

S/4HANA

Migration Preparation Checklist

This checklist gives you an indication of what you should take care of before starting your S/4 journey. Each step indicates how much closer it gets you to the finish line.



STEP 1:

Do your homework

- ☐ Understand where you are; not everything can go straight to S/4. Analyse what parts of a system you are using, and check if they are compatible with S/4HANA. The EPI-USE Labs S/4HANA PRISM Analysis report can help to highlight this along with many other useful insights in what many call 'phase zero'. This can shape whether Green-field or Brownfield is the best choice for the system before any project cost is incurred.



STEP 2:

Technical stocktake of where you are

- ☐ **Prerequisites**
Use the opportunity for a stocktake of your current SAP landscape and check the following:
 - Is a Unicode conversion required?
 - Is your hardware appropriate for S/4? Is now the time for a cloud move?
 - Is an initial SAP upgrade required to support an S/4 conversion?



STEP 3:

S/4HANA sandbox: Give it a try

- ☐ SAP recommends a Sandbox migration three months before the project starts. Use this to uncover potential showstopper issues, see the volume of ABAP Code remediation and even run the Simplification Item check on your system. This is also a chance to show your teams what the system will look like in S/4HANA. Given the temporary nature and unknown duration of the sandbox, why not consider cloud infrastructure? We can help with the migration, hosting and conversion.



STEP 4:

Read the official documentation and decide on your methodology

- ☐ Read the technical migration methodology by SAP. There are many dependencies and post-processing steps that are easy to miss. Save on time spent addressing these issues revealed during testing by knowing them beforehand. For methodology, you have two options: the first is a traditional methodology and the second is an accelerated methodology based on the EPI-USE Labs migration products.



STEP 5:

Develop a business project

- ☐ Start off by confirming timelines to avoid conflicts and touchpoints with other projects wherever possible to reduce risk to both projects. Next, create an integrated project plan which details timelines, touch points and handovers between teams. Clear dependencies and milestones will improve the ability to perform tasks in parallel.

This plan should be executed for each iteration of the system migration and updated to be more comprehensive before the next system is migrated. By planning testing requirements early, you will be able to understand testing needs.