SAP Business One
Accelerated Implementation Program (AIP) for
July, 2021
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Install and implement SAP Business One quickly and easily with the "SAP Business One Accelerated Implementation Program" (AIP), a comprehensive implementation methodology created by SAP. The methodology has been designed to serve as a guideline for the system setup and implementation process. It includes a set of templates, checklists, tools, and other supporting information that divide the implementation process into five phases:

1. Project Preparation
2. Business Blueprint
3. Project Realization
4. Final Preparation
5. Go-Live and Support

Each phase breaks down the relevant tasks that have to be completed, and suggests roles, responsibilities, and time frames required to successfully complete the implementation. All documents can be modified to fit your specific requirements.
Project Preparation

Purpose
Provide initial planning and preparation for the SAP Business One implementation project.

Milestones
Identify and plan the primary focus areas that need to be considered including technical issues as well as project management topics. Deliver the SAP Business One software. Complete a preliminary installation of a sandbox or test system.

Templates Used
Project Start Checklist
Project Phase Analysis and Risk Initial Business Analysis
Kick-Off Meeting Presentation Template
Software Delivery Receipt
Meeting Agenda Template
Meeting Minutes Template
Service Level Agreement
Project Plan
Project Phase Signoff
Business Blueprint

Purpose
Achieve a common understanding of how SAP Business One can support your business.

Milestones
Gather requirements and detailed scope.
Refine the original project goals and objectives and revise the overall project schedule, if necessary.
Create a Business Blueprint to serve as a technical and functional guide during the subsequent phases of the SAP Business One implementation project.

Templates Used
- Blueprint Configuration
- Blueprint Process Questions
- Business Process Master List (xlsm)
- BPML User Guide
- Data Migration Assessment
- Data Migration Guide
- Training Guide
- Project Phase Analysis and Risk Issue Change Log
- Change Request Form
- Meeting Agenda Template
- Meeting Minutes Template
- Project Plan
- Project Phase Signoff
Project Realization

**Purpose**
Implement all the business process and technical requirements defined during the previous phases and documented in the Business Blueprint.

**Milestones**
Validate and update configuration, as well as demonstrate processes.
Encourage your customer to updates their work instructions (business process procedures: BPP).
Perform unit and integration tests.

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**Templates Used**
- Blueprint Configuration
- Business Process Master List (xlsm)
- BPML User Guide
- Training Plan
- Training Guide
- Test Strategy Guide
- Test Case Template
- Data Migration Guide
- Data Migration Object List
- Project Phase Analysis and Risk
- Issue Change Log
- Change Request Form
Final Preparation

Purpose
Prepare the SAP Business One system and the client organization for production go-live.

Milestones
Complete user and administrator training.
Final fine-tuning of the SAP Business One system.
Complete final system tests.
Make necessary adjustments to resolve all remaining critical open issues.
Complete cut-over activities.

Templates Used
Data Migration Guide
Training Guide
Project Phase Analysis and Risk Issue Change Log
Change Request Form
Meeting Agenda Template
Meeting Minutes Template
Service Level Agreement
Project Plan
Project Phase Signoff
Go-Live and Support

**Purpose**
To move from a project-oriented, pre-production environment to live production operation.

**Milestones**
Set up production support.
Monitor system transactions.
Optimize overall system performance.

**Templates Used**
- Project Phase Analysis and Risk
- Issue Change Log
- Meeting Agenda Template
- Meeting Minutes Template
- Project Plan
- Project Phase Signoff
Thank you

Bill Wood – Executive Leader of R3Now Consulting dba IITRun

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SAP Global SME Business Unit  I  Rollout Services

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