

## Newsletter

2018 | November

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Dear Sir or Madam,

We are pleased provide you with the second edition of our SAP newsletter – for the first time in English, too. Please feel free to get back to us if you have any input or comments!

The subproject **Finances, Third-Party Funds and Acquisition** was able to complete the remaining developments as well as the cutover planning in SAP over the last couple of weeks. A second test migration could be finalized successfully and a productive migration has been prepared. Two consultant days were held on October 22<sup>nd</sup> and 23<sup>rd</sup>. Also, the team has begun to prepare further training material; accountant trainings are the next to be held. The Go Live concept for both Material Management (MM) and Supplier Relationship Management (SRM) has been adjusted. The pilot is still being discussed, also regular Monday meetings on software tests shall be held. Over the coming weeks, further SAP and TUB tests will be planned and conducted. Finalising decisions on support from 2019 onwards is one of the main tasks in week 46. To ensure progress for this subproject as planned, further consultancies will have to take place. A very positive outlook is the fact that a key user position which has been deserted since July will be filled again in December. Another priority will be to supply more test data for further test migrations for Third-Party Funds. Successfully completing test migrations is essential for smooth processes after the start in January. A lack of resources makes it the main task of the coming weeks to find manageable ways to secure working capacities with the help of professional and technical user support.

The subprojects **Human Capital Management (HCM)** and **Human Resources (HR)** also performed tests regarding the start on 1 January 2019. One migration test showed slight faults which are being fixed at the moment. In cooperation with the other subprojects, a test for mass billing will be run over the coming weeks, once the migration test phase is completed. First trainings took place, more are to come. Professional requirements could be defined and finalized for Manager and Employee Self Services (MSS/ESS). Their concepts will be evaluated during the coming weeks, as will be business requirements for 'Roles and Authorisations' as well as other business requirements as agreed upon with both staff councils. The professional concept is in its last stages of development in the subproject Organisational Management (OM). More than 3,000 positions have already been added; around 650 more are to follow. General position structures will be agreed on over the next couple of weeks, the same goes for all necessary processes following the start in January. The focus for the next weeks will be on mapping the organizational structure since the OM data base for the Go Live is still not ready.

The **subproject Reporting** has adjusted their schedule on the basis of their new Go Live scenario. Integration tests will be held here in week 47. Roles and authorizations could be managed, as well as analysis authorizations. A meeting with the **subproject Trainings** helped to push preparations for trainings such as Disclosure Management. New training dates have been set for January and February. For the weeks to come, further integration tests as well as the definition of analysis authorizations for

all priority reports are in the focus. Since resources are tight here as well, decisions on involving more people as well as on more licenses will be made soon.

Over the last weeks, the **subproject BLePSi** has supplied masks for scholarships and teaching assignments starting September 2018. A major task for the weeks to come will be to tie those to the appropriate modules and to perform a mass import. Going live on January 1<sup>st</sup> will no longer be an option. However, a new schedule will be designed and Solution Manager training sessions for testers will be held.

Those will be developed in cooperation with the **subproject Trainings**. Together with HCM, this subproject was able to successfully complete first training sessions, dates for FI and Third Party Funds have been set already. Also it was possible to already involve both staff councils. Final adjustments will be made on the Train the Trainer and Train the Presenter concepts. Informative meetings for several target groups will be held and improving Solution Manager expertise is a main goal. Due to the extension of both test stages as well as the massive work load for all key users involved, the proceedings originally planned for improving Solution Manager expertise will no longer be possible. However, thanks to the strong involvement of SAP as well as the decision to skip single steps during the process, intradepartmental trainings will still take place in time, as of now.

A lot has been done – there is more to come! We hope we were able to offer you a succinct impression with this newsletter.

Best regards

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