

Decommissioning SAP Checklist

Tip 1: Prepare the message, and keep reinforcing the message

- The Archive system won't look like SAP
- Not everything done in SAP today will be done in the archive system
- There will be compromise required

Tip 2: Consider the use-case when looking at Disaster Recovery options

- Don't need 'point in time backup' options, or high availability

Tip 3: Collate a list of use-cases from workshops

- Focus on the use cases, not the data in the system.
- Preface the conversations with the fact that the current activities in SAP will not all be required when the system is decommissioned.

Tip 4: Consider peripheral systems

- Will they also be decommissioned?
- Is there data duplication? Which system should the data be taken from?

Tip 5: Consider structured and unstructured data

- Documents might not be persisted in the database, or might be stored in a separate repository
- Can documents not persisted be created in the new technology? RPA to extract? Those in a separate repository: do they come from another system, and is that system being decommissioned?

Tip 6: Texts

- Structured data contains a lot of identifiers: 01 = Mrs, 02 = Miss, etc. Are these needed?
- Materials, Purchase Orders, Sales Orders and many others allow the user to enter texts. These are stored in clustered tables and cannot be read directly in the table.

Tip 7: Change logs

- Will someone just need the data, or will they also need the change history from the data?

Tip 8: Blueprint the data to be stored, and get sign off

- Include in the blueprint the process if something were to be missed. This may help dictate how much/little an area chooses to take.
- Do this EARLY in the project, it helps everything!

Tip 9: Testing

- The level of testing should be proportionate to the cost for temporarily bringing the system up again.

Tip 10: Decommissioning other systems later

- Market your solution internally for other system decommissioning.
- Regardless of what you're using, the ROI is better the more systems you can put in it
- Plan for other systems joining later on in considering permissions, expected space/compute, etc.

Tip 11: Phase in your decommissioned system

- Remove access to SAP and track any requests to access it again.

Tip 12: Have a plan in place ready to execute for bringing the forgotten data to the archive

- Check your SAP licences – can you keep the system display only, even after maintenance has ended?

Tip 13: Audit, audit, audit

- Include workshops with internal AND external auditors

Tip 14: Don't finish a set of tips on Tip 13!

- Contact us for a demo of the EPI-USE Labs' Archive Central solution, which can simplify the process considerably.