SAP Cloud ALM for Implementation

Task Management

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PUBLIC
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Agenda

Introduction

Task Management in Detail
Introduction
SAP Cloud ALM – A brand-new, cloud-based application lifecycle management offering

For the intelligent enterprise
• for cloud-centric customers
• manages cloud and hybrid solutions
• supports all components of the Intelligent Enterprise

In the public cloud
• Rethought, newly designed, and built on modern cloud technology
• Ready for immediate consumption
• Cost-efficient for customers
SAP Cloud ALM – A brand-new, cloud-based application lifecycle management offering

**Functionalities**
- **Operation**
  - Application monitoring
  - Integration and user monitoring
  - Business process monitoring
  - Business process improvement

- **Implementation**
  - Process management
  - Task management
  - Test management
  - Deploy management

**Integrates with...**
- Monitoring
- IT service management
- People enablement
- Collaboration
- Task management
- Deployment tools
- Test automation
- Document management

**SAP Cloud Platform**
Platform services and data management
Task Management in Detail
SAP Cloud ALM for Implementation
Capabilities & Functions Map

**Analytics**
- Project Tracking & Overview
- Traceability*

**Process**
- Process content viewer
- Fit-to-Standard workshop execution
- Process modelling*
- Process documentation*

**Task**
- Consumption of SAP Activate based roadmaps
- Task based on scoping & requirements
- Task assignment and distribution
- Agile support*

**Test**
- Test planning & preparation
- Manual testing
- Integration of test automation tools*
- Defect management*

**Change & Deploy**
- Requirements management
- Deployment orchestration*
- Change management*
- Integration of deployment tools*

**Foundation**
- Projects & Solution*
- Landscape
- Users

*Planned for future releases

This is the current state of future vision and may be changed by SAP at any time.
SAP Cloud ALM Task Management

Overview

SAP Cloud ALM **Task Management** Capability offers:

- **Guided Implementation**
  - ✓ Pre defined content from SAP Activate Methodology
  - ✓ Tasks organised by Phase and Deliverables

- **Task assignment and distribution**
  - ✓ Tasks distributed to pre delivered Project roles

- **Tasks from Scoping and Requirements**
  - ✓ Tasks dynamically appear or disappear based on Scoping
  - ✓ Approved requirements tracked to completion via Tasks
  - ✓ Ability to create tasks manually

This is the current state of future vision and may be changed by SAP at any time.
Task Basics
What are Tasks in SAP Cloud ALM?

- Tasks describe the work that is required for a project to be completed.
- Users work on tasks assigned to them individually or their role on a project.
- Tasks offer a harmonized user experience despite coming from multiple sources.
- Each task has a status and when all tasks are status “Done” the project is completed.
Task Basics

Task List

- The task list provides an overview of project tasks, task assignees, status and project due phase.
- Search and filtering options allow user specific task views
- Some tasks allow forward navigation past the task details and into the application where the task has to be executed through the “Open Application” link.
- Checkboxes on the task list allow for mass editing of tasks
Task Basics

Task Details

- The task details can be edited by a user using the header area to change task:
  - Status
  - Due Date
  - Assignment

- The task description can only be change for tasks that have been created manually
Task Basics

Task Relations

- Some tasks coming from the SAP Activate Methodology have predecessor and successor information.
- On the Task list, an icon will appear beside a task status if its predecessor task is still in status open.
- The relations section in task details contains predecessor and successor information.
- If task has been created via a requirement, this is also reflected in the relations section.
Task Basics

Task Accelerators

- Tasks that come from the SAP Activate Methodology template also contain documents or web links called Accelerators.
- These accelerators provide the user with additional assistance in completing this task.
- The Accelerator section will only be visible in a task if accelerators are available for this task.
Task Basics
Task Comments and History

- Team members can collaborate on a task without having to change the task assignee
- Adding comments allows team members to indicate progress or share information within a task
- Users can only edit or delete their own comments
Task Basics

Content Update

- Task content may be updated to provide customers with the latest information on how tasks should be carried out
- If a content update modified a task, an entry will be made in the task history
- An update could mean a task is restructured, merged, split or deprecated. If this happens
  - A prefix [Obsolete] is added to the task
  - Task attributes will no longer be editable
  - Comments are still permitted
Consumption of SAP Activate Roadmaps

Roadmap Viewer vs SAP Cloud ALM

<table>
<thead>
<tr>
<th>Roadmap Viewer</th>
<th>SAP Cloud ALM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content for both On Premise and cloud products</td>
<td>Currently focused on Cloud content</td>
</tr>
<tr>
<td>Tasks separated by Workstreams</td>
<td>Tasks distributed by roles</td>
</tr>
<tr>
<td>Is a guidance environment</td>
<td>Is a working environment</td>
</tr>
<tr>
<td>Static content</td>
<td>Content reacts to customers scope</td>
</tr>
<tr>
<td>Public URL</td>
<td>Invite Only</td>
</tr>
</tbody>
</table>

SAP Cloud ALM brings SAP Activate to life by allowing status updates and comments
Consumption of SAP Activate Roadmaps

Task Content

- A task template must be selected by the user before the content created from the SAP Activate Methodology can be consumed in SAP Cloud ALM.

- Filtering the task list by phase or role helps the Project lead commence team member task assignment.
Consumption of SAP Activate Roadmaps
Task List by Deliverables

- The Activate Methodology content follows a 3 level hierarchy
  - Phase
  - Deliverable
  - Tasks
- Phase can be used as a filtering criteria using the header filters.
- Deliverable can also be used as a filtering criteria. The task list can also be grouped by deliverable
Consumption of SAP Activate Roadmaps

Role List

- In the Project Setup, the list of roles and role definitions are delivered as part of the SAP Activate Methodology
- The Project Lead is the only role that has the authorizations required to add users to a role
- All other roles only have project member authorizations
Tasks based on Scoping & Requirements

Overview

SAP Activate Methodology

Scoping and Business Logic

Actionable Task List
Tasks Based on Scoping & Requirements
Requirement Based Tasks

- When a requirement has been approved, tasks can then be generated in the requirements overview
- Requirements and their tasks have a 1:1 relationship
- The progress of a requirement is measured using the current status of the corresponding task
Tasks Based on Scoping & Requirements

Tasks Created Manually

- Manual tasks are created from the task list view at the discretion of the project team.
- The description of a manual task can be edited unlike tasks from the SAP Activate Content.
Tasks Assignment and Distribution
Task Assignment by Role

- Task content delivered by SAP Activate Methodology has a predefined distribution by project role

Implicit Assignment
- The project lead assigns a team member to a task, team member can then search for their assigned tasks
- Where large teams exist, the project lead can assign tasks to a role rather than an individual team member

Explicit Assignment
- Where multiple people are assigned to a role, team members can explicitly assign tasks to themselves
- Where small teams exist, tasks can be assigned to specific individuals
Tasks Assignment and Distribution

Task Execution

- Users do not have to assign themselves to a task before execution or completion
- The comments section can be used to document progress in task completion
- Task history is always available to provide transparency and accountability
Where to find more information?

SAP Cloud ALM Homepage:
https://support.sap.com/cloud-alm.html

SAP Cloud ALM Support

What’s New and Feature Information:
https://help.sap.com/viewer/604f6e2484984622a01ac1e5aa9415a1/latest/en-US

Integrated help with web assistant:
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Learn from blog posts and questions and answers
Thank you.