Focused Build for SAP Solution Manager 7.2 (SP6)
Process Management and Modelling

RIG, Customer Experience & Solutions,  SAP SE
June 2020
Disclaimer

This presentation outlines our general product direction and should not be relied on in making a purchase decision. This presentation is not subject to your license agreement or any other agreement with SAP. SAP has no obligation to pursue any course of business outlined in this presentation or to develop or release any functionality mentioned in this presentation. This presentation and SAP’s strategy and possible future developments are subject to change and may be changed by SAP at any time for any reason without notice. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. SAP assumes no responsibility for errors or omissions in this document, except if such damages were caused by SAP intentionally or grossly negligent.
Agenda

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-SP06 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
Agenda

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-SP06 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.
Agenda

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-SP06 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.

Scopes
allowing focusing on a subset of solution documentation.

Sandbox
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

---

**Production**

PRD

- As-is solution
- To-be solution

**Maintenance**

DEV & QAS

- As-is solution
- To-be solution

**Fix & Enhance**

Innovate

= Locked

= Change controlled

© 2019 SAP SE or an SAP affiliate company. All rights reserved.
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

- **Production**
  - Production branch: PRD

- **Operations**
  - Operations branch: PRD

- **Maintenance**
  - Maintenance branch: DEV & QAS

= Locked
= Change controlled
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

= Locked
= Change controlled
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
Branch content: Re-use concept with Libraries

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.
Document type basic setup

Minimum documentation standards and their typical usage:

Business process description
Functional specification type WRICEF
Functional specification type Interface
Configuration guide
Technical design
Functional integration test case description
Single functional test case description

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)
Agenda

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-SP06 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
Name conventions – End to End Processes

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

$\textit{Step:}$  
Consists of verb and noun. Optionally further details are possible.  
$<\textit{verb} + \textit{noun}> <\textit{optional: further details}>$

- Create sales order
- Create sales order from quotation
- …
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).

Automatically organized in Application Component Hierarchy
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
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.
 Agenda

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 in solution documentation
Solution Documentation and Requirements, Work Packages, Work Items

➔ What is a solution documentation **scope**?

➔ **Scope** in Focused Build
What is a solution documentation scope?
What is a solution documentation **scope**?

<table>
<thead>
<tr>
<th>Definition of content visibility for specific group of interests or based on area.</th>
<th>Allows focussing for certain area during reporting tasks.</th>
<th>Represents the documentation <strong>scope</strong> of a project.</th>
<th>Build test plan scope based on the solution documentation <strong>scope</strong>.</th>
<th>Considers certain structure areas for export or information exchange with other tools.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The <strong>scope</strong> selection can be further specifically adjusted by use of filtering capabilities in list and column browser.</td>
<td>Can be extended by additional filtering criteria like customer attributes.</td>
<td><strong>Scopes</strong> can be assigned directly to the project on the Solution Documentation tab.</td>
<td>The <strong>scope</strong> provides all selected processes and library elements including test relevant objects like manual or automated test cases and test steps.</td>
<td></td>
</tr>
</tbody>
</table>

**Documentation** | **Reporting** | **Project** | **Test suite** | **Export/API**

---

**Scope**

Specifies areas in business process structures and includes automatically (default setting) all library elements.
What is a solution documentation scope?

The diversity of documentation in a branch... can be simplified by a public scope definition. Scope can be further used to specify documentation focus for a particular project. Test plan can be created based on a scope.
Scope in Focused Build
Scope in Focused Build: procedure

Upload Best Practice content

Upload of applicable Best Practice content into Import branch.

Relevant content can be released into the design branch and thus initially prepared for discovery workshops.

Define documentation scopes

Using standard transaction for solution documentation to create public scopes.

These scopes can represent documentation scope for a project or group of scenarios and processes from one area (e.g. Finance, Logistics).

Define projects

Define all relevant projects.

Assign scopes to the appropriate project

Assign the solution documentation scope(s) to the appropriate project.

The relation can be:
- one scope to one build project. This allows later the direct relation of Requirements to a build project
- Several scopes to one build project

Run discovery workshops

Start transaction SOLDOC and select a scope corresponding to the workshop focus, make changes to the solution documentation content and document Requirements.
In case another scope is affected, you can change the scope and select structures from there. The additional scope will be saved together with corresponding selected structure in the Requirement.

Solution documentation can be extended just within the scopes which has been assigned to the requirement.
Scope in Focused Build: procedure

- Run discovery workshops
- Detect and create Requirements
- Extend the documentation scope (optional)
- Create Work Packages
- Create Work Items

Solution Documentation

- HR
- Logistics
- Finance

Scope

- Project scope: HR
- Project scope: FI

Requirements

- n:m

Work Package

- 1:n

Work Item

- Automated project detection based on available scope attribute

Assigned structure
- Scope attribute
  - HR

© 2019 SAP SE or an SAP affiliate company. All rights reserved. | PUBLIC
Scope in Focused Build: Result

Run discovery workshops
Scope in Focused Build: Result

Advantages

➔ Possibility to assign process management content (scope) to a project (1 : 1 or many : 1)
➔ Possibility to assign scope to Requirement (1 : 1 or many : 1)
➔ Simplification in project search for Work Packages by already assigned scopes
➔ Reduction of solution documentation content to project relevant scope when extending work package documentation scope (Assign Structure(s) popup)
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

Dashboard

Rejected  Draft  Approved

Protected

Process Step Library

Executable Library

Development Library

Configuration Library

Requirements

Description
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
Solution Documentation KPI

Document KPI

Functional specification availability

Single functional test case availability

Work Package

- Created
- Rejected
- Postponed
- To Be developed
- To be tested
- Successfully tested
- Handed over to release
- Productive
- Completed
- In Progress
- Review
- Released
- Functional Specification
- Interface Specification
- Scoping
- Scope finalized
- To Be developed
- Successfully tested
- Handed over to release
- Productive
- Completed
- In Progress
- Review
- Released
- Functional Specification
- Interface Specification
- Scoping
- Scope finalized
- To Be developed
- Successfully tested
- Handed over to release
- Productive
- Completed
Solution Documentation KPI

Document KPI

- Functional specification availability
- Single functional test case availability

Work Package

- In Progress
- Review
- Released
- Functional Specification
- Interface Specification
- Created
- Rejected
- Postponed
- Completed
- Productive
- Handed over to release
- Successfully tested
- To be tested
- Scoping
- Scope finalized
- To Be developed
Solution Documentation KPI

Document KPI

- Functional specification availability
  - [ ]
- Single functional test case availability
  - [ ]

Work Package

- Functional Specification
  - Created
  - Rejected
  - Scoping
  - Postponed
  - To Be developed
- Interface Specification
  - In Progress
  - Review
  - Successfully tested
  - Completed
  - To be tested
  - Handed over to release
  - Productive
  - Scope finalized
  - Successful
Solution Documentation KPI

Document KPI

- Functional specification availability
- Single functional test case availability

Work Package

- In Progress
- Review
- Released

Functional Specification
Interface Specification
Test Case

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

Document KPI

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

Work Package

- Functional Specification
- Interface Specification
- Test Case

Work Item

- Technical Specification
- Configuration Guide
Agenda

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-SP06 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

RIG, Customer Experience & Solutions, SAP SE
July 2020
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.
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)
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”.

© 2019 SAP SE or an SAP affiliate company. All rights reserved.
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.
What is new in SP05 for Focus Build in documentation area?
Process Management – planned with SP05
Improvements and language recognition

**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.
What is **new in SP06** for Focus Build in documentation area?
Process Management – new with Focused Build SP6
Status change for Test Step and structure related activities

Application
dropDocs integration to Work Package and Work Item

Feature details
- Un-assign of structures in Work Package and Work Item
- Move of structures incl. assignments between Work Items
- Status display and direct status change for Test Steps

Use Case
Quick changes on Test Step status through Work Package and Item as well as harmonized un-assignment of structures and documents.
Simplification of move structures between Work Items.
Thank you.