Focused Build for SAP Solution Manager 7.2 (SP5)
Process Management and Modelling

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Introduction

Key Principles

Process Management Foundation

Process Management details

Document management focus in Requirement to Deploy

What can go wrong?

Delta information for Focused Build SP02, SP03, SP04 and SP05 in solution documentation
The usage of Process Management in Focus Build is a fundamental deep integrator between documentation, change and test management.
Efficient Process Documentation is Key for Project Success

Process Management in Focused Build covers the following tasks

- Scope and import best practice or model company content
- Document implementation of the solution by:
  - Requirements
  - Creation of specific design documents
  - Assignment of technical objects required to satisfy the requirements
- Model BPMN diagrams for business processes
- Monitor the solution documentation progress
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Delta information for Focused Build SP02, SP03 + SP04 in solution documentation
Access SAP Solution Manager via Fiori Launchpad

Access all SAP Solution Manager functionalities via the Fiori Launchpad.

Use the predefined role specific areas or create your own Home view.
Process Hierarchy and Process Diagrams are two sides of the same coin. They are managed as a whole.
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Delta information for Focused Build SP02, SP03 + SP04 in solution documentation
What is a solution?

Solution is the sum of a company's systems, applications and processes. It acts as a container for versions of solution documentation, one of which is the production version.

Solution Documentation
contains the information technical objects, their use by business and business process documentation.

Standards
definition of document templates which are used in the solution for documenting processes and libraries.

Change Control Landscape
specifies which parts of a Logical Component Group are relevant to the Change Control Management.

Branches
represents a version of the solution documentation containing processes, libraries and systems.

Scopes
allowing focusing on a subset of solution documentation.

Sites concept
allows to represent a complex system landscape situation in a very simplified way in solution documentation. It takes care on appropriate navigation to a dedicated landscape depending on site you selected.

Information about system landscape
contains the information about the entire system landscape and orders it in Logical Component Groups.
Best-Practice Approach for Branch Setup (1)

- **Production branch**
  - Production branch represents the productive solution

- **Maintenance branch**
  - Maintenance branch to change the productive solution

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Best-Practice Approach for Branch Setup (2)

- **Production branch**
  - Production branch represents the productive solution

- **Operations branch**
  - Operations branch to apply monitoring instrumentation

- **Maintenance branch**
  - Maintenance branch to change the productive solution
Best-Practice Approach for Branch Setup (3)

- **Production branch**
  - Production branch represents the productive solution

- **Operations branch**
  - Operations branch to apply monitoring instrumentation

- **Maintenance branch**
  - Maintenance branch to change the productive solution

- **Innovation branches**
  - Import branch to import new best-practice processes
  - Design branch to design customer target operating model
  - Development branch to build the actual operating model
Best-Practice Approach for Branch Setup (4)

- **Design and Import branch**
  - During run discovery workshops you are focused
    - to scope SAP Best Practices and DBS model company content, and
    - To model the to-be operation model and process flows
  - Even though they are required for other purposes, you can ignore all other branches than Design and Import
Library concept helps to re-use documentation elements to avoid redundancies
Branch content: Re-use concept with Libraries

Element reuse by referencing procedure

– Library elements may be referenced in a process

– Library elements may be referenced by other library elements

Every process step in a process has a corresponding process step in the library.
SAP Solution Manager allows to define document standards, by central definition of document types, their templates, allowed usages and completeness rules.
Solution Documentation UI

Global Functions

Column Browser (Structure)

Attribute Pane (Attributes)

Elements List (Object assignments)
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Delta information for Focused Build SP02, SP03 + SP04 in solution documentation
Scope and release from IMPORT to DESIGN branch

Scoped processes are released to the design branch
Then processes shall be moved to the correct folder and should be re-named
End to End vs. Modular Processes

SAP Best Practice processes include E2E processes and modular processes, all derived from the corresponding libraries!

**E2E processes**
- Span across the company (e.g. Order to Cash)
- Do not stop at organizational borders

**Modular processes**
- Run within one operational area (e.g. Accounts receivable)

**Libraries**
- Building Blocks / Capabilities required for all processes
Name conventions – End to End Processes

End-to-end processes do not stop at the boundaries of a process area or an organization.

Folder:
Defines name of the end to end process group
<End-to-end process group name>

Scenario:
Provides the final level of end to end process group name
E2E_<Final level end-to-end process group name>

Process:
End to end includes area abbreviation and numbering followed by process name:
E2E_<Final level end-to-end process group name>_<process name>

Process steps:
Consists of verb and noun. Optionally further details are possible.
<verb + noun> <optional: further details>

End To End Processes | E2E_Order to cash | E2E_OTC_Make-to-stock Internet sales | Create sales order
Modular processes are processes that typically do not exceed the functional domain of an organization.

**Folder:**
Defines process module or domain name

<Process module/domain name>

**Scenario:**
Provides the final level process group name

<Final level process group name>

**Process:**
Modular process consists of

<Final level process group name abbreviation>_<two digit number>_<two digit number>_<process name>

**Process steps:**
Consists of verb and noun. Optionally further details are possible.

<verb + noun> <optional: further details>
Name conventions – End to End Processes

Organize your process step library by business domains or process structure.

- Process step library
- Sales
- Sales order processing

Create sales order
Create sales order from quotation
...

Step:
Consists of verb and noun. Optionally further details are possible.

<verb + noun> <optional: further details>
Structuring of further Libraries

Organized by area to which the interface is belonging to or by system

Organized in:
- scenario independent
- scenario dependent
- WRICEF structure

To upload the folder structure into the Interface and configuration libraries use the excel upload capability (SAP Note 2509832).
Process Definition vs. Process Diagram

Process diagram are tailored to specific needs

- End user perspective versus
- Implementation perspective versus
- Business process monitoring perspective
- ...

One process definition, multiple tailored diagrams.
Process Diagram vs. Collaboration Diagram

Use of Process Diagram for modeling processes

Flow within the process
Process Diagram vs. Collaboration Diagram

Use of Collaboration Diagram for modeling processes

Flow within the process

Interaction with other participants outside the process
System vs. Role based diagram

System based diagram
- Representation of end user role by appropriate symbols
- Re-usable in monitoring

End user role based
- Definition of task types as an attribute of the process steps
- Graphical representation of system on service tasks by a system symbol

Background activities shall get assigned job documentation as executable. The job documentation is defined manually in executable library and assigned to process step original.
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What can go wrong?

Delta information for Focused Build SP02, SP03 + SP04 in solution documentation
Solution Documentation and Requirements, Work Packages, Work Items

➔ How does the document creation interact with processing of Work Package or Work Item?

➔ Who is responsible for the document creation?

➔ Where will the documents be stored?
Solution Documentation and Requirements, Work Packages, Work Items

- Functional Process owner
- Architect
- Developer/Consultant

Processes

Process Step Library

Executable Library

Development Library

Configuration Library

Dashboard

Rejected → Draft → Approved

Requirements

Description
Scope and release from DESIGN to DEVELOPMENT branch

Release of relevant solution documentation elements between Design and Development branch is done automatically by Work Package when handing over to development.

Work Package point now to development branch.

Work Item picks the scoped documentation scope and adjusts or creates additional documentation.
What can go wrong?

➔ I do not see the whole process in development branch but just few process steps. Where is the rest?

➔ I am not able to upload configuration document for my structure. Why?

➔ I am not able to upload technical document. Why?

➔ In my test plan, I do not see my test cases which I have created at process step original or reference. Why is it not provided?

➔ I am not able to release my Work Items

➔ I cannot edit documentation in development branch
Solution Documentation KPI

➔ Do I get the information **which documents** are **required**?

➔ What is the right document **processing status** for particular Work Package or Work Item status?
Solution Documentation KPI

Document KPI

- Functional specification availability
- Single functional test case availability

Work Package

- Rejected
- Created
- Completed
- Scoping
- Productive
- Postponed
- Handed over to release
- Scope finalized
- Successfully tested
- To Be developed
- To be tested
- Scope change
Solution Documentation KPI

Document KPI

- Functional specification availability
  
- Single functional test case availability

Work Package

- Functional Specification
  - Created
  - Completed
  - Productive
  - Handed over to release
- Interface Specification
  - Scoping
  - Scope finalized
  - To be developed
  - Successfully tested
  - To be tested

- In Progress
  - Review
  - Released
- Postponed
- Rejected
- To Be developed

Solution Documentation KPI

Document KPI

- Functional specification availability
- Single functional test case availability

Work Package

- Functional Specification
  - In Progress
  - Review
  - Released

- Interface Specification
  - In Progress
  - Review
  - Released

- Scoping
  - Created
  - Scoped
  - Postponed
  - To Be Developed

- Scope Finalized
  - Completed
  - Productive
  - Handed over to release
  - Successfully tested
  - To be tested
Solution Documentation KPI

Document KPI

Functional specification availability

Single functional test case availability

Work Package

- In Progress
- Review
- Released

Functional Specification
- Scoping
- Scope finalized
- To be developed

Interface Specification
- Successfully tested
- Completed

Scope change
- Postponed
- Rejected
- Created
- Productive
- Handed over to release
- To be tested
Solution Documentation KPI

Document KPI

- Functional specification availability
- Single functional test case availability

Work Package

- In Progress
- Review
- Released

Functional Specification
- Scoping
- Scope finalized
- To Be developed
- Successfully tested
- Completed
- Productive
- Handed over to release
- To be tested
- Postponed
- Rejected

Interface Specification
- Test Case
Solution Documentation KPI

Document KPI

- Functional specification availability
- Single functional test case availability
- Technical specification availability

Work Package

- Functional Specification
  - In Progress
  - Review
  - Released
- Interface Specification
- Test Case

Work Item

- Technical Specification
  - In Progress
  - Review
  - Released
- Configuration Guide

Scoping
- Created
- Postponed
- To Be developed
- Handed over to release
- To be tested

Scope finalized
- Successfully tested

Scope change
- Completed

To Be developed
- Withdrawn
- In Development
- To be tested
- Successfully tested

In Progress
- Review
- Released
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Document management focus in Requirement to Deploy

**Delta information for Focused Build SP02, SP03 + SP04 in solution documentation**

What can go wrong?
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Document management focus in Requirement to Deploy

What can go wrong?

Delta information for Focused Build SP02, SP03 + SP04 in solution documentation
What can go wrong?

➔ I do not see the whole process in development branch but just few process steps. Where is the rest?

Reason

You forgot the initial requirement which shall be used to enable the whole process in the development environment and focused probably just on the fit & gaps.

Solution:

1) Go back to design branch
2) Create a Work Package at the business process level
3) Select a diagram of the business process (if available) and take over all process steps and interfaces from this diagram as scope of your Work Package. Alternatively use the structure scope button and assign all relevant process steps and interfaces from this business process.
4) Assign all relevant documentation you want to take into development branch for the process steps and interfaces.
5) Select scope tab and create one or several Work Items and distribute relevant documentation to them.
6) Hand over the Work Package to development.
What can go wrong?

➔ I am not able to upload configuration document for my structure. Why?

Reason

There is no configuration unit assigned to the selected structure

Solution:

1) Navigate to SOLDOC (from Work Package/Work Item) and assign an existing configuration unit
2) Go back to your Work Package or Work Item and repeat the document creation

Alternatively:
1) Start document type administration
2) Select document type you defined as configuration document
3) Maintain the document type usages (Business process, Process step <Ref> or <Org>)
What can go wrong?

➔ I am not able to upload technical document. Why?

Reason

There is no technical object like transaction or development object assigned to the selected structure.

Solution:

1) Navigate to SOLDOC (from Work Package/Work Item) and assign an existing executable or development to the process step reference
2) Go back to your Work Package or Work Item and repeat the document creation

Alternatively:
1) Navigate to SOLDOC (from Work Package/Work Item)
2) Select process step reference and navigate to the step library
3) Assign existing executable or development to the process step original
4) Go back to your Work Package or Work Item and repeat the document creation
What can go wrong?

➤ In my test plan, I do not see my test cases which I have created at process step original or reference. Why is it not provided?

Reason

The attribute “Test Case Assignment Type” is maintained at the business process or scenario level with the value “Exclusive”.

Solution:

1) Navigate to SOLDOC (from Work Package/Work Item)
2) Select appropriate structure element(s) and change the value from “Exclusive” to “Additive”
3) Save your change
What can go wrong?

➤ I am not able to release my Work Items

Reason

1) There are not released documents in scope of your Work Item
2) The structure or documents are showing conflicts

Solution:

1) Search in your Work Item for not released documents
2) Select the documents and change their status to “Release”
3) Check if your structures or documents are in conflict with current production branch
4) In case there are conflicts, jump to SOLDOC and resolve the conflicts
What can go wrong?

➤ I cannot edit documentation in development branch

Reasons

1) Your User/Business Partner has no valid and open Work Item assigned
2) Your user is assigned to more than one Business Partner

Solution:

1) Navigate to the Details tab and Assign your business partner to the Work Item.
2) Please check how many Business Partners are assigned to your user ID (transaction BP).
   Ensure the role Employee of the Business Partner has to have assigned the correct user ID.
   Delete the obsolete Business Partners.
Support package details
Work Packages, Work Items scoping

What is new in SP02 for Focus Build in documentation area?
Process Management – new with Focused Build SP2
new elements in dropDocs

Application
dropDocs integration to Work Package and Work Item

Feature details
• Availability of process diagrams with assignment possibility
• Visibility of process variant documentation such as process descriptions, test cases and diagrams

Use Case
Simplified handling of process steps used in a diagram and their assignment to Work Package.
Reflection of process variants and their documentation through dropDocs.
Process Management – new with Focused Build SP2

Document handling

Application

dropDocs integration to Work Package and Work Item

Feature details

• Corrections on Document KPI (now available for all assigned structures)
• Maintenance of Owner and Responsible for documents and test cases
• Status based email notification for documents

Use Case

Simplification of access to owned or documents in progress through MyDocuments app.

Better tracking of changes on documents by mail notification.
**Process Management – new with Focused Build SP2**

**test management integration**

**Application**

dropDocs integration to Work Package and Work Item

**Feature details**

- Availability of test steps in drop area
- Test management attributes “Additive” and “Exclusive” and their impact on test case visibility in dropDocs is integrated into drop area

**Use Case**

Test steps can be assigned to the Work Package and Work Item as relevant test cases.

Selectivity of just those test cases which will finally be visible in test plan generation.
Process Management – new with Focused Build SP2

Work Package scoping

Application

dropDocs integration to Work Package and Work Item

Feature details

• Detection of deltas in documentation when the Work Package is set to status “Scope extension”

• Possibility to automate the release of executables, developments and configuration units when handing over to development branch

Use Case

Scope extension and detection of relevant documentation and easy release of technical objects.
Work Packages, Work Items scoping

What is new in SP03 for Focus Build in documentation area?
Process Management – new with Focused Build SP3
Conflict display in dropDocs

Application
dropDocs integration to Work Package and Work Item

Feature details
• Display of conflicts on structure level
• Visibility of conflicts at element level in drop area
• Navigation through the conflict rating into SOLDOC with possibility to fix the conflicts.

Use Case
Visibility of conflict situations coming from concurrent editing of the same elements in different branches.
Process Management – new with Focused Build SP3
Auto–creation of required documents

Application
dropDocs integration to Work Package and Work Item

Feature details
• Auto-creation of required documents based on document KPI definition
  • For new Work Packages/Items
  • In case new structures will be assigned
  • Appear just for structures which does not have required documents

Use Case
Simplification of document creation. With the maintenance of person responsible for the document the document processing can be simplified (usage of MyDocuments)
Work Packages, Work Items scoping

➤ What is new in SP02 for Focus Build in documentation area?

➤ Details
New elements in dropDocs
Diagram assignment
Diagram assignment

- Diagram gets visible in the assignment list for business process
Diagram assignment

- Diagram gets visible in the assignment list for business process
- Diagram can be opened and displayed directly from the assignment list
Diagram assignment

- Diagram gets visible in the assignment list for business process
- Diagram can be opened and displayed directly from the assignment list
- Assignment of a diagram for the Work Package selects also all diagram relevant process steps and interfaces
New elements in dropDocs

Process variants
Process variants

- Visibility of process variant assignments in dropDocs like:
  - Diagrams
  - Documents
  - Test cases

- Highlighting the process variant assignments by a dedicated icon

- Possibility to assign process variant specific assignments to the Work Package
New elements in dropDocs
Test steps
Test steps

- Visibility of Test steps in dropDocs
- Possibility to jump into the Test Step Designer
- Possibility to assign Test steps to the Work Package
Document handling in dropDocs

Maintenance of Owner and Responsible
Multi-selection of documents for attribute change

Changes of the attribute:
- Owner
- Responsible
Work Package Work Item
Document KPI
Documentation KPI

WorkPackage/WorkItem document rating is showing the status of all Overall KPIs as a summary. It is following the worst case principle.

Overall KPI rating shows a summary of all defined KPIs for all relevant structure ratings. You can define, if the KPI will be summarized by following worst or best case principle.

KPI rating per structure element shows which document types are required for which structure level. The rating is dependent on the document status in relation to WorkPackage/Item status. You can specify the concurrent document types per KPI.
Mail notification
Mail notification

- Generation of a mail notification when a specific document type reaches defined status.
- Mail notification to:
  - Owner
  - Responsible
Document handling in myDocuments
myDocuments: Owned by Me

- Selection of documents which are:
  - Owned by me
  - Processed by me

- “Owned by me” presents selection of documents for which your user is assigned as owner
  - Created by you
  - Assigned to you as owner
The selection of a document opens a new UI which provides visibility of all active document versions in all branches.

- Possible activities:
  - Upload new version for selected document version*
  - Download of selected document version (by clicking on the document title)
  - Change status for selected version*
  - Navigation to solution documentation

*activities possible just for branches which are not change controlled
myDocuments: Processed by Me

- Selection of documents which are:
  - Owned by me
  - Processed by me

- “Processed by me” presents number of documents processed by you as last changing person per branch.
myDocuments: Owned by Me

The selection of a branch opens a new UI which provides visibility of all active document versions in all branches.

- Possible activities:
  - Upload new version for selected document version*
  - Download of selected document version (by clicking on the document title)
  - Change status for selected version*
  - Navigation to solution documentation

*activities possible just for branches which are not change controlled
Test Management integration
Test management attributes and document visibility
The test management setting about the test case assignment have now impact on the visibility of test case documents in dropDocs area in Work Package and Work Item:

- **Exclusive:** just test case documents assigned to the selected structure will be displayed.

- **Additive:** in addition to locally assigned test case description, the test case documents from libraries will be displayed.
Work Package **scoping**

Object release between Design and Development branch
You can specify in a dedicated customizing if executables, developments and configuration units shall be automatically released to the development branch.

If the Work Package relates to a structure (here Business Process and Process step reference) where transactions, configuration units and developments are assigned, the objects will be automatically released to development branch by creation of Work Item.

The default customizing for the tree elements is “active”.

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Work Package **scoping**
Scope extension: delta detection for selected structures
In case the scope of an approved Work Package has to be extended (status “Scope extension”), you can make use of the “Content changes” button to detect deltas in documentation.

This button will display all new or changed documents for Work Package relevant structures.

Selection of the elements will extend the documentation scope of your Work Package.
Work Packages, Work Items scoping

➔ What is new in SP03 for Focus Build in documentation area?

➔ Details
Conflict display in dropDocs
Structures and assignments
Conflicts for structure and assignments are getting visible:

- Green: “Element is unchanged”
- Yellow: “Element has changes” + "Potential conflicts"
- Red: "Element has conflicting changes"

By click on conflict, jump into SolDoc with conflict resolution possibilities
Redesign of Structure Scope Popup
Redesign of Structure Scope Popup

- Scope popup adjusted to other in Focus Build used scope selection popups.
Auto creation of missing documents
Auto creation of missing documents

- Document KPI related check for missing documents per relevant WP structure
- Creation of documents when:
  - Initial entering the Work Package
  - Assigning new structures
Auto creation of missing documents

- Document KPI related check for missing documents per relevant WP structure
- Creation of documents when:
  - Initial entering the Work Package
  - Assigning new structures
- Possibility to activate/deactivate the auto creation
- Possibility to customize:
  - Document prefix
  - Title option
Deletion of documents
Deletion of documents

- Case dependent deletion or un-assignment of documents from:
  - Work Package
  - Work Item

- Use case dependent information on deletion popup:
  - Red: Document is used in other WP/WI, the document is deleted in all WP/WI used.
  - Yellow: Document cannot be deleted, only an un-assignment is possible.
  - Gray: Document will be used in other WP/WI and is not assigned!
Improvements on:
KPI Current State
KPI Current State

Simplification of the display of concurrent document types by pop over:

- Overall status
- Structure related
Related documents
“Work Package” and “Work Item” for structures and assignments
“Work Package” and “Work Item” for structures and assignments

- Work Packages and Work Items are now visible for:
  - Process structures and library elements
  - Structure assignments like documents
Simplification of the menu bar for attachments
Simplification of the menu bar for attachments

Today

SP03:
for all attachments
tabs
Work Packages, Work Items scoping

What is new in SP04 for Focus Build in documentation area?
Process Management – new with Focused Build SP04
Composite interface and Test scripts

Application
dropDocs integration to Work Package and Work Item

Feature details
• Possibility to address composite interfaces in Requirement, Work Package and Item
• Visibility of test scripts (CBTA) and recognition for KPI rating (CBTA + Test Steps)

Use Case
Completing of coverage solution documentation objects, which can be handled by Focus Build.
Process Management – new with Focused Build SP04

Scope and structure scope popup

Application

Solution Documentation “Scope” integration into Requirement to deploy and process scope popup harmonization.

Feature details

• Possibility to select solution documentation “Scope” on the process scope popup. This is impacting the displayed content.

• Storage of the “Scope” information to all selected structures on the scoping popup and in the process assignment area.

Use Case

Simplification of structure assignments and project selection for projects with assigned Solution Documentation “Scope”.

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Process Management – new with Focused Build SP04

Availability of dropDocs

Application

Availability of documentation tab for additional CRM transaction types:
- Request for Change
- Standard/urgent change
- Defect correction

Feature details

- Possibility to access and change documentation.
- No impact on KPI rating

Use Case

Unification of UI design for additional CRM transaction types.
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Visibility of test configuration
- Possibility to assign CBTA scripts
- Ability to open the CBTA script
- KPI reflection for CBTA and Test Steps

Composite Interface handling

Process Management “Scope” in Focused Build

Availability of dropDocs for additional CRM transaction types

Unification of Structure Scope Popup

Unification of popups in dropDocs

Additional impacts on “Exclusive” and “Additive” (test management attributes) on displayed content
Visibility of test configuration
Assign, open and KPI
Visibility of test configuration
Visibility of test configuration

- Beside test step it is also possible to see and select as relevant test configuration scripts.
- Click on the script name leads directly to the script application (CBTA) where the details can be displayed.
- By additional configuration of KPI framework, the test configuration and test steps are also considered by the KPI for test case availability.
Composite Interface handling
Composite Interface handling

- Composite interface is visible for Creation of Requirements and Work Packages
- Work Item will in addition also display all interfaces which has been used in the composite interface. This allows the developer/consultant to access also the technical documentation stored for the included interfaces.
Process Management “Scope” in Focused Build
The availability of scope selection on the “assign structure” popup allows reduction and thus simplification during relevant structure search.

The scope information is stored per assigned structure element on the “assign structure” popup and in the assignment block of Work Package and Work Item.
Availability of **dropDocs** for additional CRM transaction types
Availability of dropDocs for additional CRM transaction types

- Availability of dropDocs for Request for Change allows the scoping of structures and already available documents. The specification of planned changes can be documented on tab Attachment.
Unification of Structure Scope Popup
Unification of Structure Scope Popup

The structure scope popup has been unified across all functionalities. The popup allows to search for appropriate structure by:

- expanding the hierarchy tree; you can open the solution hierarchy and select from process or library area.
- by list selection; allowing selective search for allowed object (from library) or structure (process area)
Unification of popups in dropDocs
The behavior of all popups in dropDocs has been unified. The names of visible buttons has been standardized so that after an action on the popup the button “Cancel” is changed to “Close”.
Additional impacts on “Exclusive” and “Additive” on displayed content
Additional impacts on “Exclusive” and “Additive” on displayed content

The test attribute “Exclusive” and “Additive” maintained on business process or scenario has now impact on the warning visibility in drop area.
Work Packages, Work Items scoping

What is new in SP05 for Focus Build in documentation area?
Process Management – planned with SP05
Composite interface and Test scripts

Application
dropDocs integration to Work Package and Work Item

Feature details
• Improvements on structure assignment popup
• Language recognition on documentation tab
• Performance improvements for document handling and KPI

Use Case
Visibility of already scoped structures on structure assignment popup and visibility of maintained languages and translations.
Thank you.