

SAP Activate Methodology

A customer's guide to the four phases of the SAP Activate methodology and the key customer actions taken in each phase

Brought to you by the [SAP SuccessFactors Services Team](#)

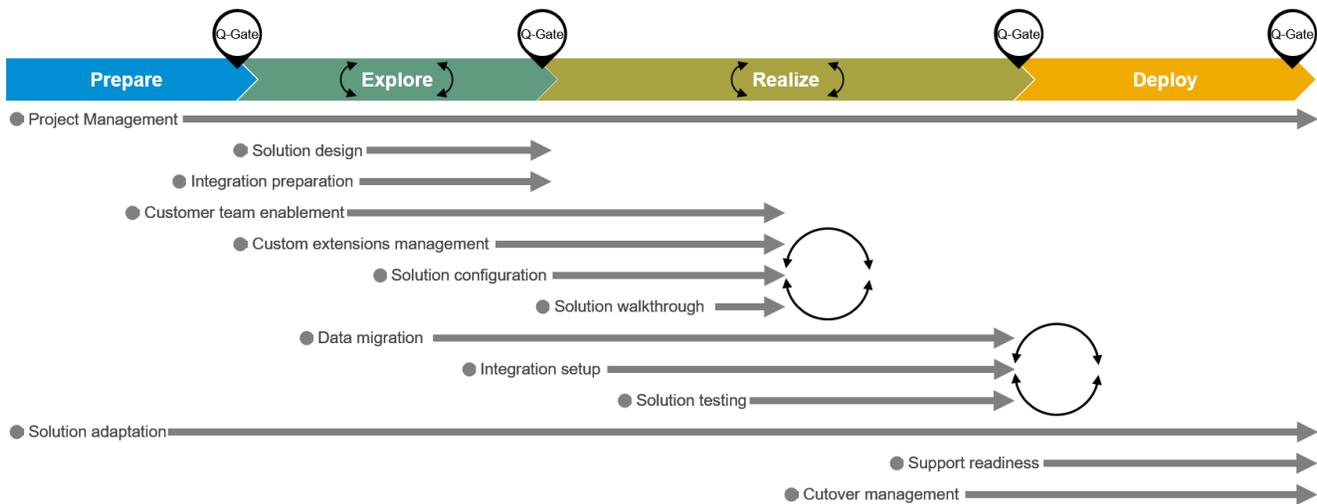
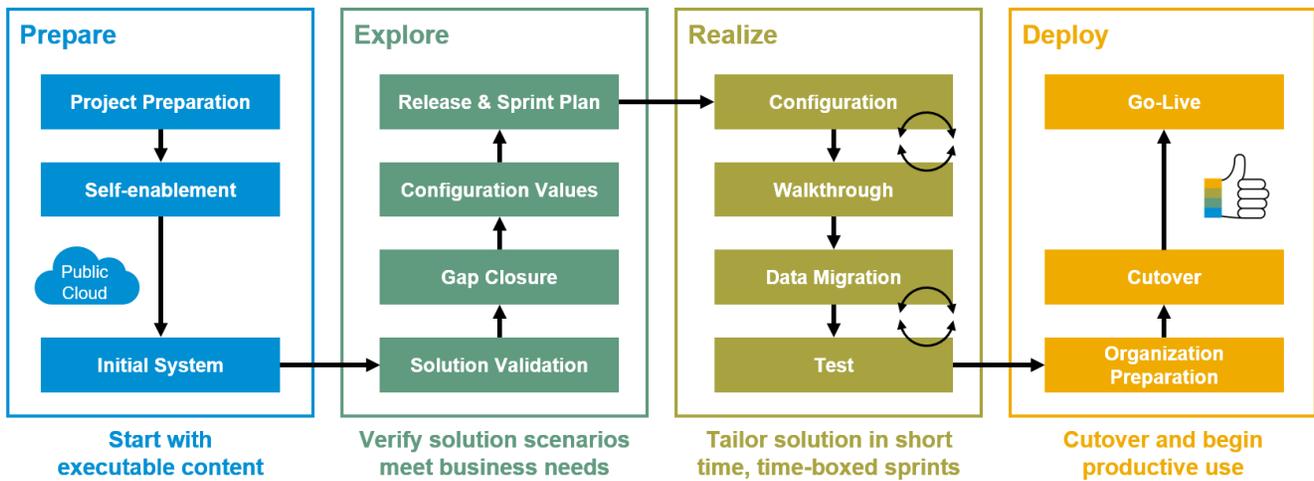
CUSTOMER



SAP SuccessFactors takes a unique and cost-effective approach to implementation. We provide focused, short-term implementation services designed to assist our Customers with the development and execution of the implementation plan. Our process is designed to leverage Customer resources and empower them through effective knowledge transfer.

The SAP Activate implementation methodology consists of a set of tools, templates and processes to support our Customers and Consultants. The methodology is flexible to accommodate all SAP SuccessFactors modules and project complexity ranging from a small pilot all the way to a large complex transformation. Throughout the implementation there are key milestone reviews where Customer acceptance is required before moving on to the next phase in the implementation process.

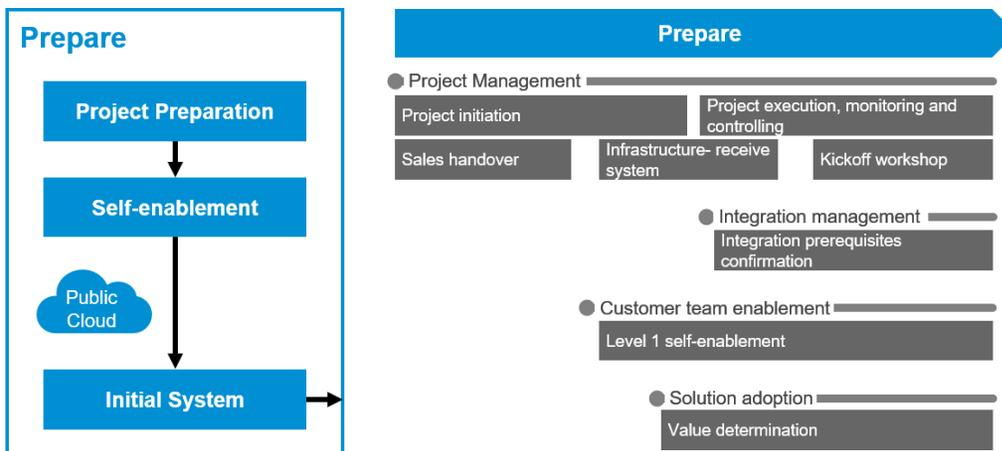
The methodology consists of the following four phases:



PREPARE

The old saying "Measure twice, cut once!" certainly applies to the Prepare phase. During this phase the project team conducts the initial planning and preparation activities to get the project started optimally:

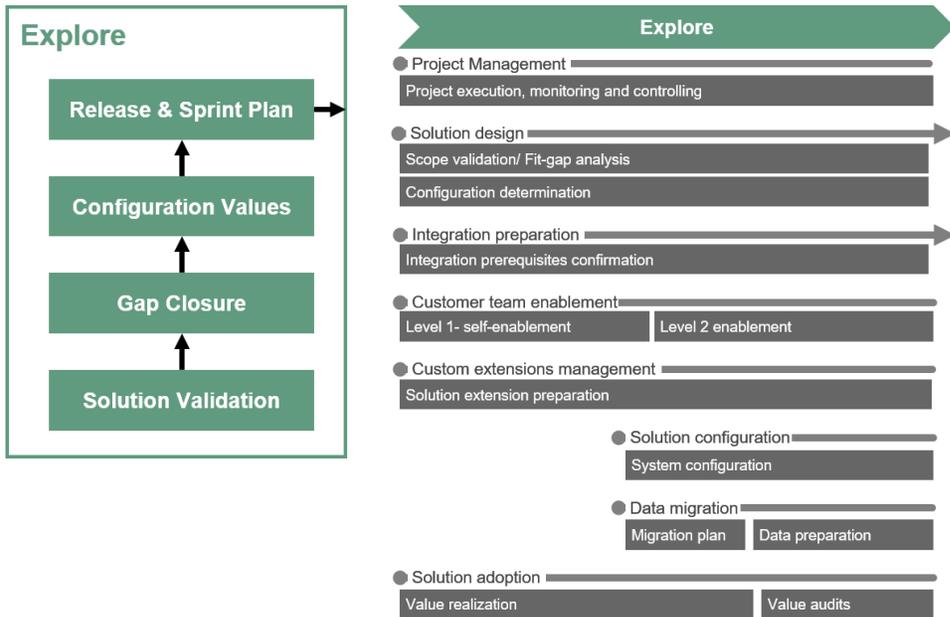
- Define project goals, a high-level scope, and a project plan
- Establish project standards, organization and governance
- Define roles and responsibilities for the project team
- Establish project management, tracking, and reporting mechanisms for value delivery
- Begin project team self-enablement
- Gain access to the cloud system
- Develop the project launch plan
- Begin developing the strategy for communications/change management, testing, and end-user support strategy.
- Identify points of contact for Change Management, Testing, Communications, and Support.
- Prepare for the Explore phase



EXPLORE

In the Explore phase, the project team reviews the solution scenarios to verify that business requirements can be met within the boundaries of the solution and project scope. During this process, configuration values are identified. Key tasks include the following:

- Continue Customer team enablement
- Identify master data and organizational setup requirements
- Identify and define configuration values
- Review data requirements and begin data cleansing
- Prepare for migration from legacy system as required
- Prepare for data integrations to/from other systems as required



REALIZE

The Realize phase encompasses taking the plans and requirements determined in the Explore phase and applying them to the system. The key Realize activities include the following:

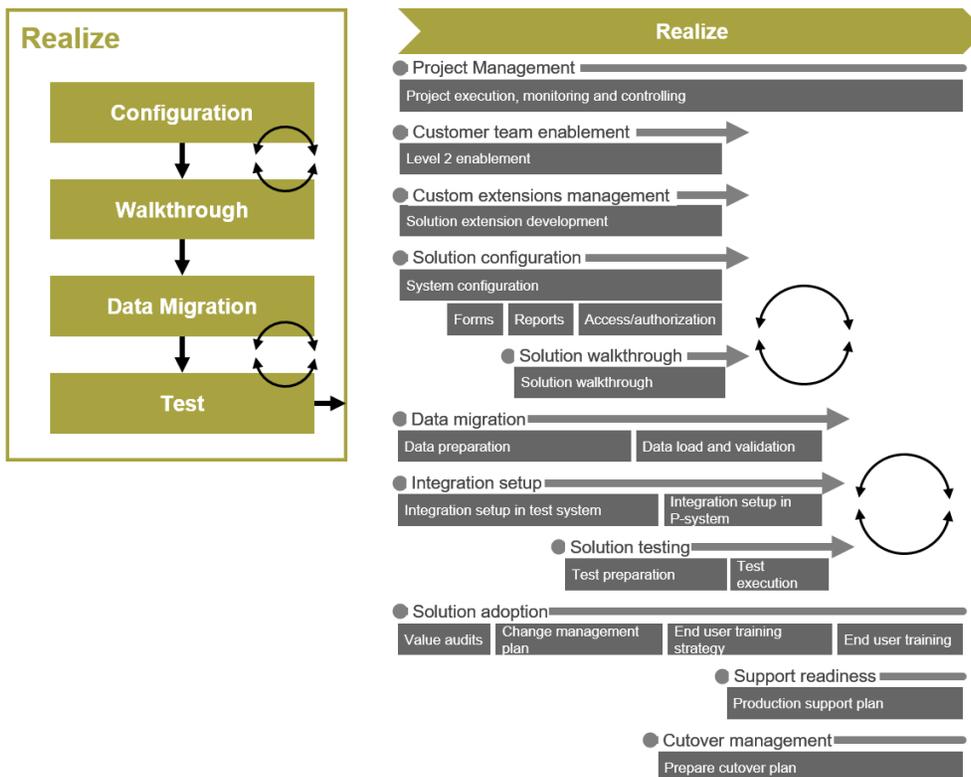
- Customer team will work with SAP Consultants to refine configuration decisions
- Customer team will load data to perfect your data imports
- Data integrations will be built and deployed
- Customer team will prepare test scripts for the next phase

At the end of this phase the Customer team will sign off on the system configuration. SAP SuccessFactors has found, based on thousands of successful implementations, that thorough testing of each component of the system is a key ingredient for the success of the project.

During this phase, the project team will test:

- Data to verify accuracy and relevance for reporting
- System generated emails
- System set up parameters including login IDs, passwords, and other security provisions
- Dashboards and other reporting tools
- Migration of data from source systems into SAP SuccessFactors
- Integration with other systems

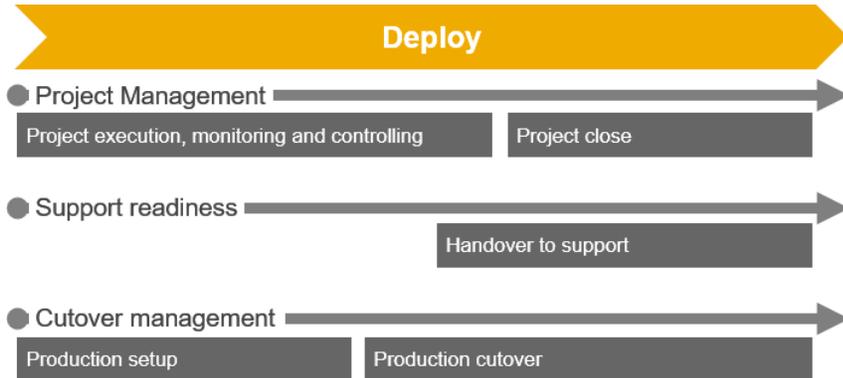
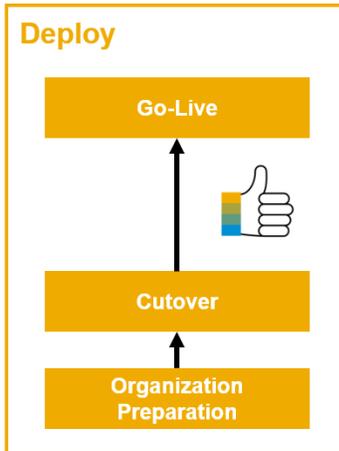
Also during this phase, the Customer will begin to execute the early stages of a communications/change management plan. The Customer will also prepare training materials for end-users. Individuals assigned as system administrators should schedule Administrator Training during this period.



DEPLOY

During the Deploy phase Customers will be putting the final touches on the SuccessFactors solution in preparation for the system launch. This includes:

- Executing the communication/change management plan
- Sign the Deploy Quality Gate
- Meeting and learning about the Customer Success Organization



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