SAP DEVELOPMENT PROJECTS - APPENDIX D

Reference Number	Project	Description	Benefits	Status Update	Resources Required	External Costs	Process Owners	Priority	Target Date
CR70845	IFRS / Capital	The Councils accounts need to be IFRS (International Financial Reporting Standards) compliant (a statutory requirement). This requires SAP developments to ensure that the capital assets functionality works correctly. Failure to comply with IFRS would result in the Councils accounts being qualified. The Corporate Finance team will be able to upload masses of data automatically.	> IFRS Statutory Compliance > Provides IFRS Reporting > Accurate, timely information to assist with the management of assets > Enhanced reporting on the depreciation of assets > Automation of data entry which is efficient and improves data quality in SAP	The requirements for IFRS compliance have been defined and agreed by Corporate Finance and Logica. Logica have carried out the necessary developmental work and the configuration has now been tested by Corporate Finance. The next step is for Logica to provide knowledge transfer to Corporate Finance to enable the mass upload of data and processing of reports. Near Completion	Super User Finance SAP Support Team Logica *Project Phases Required:-* > Knowledge Transfer > Final Testing > Sign Off	10,000.00	Michael Hudson Matthew Tiller	Very High	2011/2012 Due to be complete by Mid April 2011
CR70968	Publication of organisational Charts and Information on MSS	The organisation charting software (OrgPublisher) that was purchased at the same time as SAP is regularly used by HR business partners, but has not yet been made available to managers through MSS. Development of OrgPublisher and other helpful functionality in MSS would provide significant benefits to managers and also encourage them to use SAP more effectively. OrgPublisher will also deliver detailed, navigable corporate structure charts to all SAP users via the SAP Portal. This can be combined with a number of other tools/data sources to replace numerous contact databases/systems, providing a single, easy to use view of the Council's structure. With the numerous changes created by organisational restructuring and requirement to have an up to date view of the structures org publisher will provide the right data at the right time, this will assist with being able to turnaround changes promptly.	> Targeted organisational charts available to all managers via the SAP portal > Easy access to visual display of structures and information > Enables better decision making around re-structures or team reorganisation and identifying data which needs to be cleansed > Enhanced functionality available to HR team, including 'drag and drop' structure changes and 'what-if' modelling > ESS users able to access data about their teams - security config prevents access to inappropriate data/structures > Replace current, unintuitive, search facility (Who's Who) > This provides the mechanism to meet Government open data requirements to publish an online structure chart	Further developments have been carried out and are currently being tested. Logica are providing a date for some technical support which is required prior to publishing the basic solution. The SAP Support Team have visited another authority where the org publisher functionality is more sophisticated and advanced. These features will be explored further once the basic solution has been implemented	Logica SAP Support Team Technical Other local authority expertise Project Phases Required:- > Technical support Logica > Development Testing > User Acceptance Testing > Sign Off > Training > Launch	5,000.00	Barry Pirie Steve Perry Jacqui White Liz Creedy	Very High	2011/2012 2 month project

NEW	SAP REPORTING	Getting optimal value out of SAP relies on utilising reporting capabilities to their best advantage. A review of reporting is required to ensure full value-add is achieved, consistently across SAP user groups in the most VFM manner. At present changes to reporting are ad hoc and unstable, inefficient work around have developed. This project would coordinate the approach to reporting, identifying needs and solutions whether it be a requirement for more BI resource, Query training or access to another reporting solution.	> Focus and prioritise reporting resources to enable much needed MI to be delivered efficiently and effectively
			> Reduce reliance on Access databases (currently unsupported) and excel
			> Utilise proper functionality within SAP
			> Have clear consistent approach across the council to maximise VFM
			> Be able to respond more efficiently to requests from senior management, politicians and for FOI
			Examples of reporting needs which would be addressed:-
			  >aged debt reporting by budget area
			  > Various procurement (SRM) reports showing vendor name not just number
			  >, Activity analysis for processing teams to set/monitor KPIs
			  > cost centre analysis on procurement reports
			  > Activity analysis by buyer and requisitioner
			  > Org establishment reporting
				SAP reporting is ad hoc at present with no single project to co-ordinate or ensure there is a consistent approach. There is limited BI resource in the Sap support team and the opportunities of SAP are not being fully exploited	Super User Finance, SRM, HR, PAY
					SAP Support Team
					Logica
					3rd party provider(s)
					
					Solution Requires:-
					> Blueprint
					> Development
					> Development Testing
					> User Acceptance Testing
					> Sign Off
					> Publishing
					> Training
						50,000.00	Michael Hudson
							Matthew Tiller
							Jacqui White
							Caroline Bee
							Barry Pirrie
							Steve Perry
								Very High	2011/2012
									6 month project

NEW	SAP / Line of business Interfaces - **Review**	The whole suite of interfaces also requires a review to identify where further process/data handling improvements can be made, effectively removing the inefficiencies associated with duplicated manual input of data. These interfaces are listed below: Amend Revenues and benefits interfaces (Housing Benefit, Council Tax and NNDR) to bring them in line with the one system. Introduce unfinished interfaces, for instance CTAX payments North, to reduce double keying. GVA / Galaxy interface to accounts payable Improve Civica interfaces to reduce time spent correcting failed files.	> Reduced risk of negative press/ exposure to legal action for the Council - for instance Housing Benefit payments being sent late > Improved service to corporate customers and reduction in delayed payments to suppliers - for instance payments to taxi drivers > Less manual invervention and duplicate data entry required which therefore reduces the risk of incorrect data being entered and improves processing time and efficiency > Improve data quality & completeness in Revs and bens systems	There are currently 30 interfaces, many of them highly visible and business-critical (such as Housing Benefit payments), between SAP and existing line-of-business systems. There are opportunities to review the operation of these interfaces, consolidate e.g. revs and bens and implement further interfaces e.g. Galaxy - Libraries	SAP Support Team -Technical Applications Team. - Revenues and benefits Team Line of business applications leads /owners Business services finance staff Logica 3rd party application providers Solution Requires:- > Review > Configuration > Development Testing > User Acceptance Testing > Sign Off	TBC	Jacqui White Caroline Bee	Very High	2011/2012 6 month project
CR71054	Large Volume Data Manipulation Tool	Manipulating large amounts of data in SAP is both complex and time consuming, especially when using the native tools within SAP itself. A number of 3rd party tools are available, that allow large amounts of data to be extracted safely from SAP, typically for data cleansing, mass updates, or movement of large data sets within the SAP client landscape.	> An extremely user friendly tool > Automates the download and upload of large amounts of data > Introduces an opportunity to improve staff productivity in the way large volumes of data are managed > Provides access to a tool that can be used to cleanse data This will be particularly useful for HR in managing changes to personnel areas and sub areas, for Finance in accounts data and for Payroll being able to improve employee data > Allows payroll to automate the process of migrating payroll data for new business e.g. Academy Schools, Fire service etc > Improves data quality held in SAP > Creates an auditable record of data manipulated > Creates an auditable record of data created	These tools are currently used by many other SAP users to automate data creation, maintenance, cleansing etc. A demonstration has been held by a company to show the possible use of such a tool. Indicative costs have been obtained	Super User Finance, SST, SRM, HR, PAY SAP Support Team 3rd Party provider *Project Phases Required:-* > Analysis for use > 3rd party implementation > Testing > Sign Off > Training	30,000.00	Barry Pirie Steve Perry Michael Hudson Matthew Tiller Jacqui White Mark Stone Liz Creedy Caroline Bee	Very High	2011/2012 2months Project

CR70886	eForms	**Corporate Project.** The existing eForms package (Top Level) is no longer supported within the Council. Existing forms are not integrated with SAP.
		The Council no longer has any in-house skills to develop or configure the TopLevel package.
		The current forms therefore cause a great deal of frustration and waste of staff time when the forms don't work effectively or content needs updating or amending. This has resulted in a move back to paper based forms in some instances with consequent process inefficiencies and loss of an audit trail. It has also meant delays in processing whilst the current forms are down and forms are 'lost' in the system. Data integrity is compromised. There is significant appetite in the Council to implement a more sophisticated and user friendly e-Forms package that fully integrates with SAP and other applications, whilst also offering real opportunities to save money through reduction of manual inputting and error correction.
			> Improves the user experience of SAP
			> Complete audit trail of updated data
			> Reduced staff overhead through reduction of input effort and data duplication/re-keying
			> Improvement in data quality and accuracy, therefore corporate reporting will become accurate
			> Consistent, single business processes
			> Reduced processing times which adversely affect Accounts Payable Payees and Accounts receivable customers
			> Eliminates waste and reduces support / maintenance effort of data
			> Prevents forms from going missing and resulting queries being raised
			Example Forms:-
			  > Overtime & Extra Expenses Claims
			  > Payroll Hours Changes
			  > Starters & Leavers
			  > Financial Master Data- Suppliers
			  > Financial Master Data - Customers
				The Applications team have begun discussion with ROCC, who currently provide the Council with other Adobe products, including a small instance of Lifecycle (the preferred E-forms tool for SAP integration). ROCC will complete a site visit during second week April to discuss options for expanding the current solution to meet Corporate requirements.
				The SAP team have conducted site visits to Gloucester CC where they have successfully deployed Adobe e-forms in a Local government environment, in conjunction with Arch. The SAP team have a meeting with Arch scheduled for 7th April to investigate next steps
					Super User Finance, SRM, HR, PAY
					SAP Support Team
					Logica
					3rd party provider(s)
					ICT Applications
					
					Solution Requires:-
					> Blueprint
					> Create form templates
					> Configuration
					> Development Testing
					> User Acceptance Testing
					> Sign Off
					> Publishing
						TBC		Jacqui White
								Mark Stone
									Very High	2011/2012
										
										12 month project

CR70660	Budget Management	The standard facilities in SAP currently present an accountants view of budget management, via MSS (managers self service) to budget holders. The level of information presented is therefore more complex than required, resulting in managers not having the confidence to use SAP to monitor their budgets. As a consequence managers need more support from technical finance staff. The interim Finance Director intends to re-launch budget management so that managers become far less reliant on management accountants. To achieve this it is necessary to re-configure SAP so that managers have a more intuitive tool for building, monitoring and forecasting their budget/s. An alternative approach would be to introduce Profit Centre Accounting (PCA) , this has been identified as project CR70691 and is interlinked with revisiting Budget Management.	> Provide easy to use reports, accessed by using Managers Self Service (MSS) > Enables effective budget management by managers rather than accountants > Provides simple functionality which will aid training & compliance by increasing confidence in SAP > Provides visibility of the budgeting process > Gives a clear audit trail of budget management > Simplifies the changes required to support organisational restructuring	An outline request has been made to Logica highlighting that the existing functionality is more complex than the council requires for use by budget managers. A workshop is to be scheduled to blueprint a solution that delivers a simple to use interface that allows managers to control budgets effectively. Ensuring that the process is fully auditable and meets statutory and internal accounting standards. Finance are in the process of analysing the requirements so that the necessary blueprint and resulting development work can be carried out.	Super User Finance Super User Budget Manager SAP Support Team Finance Trainers Logica *Project Phases Required:-* > Blueprinting > Analyse the benefits of PCA > Configuration > Development Testing > User Acceptance Testing > Sign Off > Training > Launch	50,000.00		Michael Hudson Matthew Tiller	High	2011/2012 18 month project
CR70691	Profit Centre Accounting	SAP Profit Centre Accounting (EC-PCA) allows profits and losses to be determined by profit centre using either period accounting or the cost-of-sales approach. It also provides analysis of fixed capital and so-called "statistical key figures" (number of employees, square meters, and so on) by profit centre. Consequently, all the key figures commonly used in cost accounting (return on investment, cash flow, sales per employee, and so on), can be calculated. This project is interlinked with CR70660, Budget Management relaunch and would be commenced at the same time to ensure that the functionality can be configured to meet the overall needs and deliver the benefits identified.	> Increased reporting options by introducing service area accounting i.e. ability to detail aged debt by cost centre, which would allow budget managers to monitor outstanding debt and make appropriate provisions > Improved analysis of costs for instance the ability to detail Accounts Payable spend by budget code > Better Balance Sheet Reporting > Access to standardised SAP reports > Accurate information to support and improve the Accounts Receivable - Debt Management function	PCA was not identified as a requirement during the original blueprint however work was started to consider this approach and benefits. Logica began configuration work for PCA which in testing illustrated the impact it would have on other areas of finance and functions e.g. cash collection and DCS processing and reporting. Progress on PCA was therefore suspended as further analysis and clarity of requirements is needed to ensure the right solution is developed.	Super User Finance SAP Support Team Logica *Project Phases Required:-* > Review Blueprint > Consider the impact on Budget Management > Consider impact on other finance functions > Review proposed configuration > Configuration > Development Testing > User Acceptance Testing > Sign Off > Training > Launch	30,000.00		Michael Hudson Matthew Tiller	High	2011/2012 18 month project
CR70857	Direct Debit functionality	The Council does not currently have the functionality to offer customers the option to pay for 'sundry services' by paperless Direct Debit. As a consequence there is a considerable number of invoices that are settled by cash, cheque and by standing order. These methods are inefficient and costly to administer. Electronic Direct Debit functionality (AUDDIS) would automate payment collection, reducing the administrative burden of the accounts receivable team and staff in services who currently process sales orders and monitor income. The customer would be provided with a modern, alternative method of payment.	> Improve the payment options available for customers > Reduction in cash processing time & the cash cycle > There are currently around 700 Customers with active standing orders we could reduce the inefficiency of using paper based standing orders by moving customers to Direct Debit, with their agreement > Pre SAP, most Life Line customers paid via DD (return to this option would be preferential for customers and the business) > Introduce paperless functionality (AUDDIS) so that customer Direct Debit Instructions will be held electronically on SAP & reduce the set up processing time > Introduce the electronic transmission of Direct Debits to customer banks using BACS > No cash receipts required	A workshop was held with Logica on 14/3/11 to discuss and agree the requirements of paperless Direct Debit (AUDDIS). The new functionality will utilise the benefits of the Contract Accounting Solution for paperless direct debit instructions, file creation, direct debit management and transmission to BACS. An estimate of the solution has been provided and has been passed to the Shared Services Team approval. Sap support team are scheduled to commence initial testing early April 2011. Pilot Group Launch 'Lifeline' (Sept 2011 TBC) > launch for all Customer Groups (Apr 2012 TBC)	Super User SST SAP Support Team Logica *Project Phases Required:-* > Testing existing functionality > Configuration for (AUDDIS) > Development Testing > User Acceptance Testing > Sign Off > Training > Launch Pilot Group Launch 'Lifeline' (Sept 2011 TBC) > launch for all Customer Groups (Apr 2012 TBC)	10,000.00		Jacqui White Caroline Bee	High	2011/2012
CR71413	Staff Appraisals in SAP	HR have requested that the Personal Development Framework configuration, created in SAP during blue-print, is developed to support the councils appraisal process and form. This will enable the appraisal process to be moved to an online function which will be managed and monitored by using Managers Self Service (MSS) and Employee Self Service (ESS). The development will also provide the required management information to support HR and managers.	> Appraisals are created and updated online using standard MSS and ESS > Appraisal records are held electronically in SAP rather than on paper copies > Provides the management information that support the appraisal process to show how many and which staff have had an appraisal and the stage of the appraisal > Enables managers to monitor and follow up on appraisal progress > Introduces a consistent appraisal process across the council	Logica have been configuring the current SAP solution and HR have recently reviewed the revised functionality. The solution would support a move to an online appraisal process and the required management information to support HR	Super User HR Business Analyst SAP Support Team Logica *Project Phases Required:-* > HR to review configuration > Final Configuration > Development Testing > User Acceptance Testing > Sign Off > Training > Launch	16,000.00		Barry Pirie Steve Perry	High	2011/2012

Ref	Title	Description	Benefits	Progress	Resources	Cost	Owners	Priority	Year
NEW	e-Recruitment interface from and to SAP	A replacement recruitment system has been selected and a new interface with SAP will be required. The project has not yet finalised the exact interface requirements (there are opportunities to present ,managers with appropriate information from SAP as part of the recruitment process).	> Accurate transfer of recruitment data into SAP > Consistent recruitment processes		HR Business Analyst SAP Support Team Logica Project Phases Required:- > Configuration > Development Testing > User Acceptance Testing > Sign Off > Training > Launch		Barry Pirie Steve Perry Jacqui White Liz Creedy	High	2011/2012 5 months April to august
NEW	CAREFIRST	An alternative method of processing financial commitments and payments for DCS care packages, in SAP is being investigated. The currrent process for processing DCS care payments in SAP, involves maintaining a considerable number of tracking spreadsheets, and an unconventional, highly bespoked way of accounting in SAP for income contributions from customers. New care contracts would require a significant change to the procedure for creating Purchase Orders but changes should be avoided where not considered necessary.	> Remove processes that are complex and labour-intensive > Ability to process commitments and accounting for income in a much simpler way > Redeploy the resources usefully if a streamlined solution could be implemented > Introduce a revised solution for **new care** contracts as they require a significant change to the procedure for creating Purchase Orders	Reports were developed to support the processes involved and although there is a convoluted nature of the present processes, they do appear to work satisfactorily. However a review of the processing of care packagesand commitments is under investigation.The following actions were set out at a meeting on 7/4/11 :- (i) Paul Mitchell (PGM) to set out a business requirement for a DCS payments process, to be agreed with Janet Ditte. (ii) PH to discuss with LS the possibility of using Logica call-off days on this SAP re-working. (iii) SH and PGM to agree any Logica consultants proposed if further work identified to ensure knowledge of relevant SAP tools (iv) As a fallback plan, PGM to seek contingent funding for use of alternative consultants	DCS Business Lead (Janet Ditte) Business Analyst SAP Support Team Logica Project Phases Required:- > Blueprint > Configuration > Development Testing > User Acceptance Testing > Sign Off	TBC	Michael Hudson	High	2011/2012
CR70934	Data Archiving	With thousands of transactions taking place in SAP every day, huge volumes of data and transaction logs are generated that take up disk space on the SAP servers and degrade system performance. Although additional space can be added to the servers, this tends to slow down the performance of the system. It is therefore necessary to produce an archiving approach that complies with the Council's retention policy.	> Improvement in the user experience of SAP by having access to the right data at the right time > Reduced disk storage space required > Improved system efficiency and system response times to run transactions and reports > Regular housekeeping performed > Adherence to retention policies and legislation	SAP Support team met with Proceed Archiving on 15/3/11 to begin investigating an archiving solution. Discussions have also been held with Logica regarding housekeeping and archiving options. Appropriate data was submitted to Proceed to enable the development of a proposal, estimated cost and resource requirement. Update 13/4/11 - A phased appraoch has been identified with Phase1 to include Basis, Payroll and some basic housekeeping in around 18 days (consultancy days, not elapsed time).	Super User Finance, SRM, HR, PAY SAP Support Team Logica 3rd party provider Project Phases Required:- > Blueprint > Create archiving strategy > Configuration > Development Testing > User Acceptance testing > Sign Off > Training	Phase 1 costs £17,100 plus expenses 72,000.00 estimate excl hardware	Barry Pirie Steve Perry Michael Hudson Matthew Tiller Jacqui White Mark Stone Liz Creedy Caroline Bee	High	2011/2012
CR71074	Data Encryption and testing 3rd party tool	Replicating SAP Production problems in the test environment, particularly those that relate to specific individuals or groups of individuals is very difficult and at times impossible. It is also true that transferring live data into the test environment increases the risk of allowing inappropriate access to sensitive information. Third party tools are available that allow selective transfer and scrambling of data from the production environment into the test environment, therefore protecting sensitive records. This would speed up problem resolution and offer an increased level of security for sensitive data.	> Reduces time taken to create sample test data > Allows real situations and data to be used for testing rather than fabricated scenarios > Reduces the amount of time staff spend creating data for test purposes and therefore enables them to focus on resolving the issue / problem or development > Reduces the need for full data copies which require disk space > Improves the whole quality of the testing process > Eliminates the risk to sensitive data being used in the test environment as the data can be scrambled	The tool is currently used by other SAP users, a demonstration and discussions have been held with a 3rd party provider. Indicative costs have been obtained	Super User HR, PAY SAP Support Team 3rd Party provider *Project Phases Required:-* > Analysis for use > 3rd party implementation > Testing > Sign Off > Training	30,000.00	Jacqui White Liz Creedy	High	2011/2012 6 months April to September
CR70619	Flexible Time Recording	SAP was delivered with facilities for time recording and annual leave booking, using workflow functionality that is built into the Employee and Manager Self Service modules. However, for these features to work effectively it is necessary to accurately record staff working patterns. The standard functionality does not make this administration task particularly straight forward, particularly when considering there are at least 1,500 different working patterns used across the Council. However, SAP has recently developed a bolt-on module that makes it possible to administer large numbers of different working patterns.	> Less complex data maintenance > Enables on-line leave booking > Eliminates risk with processing payroll records > Potential to use with MSS > Increased use of ESS	SAP support team have visited Southwark Council where the solution is currently in use and being further developed.	Super User HR/Pay SAP Support Team Logica SAP Project Phases Required:- > Blueprint > Configuration > Testing > Sign Off > Training	30,000.00	Barry Pirie Steve Perry Jacqui White Liz Creedy	Medium	2011/2012
CR71108	SAP Flexible Real Estate	Implementation of the SAP Flexible Real Estate Management module would allow the objects necessary for the management of real estate (business entity, property, building, rental unit, rooms, etc.) to be created and managed effectively. Functionality includes: lease; third-party management; lease in; control of business processes; assets management postings and evaluations; planning and control of new developments, maintenance tasks, modernization tasks; evaluation mechanism. This would allow the legacy application currently used in property and other asset management applications to be replaced by a single package that is integrated with SAP financials.	> Save costs by being able to decommission a legacy application - GVA > Provides full integration with SAP financials > Eliminate double keying for Accounts Payable, reducing payment times and wastage > Increased visibility of assets and estate management for other teams i.e. insurance.	Initial discussions have commenced with Logica to consider SAP FRE	Sevice Dept SAP Support Team Logica SAP Project Phases Required:- > Blueprint > Configuration > Testing > Sign Off > Training	TBC	TBC	Medium / Low	2012/2013

CR Ref	Title	Description	Benefits	Status / Notes	Teams	Cost	Owner	Priority	Year
CR70875	SAP / Line of business Interfaces - **Platform**	**Corporate Project.** The 42 interfaces, many of them highly visible and business-critical (such as Housing Benefit payments), between SAP and existing line-of-business systems are currently running on an older File Transfer Protocol (FTP) platform. This introduces greater risk as time goes on, as the technology is no longer industry standard, not particularly robust and difficult to monitor efficiently. It is recommended to upgrade the current FTP platform to a BizTalk server. This will provide more robust performance, including programmable error reporting with pre-configured error alerting/warnings. This in turn speeds up the process of identifying and fixing faults (that have, in the past, caused delays to paying Council clients and suppliers) and therefore reduces the Council's exposure to negative press/litigation.	> Reduced risk of negative press/ exposure to legal action for the Council - for instance Housing Benefit payments being sent late > Improved service to corporate customers and reduction in delayed payments to suppliers - for instance payments to taxi drivers > Less manual intervention and duplicate data entry required which therefore reduces the risk of incorrect data being entered and improves processing time and efficiency > Improved resilience of the exchange of automated data and support arrangements by moving to an industry standard platform > Data protection compliance and security of highly sensitive Council data	SAP Support Team have held preliminary discussions with the Applications team. It should be noted that the Council has recently invested in a Corporate edition of the existing FTP toolset and there are some concerns regarding additional funding for new solutions during the period of implementing CoCo compliance, and the associated infrastructure re-configuration required to meet these standards	SAP Support Team -Technical Applications Team	TBC	Jacqui White Mark Stone	Medium / Low	2011/2012
NEW	eLearning interface to SAP	An interface will be required to automatically transfer data from the 'e'learning system into Sap. The E Learning system is still being specified	> L&D Records Maintained > L&D Requirements Projected	TBC	TBC	TBC	Barry Pirie Steve Perry	Medium / Low	2011/2012
CR70651	SAP Solution Manager	Solution Manager (SLM) is a standard delivered component of SAP. Whilst we have the SLM client installed already, we have not developed it past the basic document management stage. SLM is an integral part of the system, forming a 'hub' for the Enterprise Support agreement which the Council already has with SAP. The first stage of configuring SLM allows access to a large number of free or low-cost specialist optimization services from SAP, including security reviews and system performance reports. More importantly, SLM must be used as the base platform for many other SAP components, including security and risk management tools such as those covered in CR71100. These tools rely on the integrated links between SLM and the core SAP functions to operate correctly. In summary, SLM provides important functionality covering all key aspects of SAP solution deployment, operation, security, support and continuous improvement. It combines tools, content, and direct access to SAP to increase the reliability of solutions and lower total cost of ownership. SAP Solution Manager can be used to ensure the entire SAP solution environment is performing at its maximum potential.	> Mandatory component required to exploit the enhanced level of support we already have with SAP > Other important SAP tools cannot be implemented without correct SLM configuration > Provides access to diagnostic tools > Increased control of changes > Improved project management > Enables leverage of SAP enterprise licence > Improved application management > Can automate testing routines > Greater auditability & security > Improved support from SAP > Access to templates	SAP support team (technical) have been on SAP training where Solution Manager was presented. This has also been covered at the special user interest group meetings. This initial exposure has raised the awareness of solution manager within the SAP team and importance to software lifecycle management. SAP SLM is a prerequisite platform for SAP enterprise support customers.	Sap Support Team Logica SAP	SLM is already a component of the existing SAP platform, and the associated Enterprise Support charges are already being covered	Jacqui White Mark Stone	Low	2011/2012
CR70913	SAP/AD synchronisation -	A significant amount of the staff data held in SAP is duplicated in the Active Directory (AD) and Contact Directory databases. It is possible to synchronise the two databases in order to improve accuracy, eradicate duplication and reduce the amount of administration. This consolidation will then enable the introduction of single sign-on (SSO) between SAP and the Council network	> Single point of access for Contact Information > Removes data divergence and duplication > Reduces Hardware and disk-space requirement > Greatly improved management reporting around people and organisational structures > Will link to CR70968 and provide a single source of HR data and efficient effective tools to manage data about staff and structures > SSO offers greatly improved user administration and IT security > Significant reduction in maintenance and admin effort for AD and SAP - potential to reduce headcount or redeploy resources	Viability study and scoping exercise underway. Initial data extracts from SAP have been provided to the Applications Development team for analysis/matching	SAP Support Team - Technical Infrastructure Team Apps Development Team Web Team Logica	TBC Potential Logica consultancy dependent on complexity if this cannot be carried out in-house NB Dependent on the AD2 project	Jacqui White Mark Stone	Low	2011/2012
CR71126	eProcurement	There is potential in the SAP procurement module that could be used to improve efficiencies by taking advantage of the catalogue and contracts functionality. There may also be benefits associated with interfacing SAP to the Pro-Contract procurement portal.	Corporate Procurement Unit are looking at the pro's and con's of procontract versus the greater use of SAP	Corporate Procurement Unit are looking at the pro's and con's of procontract versus the greater use of SAP	CPU SAP Support Team Logica	TBC	Caroline Bee	Low	2012/2013
CR71139	Carbon Emissions for Business Travel	Grey Fleet. New legislation is being developed that requires all business travel (using private vehicles) to be recorded for staff well-being purposes (a liability to the Council) and also to understand the carbon footprint associated with business travel. SAP is already used to record and claim for business mileage, so extending this to record other information about business travel may be an effective solution.	To be discussed with Steve Perry	HR Project Manager confirming requirements	TBC	TBC	Barry Pirie Steve Perry	Low	2012/2013
CR71010	Document scanning and associated workflow	**Corporate Project.** A significant amount of paper records are handled by the transaction teams in Business Services, including invoices, correspondence and HR personnel records. This causes a significant amount of work when documents need to be sent to staff and/or managers in other offices, whilst is also difficult and time consuming to find corresponding information in SAP. Implementing a selective document scanning solution will improve efficiency by automating document movements and improving business processes, whilst also reducing the amount of space (and the associated cost) of storing paper documents. Workflow would allow scanned Accounts Payable documents to be auto matched to SRM goods receipts and allow workflow to remind staff to complete processes to facilitate payment to vendors.	> Automatic electronic retrieval of documents > Reduced space required for storage > Maintain statutory retention periods > Reduce processing costs > Improve payment processing time resulting in vendors being paid on time > Improve adherence to processes and increase efficiency		TBC	TBC	Jacqui White	Low	2012/2013

CR71028	SAP Enhancement Packs	Provides new or improved SAP functionality that can be implemented in a modular fashion, whilst keeping the core software stable and standard. New features and technical improvements can be implemented to an agreed timetable, subject to a relevant business case and liaison with the stakeholders who will benefit from or be affected by the implementation. The latest Enhancement Pack is EH5, released in December 2010. The benefits associated with applying the latest enhancement pack will be assessed and a relevant business case produced. The costs are associated with the implementation and upgrade to the enhancement pack	> Gives the council access to enhanced SAP functionality of the current modules > Provides the council with options to new functionality and improved features > Reduces the requirement for bespoke work > Reduces the need to have workarounds in place where functionality does not meet the business needs > Could save time and resources by moving to the enhancement pack during 2012 instead of carrying out the annual patching cycle followed by a move to the enhancement pack at a later date	Initial discussions have commenced with Logica to analyse the benefits of moving to an enhancement pack rather than the scheduled annual updates carried out during January to March	Super User Finance, SST, SRM, HR, PAY SAP Support Team Logica *Project Phases Required:-* > Enhancement pack review > Upgrade > Testing > Sign Off > Training	400,000.00	Barry Pirie Michael Hudson Matthew Tiller Caroline Bee Jacqui White	Low	2012/2013
CR71100	SAP Access Controls and SAP SuperUser Privilege Management (SPM)	The Councils external (KPMG) and internal auditors have identified a number of improvements around the current controls for SAP user access. There are two tools available (SAP Access Controls and SAP SuperUser Privilege Management) which provide tighter control and auditing of user access. SPM allows the Council to remove high-risk, high-access accounts needed by 3rd party support teams (Logica and SAP), replacing them with fully audited secure access rights which are time specific and limited. Access Controls can identify and report any inappropriate, high-risk or potentially fraudulent combinations of permissions within SAP, allowing administrators to take corrective actions to meet both segregation of duties requirements and audit compliance. Both of these tools are designed to run on the SLM platform and cover the full scope of the SAP environment. Although there is no financial benefit to implementing these tools, they would significantly reduce the risks associated with inappropriate access to the sensitive information held in SAP.	> Improved results/reduced recommendations from auditors > More resilient SAP security > Reduced risk of negative press/ exposure to legal action for the Council > Better data protection compliance and security of highly sensitive Council data > Improved support from SAP moving to vendor recommended platform	This Project is dependant on completion of CR70651, as the SLM platform must be in place and suitably configured before these components can be implemented	SAP Support Team Logica SAP	TBC	Jacqui White Mark Stone	Low	2012/2013
CR70550	Purchasing Card Management	The purchasing card functionality in SAP will allow P-Card holder to reconcile their purchases each month, with workflow that allows their manager to approve the purchases. This will significantly reduce the amount of manual handling of paper forms and data entry that is currently necessary. There are currently 70 - 80 P Cards in use.	> Roll out P-Card functionality > Reduce keying & reconciliation time and effort > Automate credit card process > Automate reconciliation process > Provides visibility of low value procurement spend e.g. <£500 and enables accurate reporting of this spend, currently reported as a lump sum > Could provide data required in Freedom of Information enquiries, spend analysis and vendor reports etc	CPU have advised that it is not a priority to roll out procurement cards during 2011. However if there is an option to automate the reconciliation for current cardholders this could be achieved in 2011 following further discussions with Logica	This would require a strategy to roll out the use of P Cards . Logica have provided an estimate for the reconciliation of existing cards which can be reviewed	3,000.00	Caroline Bee	Low	2012/2013