SOLMAN AND FOCUSED BUILD AT RECIPHARM

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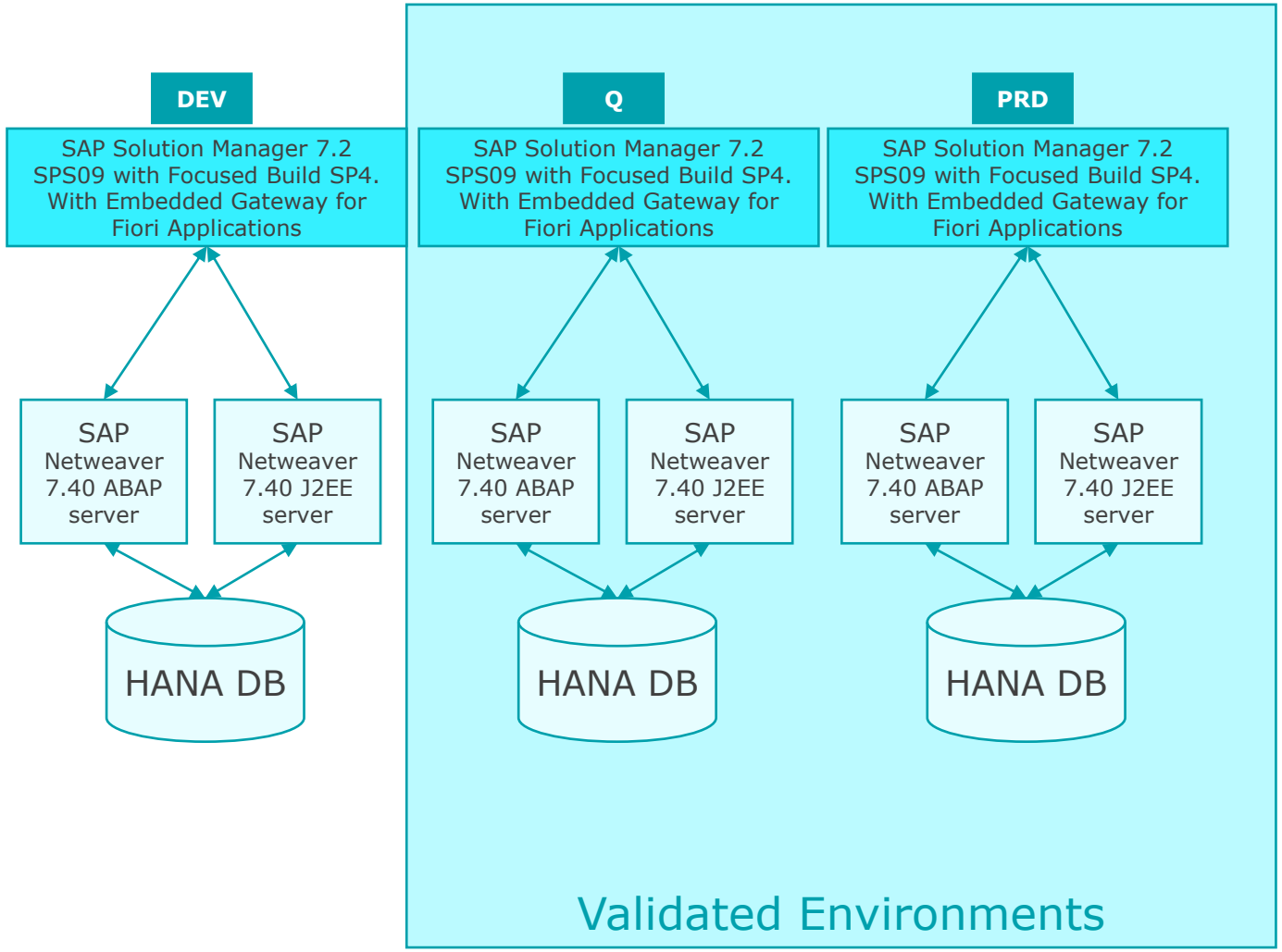
AGENDA

- Scope of Solman in Recipharm
- Recipharm journey to Solution Manager
- Lessons learned

SCOPE OF SOLMAN IN RECIPHARM



3-tier landscape; Q and PRD validated

Focused Build – Requirements to Deploy

- To be used in the journey to S/4
- Solution Documentation
- Document repository for validation documentation
  - 2 level of signatures (business and QA) with strict authorizations
- Test Management for UAT (OQ/PQ)
- Release and change control management (To Be)
  - Fix Pace and Innovate

SNOW SAP Optimizer

- License optimization
- Connected to all ERP systems in the Group

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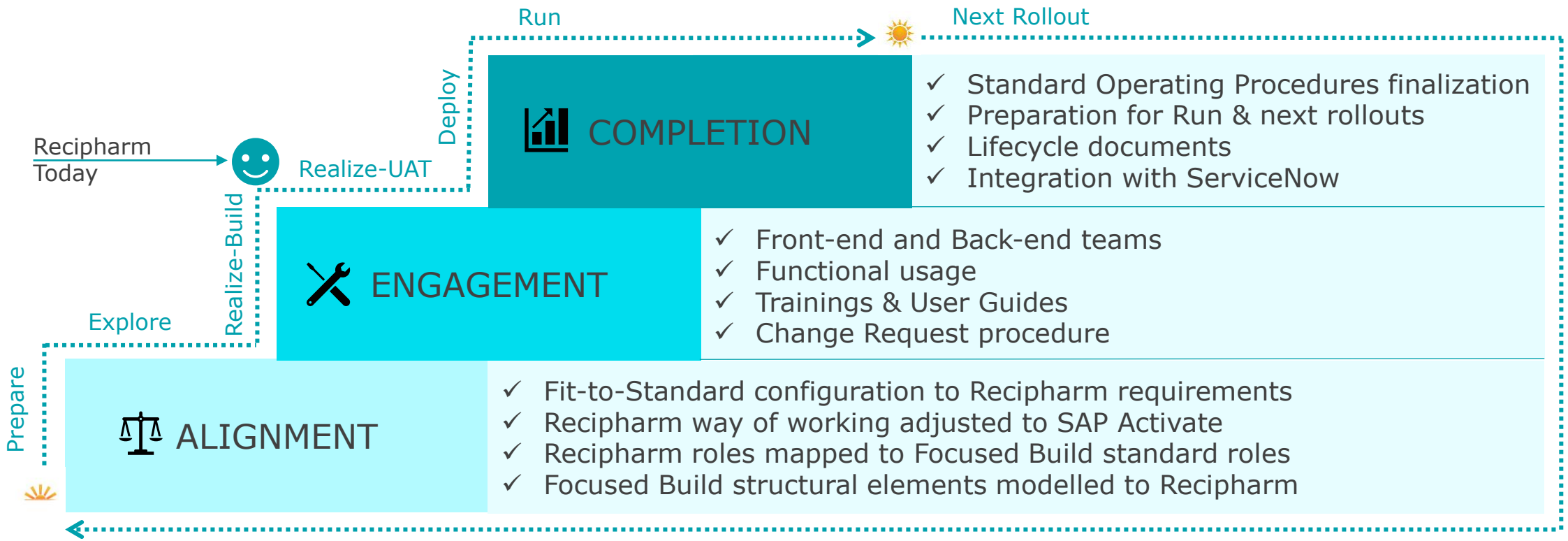
RECIPHARM JOURNEY TO SOLUTION MANAGER



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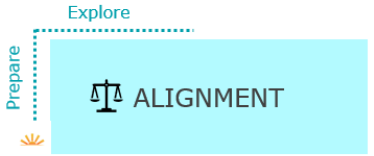
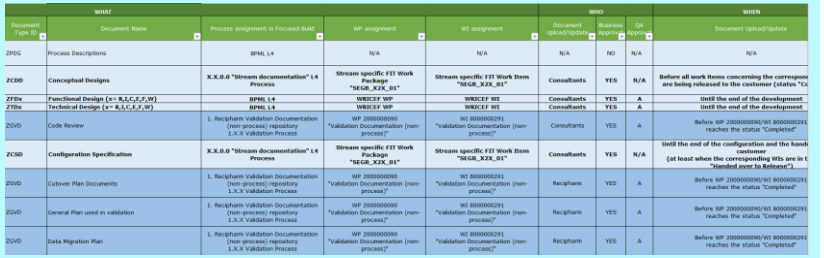
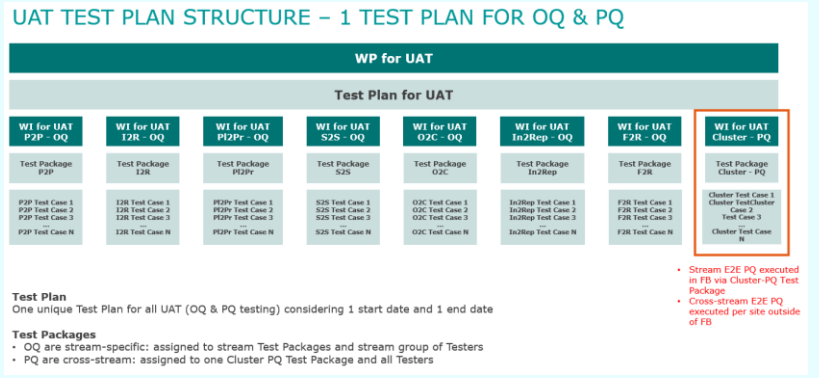
ALIGNMENT



	FOCUSED BUILD	RECIPHARM
Way of Working	➢ SAP Activate methodology	➢ When/who/where to upload and sign deliverables in Solman ➢ Definitions of FIT/GAP/WRICEF; Requirement/Defect classifications ➢ Approval procedures ➢ Quality Gates for phase ending: deliverables and status in Focused Build
Structural elements	➢ Prepare: Solution-Project-Release ➢ Explore: L1-L5 SAP BP processes imported in Design Branch ➢ Realize-Build: Work Package-Work Item- Process-Transport Request-Document ➢ Realize-UAT: Test Plan-Test Package-Test Case	➢ 1 Global Solution with Pilot Project and geographical rollouts ➢ L1-L4 in scope process selection and additional Interfaces & Master Data processes in Development Branch ➢ 1 FIT Work Package per Stream for standard customizing; 1 Work Package per WRICEF; L4 process and document assignment on Work Item level ➢ 1 overall Test Plan for UAT; 1 Test Package per Stream for functional testing; 1 Test Package for integration testing
Roles	➢ Standard Roles	➢ Project Roles mapped to Standard Roles including internal Business Process Leads, Local Site Coordinators and Validation team members
Configuration	➢ Fit-to-Standard (no development)	➢ Validation team defined as Role & Organizational Unit ➢ Validation repository for Validated documents ➢ 1-2 steps signature depending on Document Type ➢ Automated mail notification during UAT ➢ Recipharm Categories for Defects



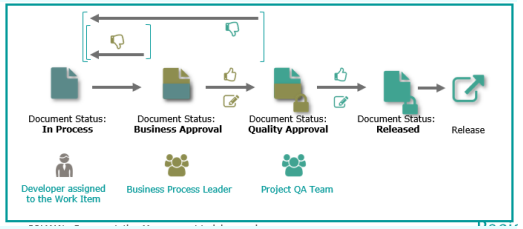
	WHAT				WHO			WHEN
Document Type ID	Document Name	Process assignment in Focused Build	WP assignment	WI assignment	Document Upload/Update	Business Approval	QA Approval	Document Upload/Update
ZPDS	Process Descriptions	BPML L4	N/A	N/A	N/A	NO	N/A	N/A
ZCDD	Conceptual Designs	X.X.0.0 "Stream documentation" L4 Process	Stream specific FIT Work Package "SEGB_X2X_01"	Stream specific FIT Work Item "SEGB_X2X_01"	Consultants	YES	N/A	Before all work items concerning the corresponding WIs are being released to the customer (status "Co
ZFDs	Functional Design (< R,I,C,E,F,W)	BPML L4	WRICEF WP	WRICEF WI	Consultants	YES	A	Until the end of the development
ZTDs	Technical Design (< R,I,C,E,F,W)	BPML L4	WRICEF WP	WRICEF WI	Consultants	YES	A	Until the end of the development
ZGVD	Code Review	1. Recipharm Validation Documentation (non-process) repository 1.X.X Validation Process	WP 2000000090 "Validation Documentation (non-process)"	WI 8000000291 "Validation Documentation (non-process)"	Consultants	YES	A	Before WP 2000000090/WI 8000000291 reaches the status "Completed"
ZCSD	Configuration Specification	X.X.0.0 "Stream documentation" L4 Process	Stream specific FIT Work Package "SEGB_X2X_01"	Stream specific FIT Work Item "SEGB_X2X_01"	Consultants	YES	N/A	Until the end of the configuration and the handover (at least when the corresponding WIs are in t "Handed over to Release").
ZGVD	Cutover Plan Documents	1. Recipharm Validation Documentation (non-process) repository 1.X.X Validation Process	WP 2000000090 "Validation Documentation (non-process)"	WI 8000000291 "Validation Documentation (non-process)"	Recipharm	YES	A	Before WP 2000000090/WI 8000000291 reaches the status "Completed"
ZGVD	General Plan used in validation	1. Recipharm Validation Documentation (non-process) repository 1.X.X Validation Process	WP 2000000090 "Validation Documentation (non-process)"	WI 8000000291 "Validation Documentation (non-process)"	Recipharm	YES	A	Before WP 2000000090/WI 8000000291 reaches the status "Completed"
ZGVD	Data Migration Plan	1. Recipharm Validation Documentation (non-process) repository 1.X.X Validation Process	WP 2000000090 "Validation Documentation (non-process)"	WI 8000000291 "Validation Documentation (non-process)"	Recipharm	YES	A	Before WP 2000000090/WI 8000000291 reaches the status "Completed"



Recipharm Role \ Standard Roles	Business Analyst	Architect	Developer	Project Manager	Release Manager	Test Manager	Tester	Business signature	QA signature
Business Process Lead (BPL)	x		x				x	x	
itelligence Team Lead	x		x						
Solution Architect		x							
Project Manager				x		x			
Local Site Project Coordinator (LSC)	x		x				x		
Key-User	x						x		
Project QA	x		x			x			x
Methodology Coach									
SAP CoE	x	x	x	x	x	x	x		
Licence Manager									

- Two steps BPL & QA Signature:

During Signature, QA should add Comment:
- If A in Focused Build documents list: **"Approval complies with QA signature A"**
- If B in Focused Build documents list: **"Approval complies with QA signature B"**
- If C in Focused Build documents list: **"Approval complies with QA signature C"**



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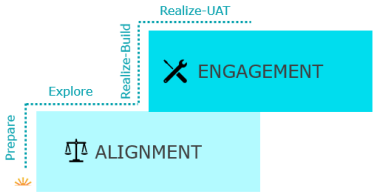
ENGAGEMENT



Back-End

Licence Manager
- Optimizes licenses for ERP

Service Owner
- Accountable for Focused Build

Service Manager
- Provides end-user trainings and user guides
- Establishes Standards of Procedures
- Tests system changes in Quality system
- Administrates user roles and authorizations

Change Requests
Issue Log

Solution Experts
- Provide continuous support including end-user training and user guides
- Set up Recipharm solution
- Implement SAP notes and Change Requests in Development system

Configuration
SAP notes
System upgrades

Requirements

PMO
- Use management operations
- Control status on progress and deliverables
- Align with business streams

Validation Team
- Sign documents for quality review
- Sign change requests
- Use validation repository

Recipharm Focused Build Application

Production

Front-End

Finance to Report
Inspect to Release
Order to Cash
Plant to Produce
Purchase to Pay
Store to Ship
Inspect to Repair
- Use Focused Build for business operations (scoping, development, testing)
- Upload and sign deliverables for business review

SAP CoE
- Use Focused Build for Change Management and Fix Pace post go-live
- Responsible for lifecycle documents

Internal team External team

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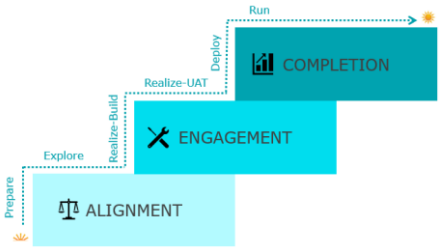
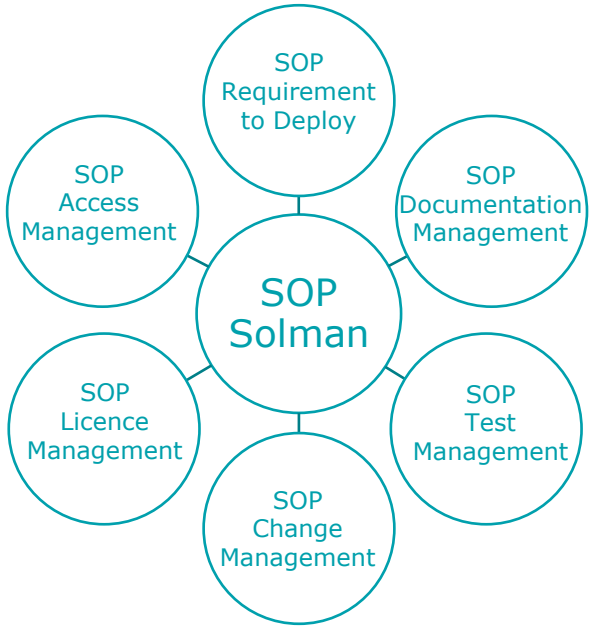
COMPLETION



Standard Operating Procedures

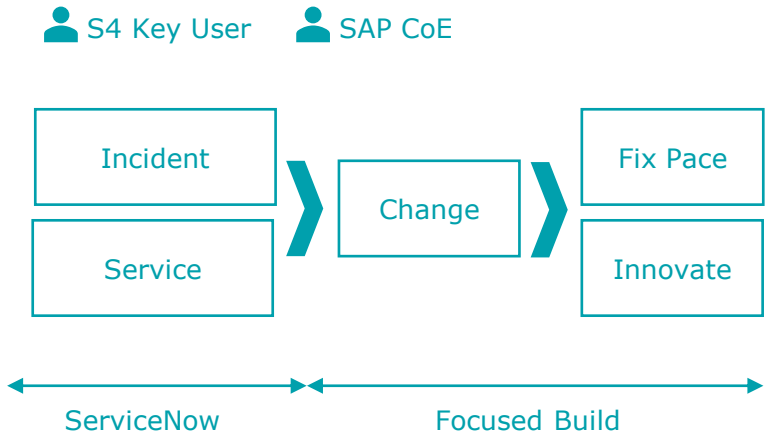
Internal documents describe our ways of working, use and maintenance of our central SAP Solman system.



- Scope
- Roles and RACI matrix
- Definitions
- Process workflows
- Process descriptions
- User instructions

Run preparation

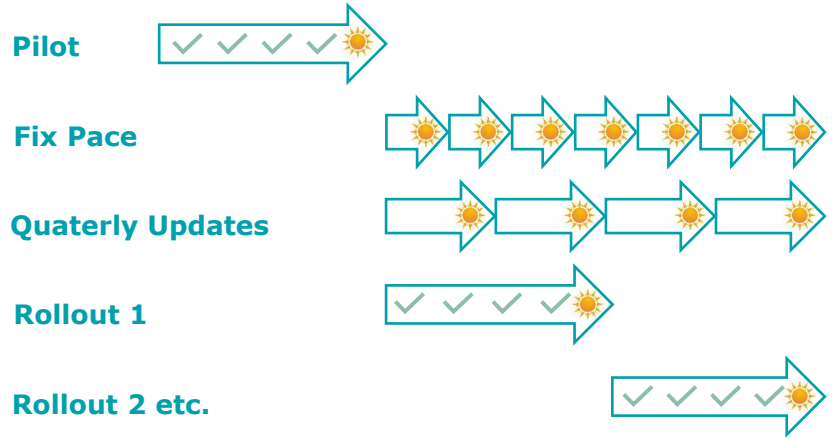
When S4 is going live, SAP CoE must be prepared to utilize Focused Build for short and long term changes.



- Incidents & Services start from ServiceNow
- Fix Pace for quick fixes
- Business Requirements
- System changes start from Focused Build
- Innovate for release changes
- Lifecycle documentation

Next Rollouts preparation

Lessons learned from first deployment will be used to get resources and system organized for next rollouts.



- Release-Project structure
- KPIs set up for deliverables
- Use of Requirements in Focused Build
- Optimized way of working
- Early training of internal/external teams
- Full involvment of the teams

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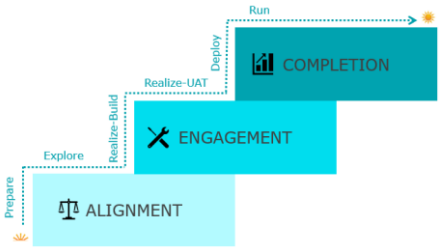
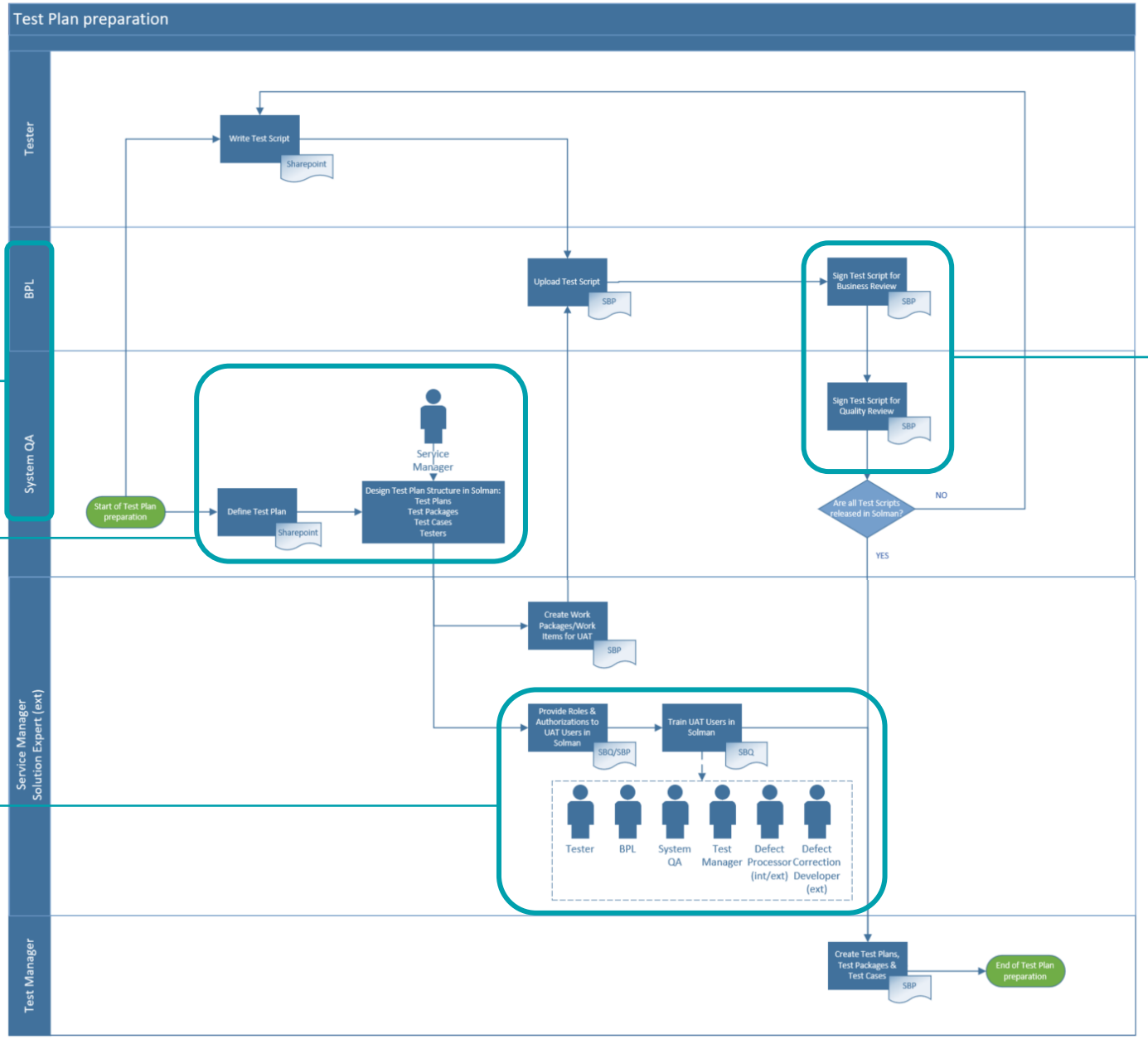
EXAMPLE OF SOP - UAT PREPARATION



- ✓ Validation team & Business Process Lead roles
- ✓ Inclusion of functional & integration test plan following lifescience validation risk-based approach
- ✓ Internal preparation



- ✓ Double step signature

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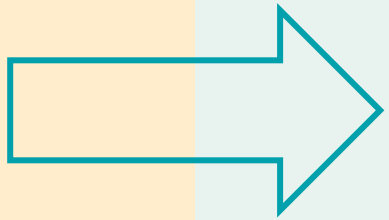
LESSONS LEARNED

Key Challenges

- Lifescience industry requirements
- One global solution
- Internal resources & knowledge
- Documentation on L4 process level
- Use of Requirements
- SAP/lifescience Best Practices processes
- Missing assignments & deliverables
- Integration to ServiceNow



Key Opportunities

- Flexibility to fit our requirements
- One ALM tool for One global S4 solution
- Internal teams, SOP and User Guides
- Lifecycle documents on L4 level
- Recipharm own Way of Working
- Template solution
- Streams engagement and use of KPIs
- From ServiceNow to Focused Build

Low Medium High

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