

Practicalities – SAP, Accommodation & IM





Contents

- Overview
- SAP Planning - Purpose
- SAP – who can help?
- Accommodation
- IM systems and processes
- Outputs and next steps



Overview

SAP people planning helps to ensure your people can be placed in the right roles with right cost centres.

People also need to be physically in the right place and have the right technology & systems

- As part of any change, especially a restructuring or re-organisation, you'll need to ensure that the information held in SAP is updated
- This will include your structure charts and the supporting information
- Contact the Accommodation Moves Team as soon as you become aware of a potential requirement for **accommodation**.
- Involving **IM** early helps to ensure system planning is achievable and timely



SAP Planning - Purpose

Why SAP planning is important to the success of your change programme.

- At this phase of your change, you won't know your final structures and who will be in what role – however, you will need to plan for any staff moves
- Preparing for this work now will ensure that by time of Go-Live:
 - You'll have the correct organisational charts in SAP
 - Your employees can be placed in the right roles with the right reporting lines
 - Your new roles will be aligned to new cost-codes
 - You'll be able to run accurate reports on your future teams, directorate and organisational unit
 - Your old structure charts can be removed (along with any old positions)



SAP – who can help?

There are number of people who can help you make the changes.

- In the first instance, this preparatory work would normally be undertaken by the change team
- However, it is vital to ensure that you've involved your HR Business Partner and your SAP HR Gate Keeper
- They'll work with the SAP Data Management team and will ensure that the moves take place – however, you'll need to provide them with the required information
- See source for more information [SAP Data Management](#)



Accommodation

Early planning helps to co-ordinate physical moves with Go-Live dates.

- When you have a structure planned, it should be apparent if there are to be any significant physical moves needed
- Workspace planners will help to identify options to meet your needs, or inform you if you need to make alternative plans if they cannot be met
- Whatever the size of any potential move, the first step will be to raise an ACR via source [Office Moves](#) so that the move can be built into the workspace planning schedule



IM Systems and Processes

There are number of issues to consider.

- Involving IM at an early stage will help to inform your Design and Deliver phases
- If your change might involve any system or software changes, contact your IM Business Partner to support your change management
- The IM Business Partner will facilitate checks on compatibility of any new software, advise on hardware/software purchases, gaining the support of IM procurement where necessary
- For more information and contact details [IM Business Engagement](#)



Outputs and next steps

If you're ready to start thinking about people planning, this is what you need to do next:

- Contact your HR Business Partner and the SAP Data Management team to ensure that the scope of the change and the likely amount of work is captured
- Continue your organisation design work and keep the SAP Data Management team up to date [SAP Data Management](#)
- For Accommodation, contact the Accommodation Moves Team [Office Moves](#)
- For IM, contact your IM Business Partner [IM Business Engagement](#)