

MIGRATION PREPARATION CHECKLIST:

THIS IS WHAT YOU'LL LEARN

The following is a common-sense checklist of items you should take care of before starting your SAP migration.

Confirm timelines: Avoid conflicts and touch points with other projects wherever possible to reduce risk to both projects.



Create an integrated project plan: A project plan that details timelines, touch points and handovers between teams is critical. Clear dependencies and milestones will improve the ability to perform tasks in parallel. This plan should be executed for each iteration of a system migration and updated to be more comprehensive before the next system is migrated.

Create a resource plan: A schedule of all project participants, their responsibilities, contact details and backups can smooth handovers between individuals and teams.



Read the official documentation: Read the technical migration methodology by SAP. There are many dependencies and post-processing steps that are easy to miss. Save on the time spent addressing these issues revealed during testing by knowing them beforehand.

Decide on your methodology: Your options are a traditional methodology, or an accelerated methodology based on the EPI-USE Labs migration products.



Document your landscape requirements: Document landscape requirements, time restraints and handover between infrastructure and project teams.

Third party products validation: Confirm that third party products are updated and that teams possess the skills to use them effectively.



Plan testing early: Understand the testing needs for your important business processes. Test scripts allow you to share the testing load across a larger team who may not be SMEs.

Make security a priority: Know where data will reside during the different project phases. Understand the sensitivity of the data and have a plan to mitigate this risk for each system that contains such data. Production data is normally well protected, but copies of this data are easily overlooked, at great peril. A formal document with risks and mitigation strategies may be a good approach.



Don't implement by email: A shared location for project documentation means that current versions of documents are immediately available and eliminates the need for email updates for changes to documents.

Get connected: Connectivity, user accounts and authorizations should be confirmed by each project member well in advance to allow sufficient time for remediation.

