Continued development of the SAP system is to the benefit of the University as whole. We encourage development, especially when multiple campuses can be served, within the software. Our intent here is to help the campuses, help us, by maintaining the software’s integrity and efficiency.

Policy Objective:

To provide a common standard for the identification, communication, approval, development, testing and ongoing support of the University of Nebraska’s SAP system.

Definitions:

**SAP Development** – Any modification, interface or enhancement that utilizes SAP development tools and creates or changes SAP objects, or any development that requires the design and configuration of interfaces to process externally generated transactions or master data in SAP.

**Non-SAP Development** – Any development related to processes that are external to SAP in terms of affecting SAP objects or providing transaction or master data.

Any development project that does not impact SAP in terms of business process, transaction execution, data feeds or system performance may be pursued independently by any campus without regard to this policy.

Identification of SAP Projects:

Individual SAP Development projects may be conceptualized and proposed for development by the campuses within the structure of ASG, by University-wide primary resource groups or by campus specific business offices. The purpose of this up front review is to help us plan for our participation in the project, whether that be as a participant or advisor during the project, and then as reviewer at its completion. These proposed projects will be reviewed by the ASG and will be communicated to the appropriate business resources on all campuses to determine the applicability and level of interest in the project for each campus.
New projects must be accompanied by the following information:

- Written specifications that clearly describe the intended result.
- Estimated number of users that will be affected by the project.
- Estimated cost savings or cost avoidance that will be realized once the project is developed and put in place.
- Customer commitment to work with the ASG team.
- Other information the campus feels is relevant.

The level of information provided/available will vary depending on the project and may require input from the ASG team lead before campus development is advisable.

**Ongoing Projects:**

Once a project has received its initial approval the campus will want to keep the appropriate team lead advised as to its progress on a regular basis. This will help us in two ways. One, it allows the team lead to act as an advisor in an ongoing manner, which may help to minimize misunderstandings and in reviewing the final product before implementation. Secondly, it helps us to plan when the project may become available for final review and implementation.

**Final Approval of SAP Projects:**

The ASG will review and approve all SAP Development Projects prior to their being transported to the Production system. ASG will consider the following factors in making an approval decision:

- Consistency with university-wide priorities expressed by the CBO’s.
- Architectural fit and consistency with direction of SAP in the near future.
- Technical and system performance assessment.
- Availability of ASG resources to perform development.
- The ability of ASG to support the on-going maintenance of the project deliverable.

- Availability of SAP licenses required for any new or upgraded users related to the project deployment.

In the event ASG declines approval of a development effort of interest to individual campus(es), the FSTF may make a recommendation directly to the Vice President for Business and Finance that the development be approved.

**Campus-specific SAP Development:**

Campuses may pursue campus-specific SAP development projects, provided that all other campuses have been given the opportunity to participate in the project. Campus specific SAP Development will be approved by the ASG before being placed into Production. ASG will apply the same criteria as for university-wide projects when considering such approval, especially as it relates to technical performance and long-term support.

**SAP Development Staff requirements:**

Any individuals using SAP development tools (i.e. ABAP/4 programming, Workflow) must have sufficient experience or have successfully completed training requirements. All SAP developers must adhere to CSN technical and agreed-upon documentation standards and must effectively communicate and coordinate development efforts with ASG.