"/>[G]</p> <p>If so, what is the reason?</p> <p>Notes:</p>	<ul style="list-style-type: none"> <li></li> </ul>

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