

SAP® PROJECT REVIEW

MINIMIZING RISK THROUGH PROJECT REVIEWS

Regular reviews are vital to every software implementation project. They help you identify and troubleshoot potentially serious problems as well as fine-tune your applications. The SAP® Project Review service enables you to benefit from our expertise. SAP specialists help you evaluate your implementation, enabling you to reap the greatest possible long-term return on your software investment.

Project Reviews Provide Expert Guidance

The SAP® Project Review service is a consulting offering designed to help you manage risks and quality as you implement your business solution. SAP Project Review provides expert guidance throughout your SAP software implementation project. Our support ensures that your software is introduced smoothly and reliably, allowing you to concentrate on the areas that can take your business forward – without encountering the problems that hold it back. SAP Project Review consists of five project management reviews that assess the status of your project in terms of budget and schedule performance, risk and issue management, and quality of the project management processes.

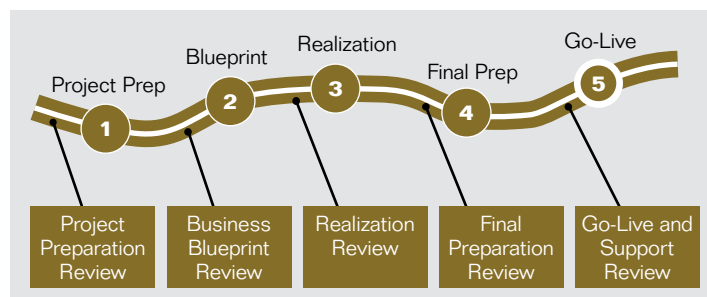
Five Reviews Cover the Entire Implementation Life Cycle

Planned at strategic points in the implementation road map (see the figure below), the five project management reviews deal with project management issues, determine whether milestones have been achieved as specified, and evaluate the success of the project as a whole.

Each project management review is based on on-site consulting. All meetings follow a comprehensive and clearly defined structure and time schedule tailored specifically to your needs. During their visit, SAP specialists conduct questionnaire-based interviews with your executive sponsor, project managers, software and hardware experts, team members, and end users. The specialists then analyze and evaluate the responses obtained and make appropriate recommendations. SAP specialists also study the following important documentation and key deliverables of each phase:

- Project charter and scope statement
- Plans (project management, budget and resource, testing, and risk management) and their associated status reports
- Project organization
- Communications approach
- Project and implementation standards
- System landscape
- Project risk and issue logs
- Business blueprint
- Training plans
- Customized documentation

Once SAP specialists have completed their study, you receive a presentation or written report, whichever you prefer, explaining all findings and recommendations.



Project Reviews at Key Implementation Milestones



Reviews Focus on Key Areas

Because project management reviews are performed at different phases in the implementation road map, each review focuses on a different area.

Project Preparation

During project preparation, SAP specialists examine project scope, organization of the project, project standards, and resource availability.

Business Blueprint

SAP specialists examine more than just the status and content of the business blueprint document itself. They also analyze project standards and procedures; status reporting; project directing, monitoring, and controlling; and risks, issues, and changes.

Realization

In the area of realization, SAP specialists examine project status reporting; directing, monitoring, and controlling of project execution; and risks, issues, and changes.

Final Preparation

Examining the period immediately before go-live, SAP specialists ensure that the changeover runs smoothly. They focus on enduser training, the go-live plan, and the ongoing support strategy.

Go-Live and Support

Once the software is up and running, SAP specialists examine issues such as support, upgrades, benefits, application enhancements, lessons learned, and plans for further rollout.

Additional Reviews Are Available

Depending on the progress and status of your project, SAP specialists may recommend the following more detailed reviews:

- The solution review analyzes application design and business processes. It cannot be performed before the business blueprint phase.
- The technical review examines all

issues relating to hardware sizing, installation, configuration, and operation. It covers system management and security procedures and an evaluation of the SAP software installation.

- If you are planning custom development or enhancements, the development review helps you determine whether your plans adhere to proven standards. This ensures that your application is future proof and upwardly compatible.

Project Reviews Provide Far-Reaching Benefits

Among the many benefits of the SAP Project Review service are the following:

- Objective assessment of project status and progress. Independent appraisal of project development by SAP specialists boosts the confidence of your project team in their work and validates your concepts and plans.
- Early identification of potential problems. You benefit from the rich experience of SAP specialists to pinpoint problem areas quickly. Whenever our specialists encounter problems meeting project milestones, they recommend appropriate corrective action.
- Reduced total cost of ownership. By building on the experience that SAP specialists have drawn from thousands of SAP software implementations, SAP Project Review streamlines project development processes and guarantees success. It also ensures appropriate and future-proof implementation, allowing you to benefit from your SAP solution for many years to come.

SAP Project Review allows you to take advantage of SAP's many years of experience in implementing SAP software. The service eliminates problems before they affect your business, giving you the confidence and peace of mind to do what you do best. For more information, please contact your local SAP subsidiary or visit the SAP Service Marketplace extranet at service.sap.com/reviewprogram

50 053 618 (10/08)

©2008 by SAP AG. All rights reserved. SAP R/3, mySAP, mySAP.com, xApps, xApp, SAP NetWeaver, Duet, Business ByDesign, ByDesign, PartnerEdge, 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 over the world. All other product and service names mentioned are the trademarks of their respective companies. Data contained in this document serves informational purposes only. National product specifications may vary.

These materials are subject to change without notice. These materials are provided by SAP AG and its affiliated companies ("SAP Group") for informational purposes only, without representation or warranty of any kind, and SAP Group shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP Group products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.