Transition Road Map for the Implementation of SAP S/4HANA®
The purpose of this transition road map is to support on-premise implementation projects of SAP S/4HANA® to:

- Eliminate risk
- Manage risk proactively
- Make implementation projects predictable
- Create a viable foundation through transparency of all tasks and roles

SAP offers additional road maps for cloud implementation projects.

The structure of this road map is release independent. Release information is given explicitly where a certain activity or task is required for a dedicated release.

There are three implementation scenarios for SAP S/4HANA (see Figure 1):

- **New implementation**
  For those who would like to implement a new instance of SAP S/4HANA by either migrating a legacy system or by running a net-new installation of SAP S/4HANA

- **Landscape transformation**
  For those who would like to consolidate their existing SAP® software landscape – or carve out selected entities or processes – as part of their move to SAP S/4HANA

- **System conversion**
  For those who would like to convert an existing SAP ERP application to SAP S/4HANA, including business data and configuration

This road map covers all three implementation scenarios. We give scenario information explicitly where a certain activity or task is required for a dedicated scenario (for example, central finance design for landscape transformation only).

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**Figure 1: SAP S/4HANA Transition Scenarios**

**New implementation**
- SAP® ERP
- Third-party system

**Landscape transformation**
- SAP ERP - Region A -
- SAP ERP - Region B -
- SAP ERP - Region C -

**System conversion**
- SAP ERP
- SAP S/4HANA®
• What is the overall project duration, and what are the related efforts?
• What are the potential risks, and how can they be mitigated?
• What training sessions are needed by my team, and which training strategy best fits my company requirements?

This road map is the foundation of an SAP offering that consists of methodologies and best practices, known as “accelerators.” You can use it to implement a project yourself, together with your software and hardware partners and SAP.

The road map is designed for project managers. Not all activities documented here are required in all implementations; your specific business and IT requirements must be taken into account.

SAP Digital Business Services addresses SAP S/4HANA implementation projects holistically.
Prerequisites

The prerequisites for using this road map depend on your implementation scenario.

If you will be starting from an on-premise SAP ERP application, use landscape transformation or system conversion. If you are starting from a legacy system, use the new implementation scenario.

For system conversion and landscape transformation, the start release may have an impact on the steps required to move to SAP S/4HANA. For system conversion, we recommend a minimum start release of SAP ERP Central Component 6.0. Upgrades from older releases may be included in this change event. If you are already using SAP Business Suite powered by SAP HANA, you can skip the operating system and database migration parts of the road map.

The information here can be used in conjunction with the premium engagements portfolio of offerings for SAP S/4HANA. SAP has designed four SAP Value Assurance service packages for SAP S/4HANA for use in premium engagements and with SAP MaxAttention™ services. These can be tailored to your project scope and requirements to assist in the implementation. Throughout the road map, you can find references to SAP services and offerings that can be requested as part of these packages. Note that implementation services for SAP S/4HANA are not offered individually on a pick-and-choose basis, but only as part of SAP Value Assurance for SAP S/4HANA. If you are interested in accessing the full capabilities of this road map, please contact your local SAP sales representative to find out which SAP Value Assurance service package can best support your implementation project needs.

As seen in Figure 2, the “Transition to SAP S/4HANA” road map is structured in project phases (x-axis) and work streams (y-axis). Each box represents an activity that you need to execute in the project as part of a certain work stream and within a certain project phase.

To support the project planning, the road map links to a project file template that has a structure similar to the structure of the road map. However, you can model the activity and task level differently and with a higher level of detail. The “Transition to SAP S/4HANA” implementation road map is a superset of activities covering all three implementation scenarios. The template therefore serves as a starting point for project planning; you need to tailor and maintain it continuously as part of the project planning and execution activities.

At the beginning, you should remove all activities from the template that are not related to your specific implementation scenario.
WORK STREAMS AND PHASES IN THE ROAD MAP

The road map consists of the following work streams (groups of semantically related activities):

- **Project management** – The project management team performs common project and quality management tasks, including project planning. The technical quality manager (TQM) from SAP is part of this work stream and works together closely with the project manager (from your company or the implementation partner or both). In addition, this work stream includes organizational change management and the enablement of the project team.

- **Application: solution adoption** – This work stream covers the creation of the training strategy and the learning paths, as well as the enablement of the end users to be ready for optimal use of the new SAP S/4HANA software.

- **Application: design and configuration** – In this work stream, you identify and design functional changes based on a fit-gap analysis and SAP S/4HANA functionality in the scope of the implementation project (such as central finance in the case of landscape transformation). On the basis of the design, you implement the new solution later on. SAP recommends that you reduce data volumes before converting to SAP S/4HANA, to lower hardware resources and help reduce downtime in a system conversion scenario.

- **Analytics** – This work stream covers the analytics aspects of an SAP S/4HANA implementation project.

- **Custom code extensions** – You may need to adjust your code to function properly with SAP S/4HANA. You first clean up unused custom code, then identify affected custom code in productive use, and finally plan and execute the necessary adjustments. You can also take advantage of the full power of SAP HANA by optimizing your custom code of the ABAP® programming language for SAP HANA in parallel to SAP’s optimizations within the SAP S/4HANA stack. (Do this, for example, by using core data services.) With key-user extensibility tools from SAP S/4HANA plus SAP HANA Cloud Platform, you can perform a variety of tasks. You can extend SAP S/4HANA applications (such as with added or hidden fields or mobile SAP Fiori® apps) in a decoupled fashion, integrate with SAP and third-party cloud solutions (such as SAP SuccessFactors and Concur® solutions), or build completely new solutions.

- **Application: testing** – This work stream covers test planning and execution (integration, regression, and user acceptance).

- **System and data migration** – Here, you plan the implementation of all SAP S/4HANA software systems. This includes sandbox (copies of production); support of nonproduction systems (such as development where setup has been performed already in the “Explore” phase, quality assurance, and preproduction); and in production systems. Depending on the scenario, this may include migrating from any database to SAP HANA, implementing SAP S/4HANA, loading and converting business data into the new and simplified business data model, and carrying out landscape transformation activities.

- **Technical architecture and infrastructure** – SAP S/4HANA has SAP HANA as its underlying database. You must properly plan the introduction of SAP HANA into your data center based on your business and IT requirements. You may also include connectivity to SAP HANA Cloud Platform for integration or extension use cases.

- **Transition to operations** – You need to adjust IT operational procedures and tools before going live to help ensure safe operations. You should train IT support experts as well.
Figure 2: Project Phases and Work Streams of the “Transition to SAP S/4HANA” Road Map

Task or activity type:
- Functional
- Technical and functional
- Technical
- Project management

*Summary node – relates to multiple activities
**QAS = Quality assurance system

Quality gates
Project Phases

As you saw in Figure 2, the “Transition to SAP S/4HANA” road map is structured in the following phases:
• Discover
• Prepare
• Explore
• Realize
• Deploy
• Run

The phase names are aligned with our methodology for new implementation, SAP Activate (see the “Accelerators” section).

“DISCOVER” PHASE:
DISCOVER THE VALUE OF SAP S/4HANA
In this phase, you create an overall strategy for digital transformation and an implementation plan. SAP S/4HANA will play a key role within this strategy; therefore, it is important to recognize its benefits and value. In this way, you can identify the high-level areas of the existing solution landscape that can benefit from a move to SAP S/4HANA. A “cloud trial” may help shed light on any potential problem areas with the implementation based on your current system state and usage patterns.

Next, we recommend creating a value-based and company-specific implementation strategy. This includes making a decision on the implementation scenario (for example, the decision either to convert the existing system or to install a new one) and creating a high-level road map that sequences the innovation steps related to SAP S/4HANA on a timeline.

Last, you evaluate the impact on the technical architecture and IT infrastructure, which together with the implementation strategy serves as the foundation of the business case.

“PREPARE” PHASE:
START THE IMPLEMENTATION PROJECT
Once the business case has been approved, the project is officially initiated in the “Prepare” phase. A first version of an implementation plan includes the findings from the “Discover” phase and sets the stage for the entire project. (Note: Some customers create an implementation plan at an earlier point in time, as necessary input for the business case.) Depending on the scenario, there could be additional preparation activities, such as the “customer vendor integration” in system conversion. You should plan these activities in detail and ideally complete them early in the process to keep the downtime during cutover short.

General project preparation, such as staffing, governance, and reporting requirements, is also carried out in this phase.

In the “Discover” phase, you create an overall strategy for digital transformation and an implementation plan.
“EXPLORE” PHASE: 
DEFINE ALL DETAILS
The to-be design of the SAP S/4HANA software is defined and documented in the “Explore” phase. You document, prioritize, and validate functional gaps as well. Ideally, those “fit-gap workshops” are performed with the help of pre-configured sandbox systems that represent SAP Best Practices packages. In the case of a system conversion, you need to analyze existing custom code with respect to SAP S/4HANA readiness.

On the technical layer, you must design and document a technical design of the to-be solution. This is the precondition of a technical setup of the sandbox and the development environment. By the end of the “Explore” phase, all technical and functional aspects of the implementation project (for example, solution scoping and content activation) are fully planned, documented in detail, and ready to be executed.

“REALIZE” PHASE: 
IMPLEMENT TECHNICAL AND FUNCTIONAL CHANGES
In the “Realize” phase, you prepare the technical architecture and infrastructure and set them up for SAP S/4HANA. Supporting systems are either set up or converted according to best practices and the implementation plan. Custom code is adjusted for SAP S/4HANA. Application and analytics functions are implemented, configured, and tested. Integration validation supports this phase – for example, by solving performance problems of key business processes. In parallel, IT can adjust operational tools and procedures to prepare for SAP S/4HANA. Finally, end-user training, including project-specific training material and team setup, is prepared as required. Key users are enabled to perform end-user training.

“DEPLOY” PHASE: 
PREPARE TO GO LIVE
The purpose of this phase is to finalize the readiness for SAP S/4HANA and business processes for production go-live. This includes final testing, rehearsing the cutover, and finalizing the IT infrastructure and operations. End-user training sessions are delivered by the enabled key users or by trainers from SAP. Finally, the productive instance of SAP S/4HANA is implemented on the weekend before going live.

“RUN” PHASE: 
OPTIMIZE THE OPERABILITY OF SAP S/4HANA
After going live, SAP S/4HANA is available for business users to log in and for productive use. IT operations are further optimized (for example, bug fixing, system availability, and performance) with the help of the project team and SAP. This phase is referred to as “hypercare” and occurs before operational responsibility is fully transferred to the production support team.

In the “Realize” phase, you prepare the technical architecture and infrastructure and set them up for SAP S/4HANA.
How SAP Can Help

The business transformation agenda is different from customer to customer. Some would like to understand their options first and the opportunities for benefits. Other customers have already decided to start the transformation to SAP S/4HANA. In every case, we do everything to ensure that your expectations are properly addressed, with a meaningful number of offerings that allow sufficient flexibility to support an agile transformation.

We have structured all services supporting the implementation of SAP S/4HANA into four SAP Value Assurance service packages for SAP S/4HANA (see Figure 3):

- **Plan and safeguard**
  This package is for customers who would like to properly plan the digital transformation together with SAP. The project execution is safeguarded by SAP but executed by the customer or the implementation partner or both. As part of the engagement foundation, a TQM supports the customer project manager throughout the project and builds a bridge to the mission control center at SAP. SAP has added a new plan and prototype option to this package. The prototyping approach enables you to evaluate the solution in a short time frame with your real business scenarios using your real data. This enables you to quickly validate the value addition; identify and mitigate risks, if any, at an early stage; and efficiently plan your IT investments.

- **Accelerate technical implementation**
  On top of planning and safeguarding, we support customers in defining the technical platform and run the technical conversion of SAP ERP to SAP S/4HANA according to SAP Best Practices packages. The functional design and implementation is done by the customer or the implementation partner or both.

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**Figure 3: Predefined SAP Value Assurance Service Packages for a Smooth and Successful Journey to SAP S/4HANA**

This figure illustrates the predefined service packages offered by SAP for implementing SAP S/4HANA, each with a different level of involvement from SAP. The packages are categorized into four main categories:

1. **Plan and safeguard**
   - This package is for customers who want to properly plan the transformation with SAP. The project execution is safeguarded by SAP but executed by the customer or the implementation partner.

2. **Accelerate technical implementation**
   - This package supports customers in defining the technical platform and runs the technical conversion of SAP ERP to SAP S/4HANA according to SAP Best Practices packages. The functional design and implementation are done by the customer or the implementation partner.

3. **Accelerate functional realization**
   - This package is focused on accelerating the functional realization of the SAP S/4HANA solution.

4. **Innovate**
   - This package aims to innovate and transform business processes using SAP S/4HANA.

These packages are designed to support customers at various stages of their digital transformation journey, ensuring that their expectations are properly addressed with a meaningful number of offerings.
• **Accelerate functional realization**
  On top of the technical implementation, we support customers in the design of business priorities (for example, financial business processes in SAP S/4HANA). The functional implementation itself can be done by us, the customer, the implementation partner, or both the customer and implementation partner.

• **Innovate**
  This package is for SAP MaxAttention customers who would like to innovate beyond the transition to SAP S/4HANA and use it to transform their company to, for example, “consumer first, smart services, Internet of Things, boardroom of the future, and replatforming your business.” Besides technical and functional implementation, we also support customers in adapting custom code to SAP S/4HANA.

A service consists of one or more service components. This road map provides information about how a certain service component supports the implementation of an activity or task. Figure 4 maps the services to the “Transition to SAP S/4HANA” road map phases.

See the “Accelerators” section for a description of services and service components. If you are interested in SAP Value Assurance service packages, you can contact your main SAP contact person (a TQM in cases of premium engagement customers or the client partner). Alternatively, you can ask for a tailored offer based on a scenario-specific scope (see the “Accelerators” section for contact form details).

In addition to the SAP Value Assurance service packages for SAP S/4HANA, SAP Enterprise Support services customers should also check the “value maps” (also in the “Accelerators” section). These list service offerings and learning modules for SAP Enterprise Support customers as well as a community environment for discussions and asking questions with SAP topic experts. Individual support offerings from SAP Enterprise Support are also listed in the sections called “How SAP Can Help” throughout the “Transition to SAP S/4HANA” road map.
Figure 4: Mapping of the Services to the “Transition to SAP S/4HANA” Road Map

Note: Some of the services listed here are offered as fixed-price engineered services.

[Diagram of the services mapping to the road map]

- Discovery workshop for SAP S/4HANA
- Planning the digital transformation
- Prototyping
- Build design support
- Analytics design support
- Data migration design support
- Platform design support
- Engagement foundation
- Build execution
- Analytics execution
- Data migration execution
- Platform execution
- Custom code management
- Transition to operations
- Safeguarding
Accelerators

- SAP S/4HANA
  - Discover SAP S/4HANA
  - SAP S/4HANA at SAP Community
  - SAP S/4HANA Cookbook
  - "Transition to SAP S/4HANA" Road Map

- SAP Value Assurance service packages for SAP S/4HANA for implementation of SAP S/4HANA
  - SAP S/4HANA Landing Page
  - SAP Value Assurance service packages for SAP S/4HANA Detailed Information
  - Service Package – Overview Brochure
  - SAP Value Assurance for SAP S/4HANA – Level 1 Customer Presentation
  - SAP Value Assurance service packages for SAP S/4HANA – Level 2 Customer Presentation
  - Service Descriptions One-Sliders
  - Contact Form to Request Service Package Offer

- SAP Enterprise Support value maps
  - Value Maps
  - SAP S/4HANA and SAP HANA Value Map

- SAP Activate
  - General Information
  - Overview Presentation
  - Solution in Detail
  - Methodology
  - FAQ