

S/4HANA Academy

Functional & Business User

Course Handbook



UKISUG Academy

Purpose, Vision, Mission & Value

Driving success for the SAP Community

Purpose

To provide the next generation of talent and enable knowledge and skills transfer for the SAP community.

Vision

Our vision is to address the skills gap with education for the SAP community.

Mission

Our mission is to enable the UK & Ireland SAP User Group community the ability to upskill, re-skill and develop the next generation of talent.

Value

Our value is to:

- Provide UKISUG members with a one stop shop to upskill and re-skill, gaining SAP and industry certification, knowledge and expertise
- Address the current SAP skills shortage in the marketplace for both SAP business and technical consultants
- Gain CPDs and university qualifications



Overview of

S/4HANA Academy

The S/4HANA Academy aims to identify the user learning journeys, associated content, delivery methods and durations, with a view to:

- 1. Align the training material:** Training materials are provided in silos and are segmented then co-ordinated and aligned based on customers personas and needs.
- 2. Fill in the gap in the existing content:** The research has identified a lack of training for some of the topic areas, identified personas and through systematic literature review by the work group.
- 3. Provide in-depth and hands-on experiences of the training topic areas:** The training materials are delivered at a conceptual level and in a theoretical form in most cases by the training providers, generally in PowerPoint and video format, with pre-defined case studies that contain in-depth knowledge for specific customer challenges.

Course

Structure & Delivery

Teaching will be primarily delivered live and in person, with Zoom links for any recorded material.

The course has modules and each module learning session is outlined on the module descriptions and will have the following elements:

- Pre-lecture learning activity (student managed/self-directed or lecturer-directed learning)
- Lecture materials and activities covering subject specialities including individual or group activities
- Support material on the module topic area such as case studies, videos or industry based white papers and academic literature
- Students can access the course and module material and learning sessions through the dedicated UKISUG Academy Virtual Learning Environment (VLE) platform (details will be provided upon registration)



S/4HANA Academy Functional & Business User Course Module Definitions

The S/4HANA technical academy has three modules, each module description is provided as part of this document. The three modules are:

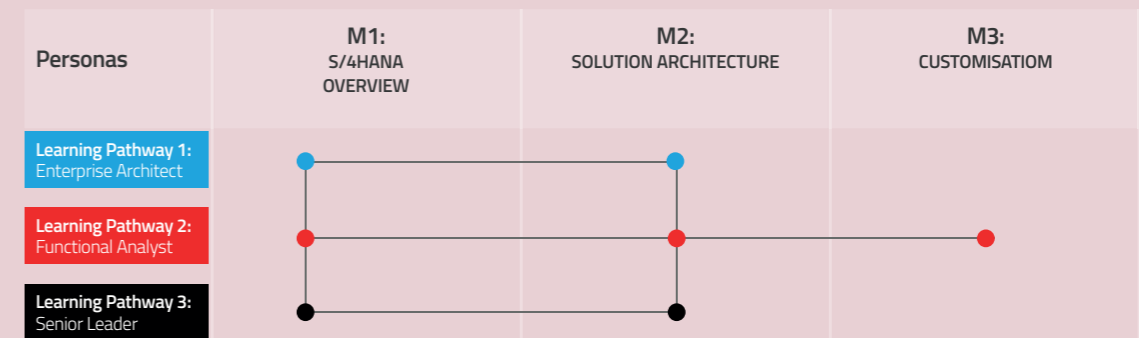
- **Module 1:** S/4HANA Overview
- **Module 2:** S/4HANA Solution Architecture
- **Module 3:** S/4HANA Customisation



S/4HANA Functional & Business User Learning Journey Personas

The below diagram outlines the learning journeys of the organisational personas studying the S/4HANA Functional and Business User course:

S/4 HANA Academy: Functional & Business User Course Learning Journey



Module 1:

S/4HANA Overview Module Description

Academy	S/4HANA Academy
Course title	S/4HANA Functional & Business User Course
Module title	S/4HANA Overview
Delivery	Duration: 1 Day Face-to-Face: 1 Day Online: 0 Day Self-Study: 28 Hours
Suitable for	Business User, Senior Leaders
Level	CPD
Credit rating	Certificate of Professional Development
Module Lead / Tutor	Michael Longden
Module Developer Persona	This module has been developed by an S/4HANA technical or business consultant, who has at least managed and completed one S/4HANA implementation cycle. They will have been involved in project feasibility and transformation and will bring practical experience to the module.
Brief content	Provides an overview of S/4HANA implementations based on various scenarios.
Aims	<p>This module aims to provide an overview of S/4HANA technical implementations based on various scenarios:</p> <ul style="list-style-type: none"> Introducing the best practices, industry standards for system readiness, minimising of code and standardisation Providing overview of transformation methods and techniques for engineering system landscape based on As-Is and To-Be scenarios for S/4HANA implementation Introducing business change management for S/4HANA implementation, its impact on the end-user and transition from technical to business and its alignments
Rationale	The module is designed to provide knowledge and skills on S/4HANA implementation, addressing the current skills gap for UKISUG members.
Learning outcomes	<p>On completion of the module, the student should be able to:</p> <ol style="list-style-type: none"> Understand the various S/4HANA implementation scenarios including best practices, standardisation, system readiness and code minimisation Understand and discuss the methods and techniques for the transformation to S/4HANA Identify and discuss business change management implications to the organisation and understand its impact on end-users and the translation of processes from technical to business
Learning and Teaching Strategy	The module will be taught using a combination of lectures, tutorial sessions, case studies and practical sessions.

Module description

Part 1 - S/4HANA Overview:

Understanding various scenarios

Understanding the various S/4HANA development and implementation scenarios, such as new implementation, conversion and a hybrid approach to S/4HANA

Standardisation

Introducing the standardisation of technical code based on the business processes, looking at methods and techniques of best practices for standardisation. This will also take into consideration the S/4HANA on-premise and cloud private edition implementations and its differences.

Minimisation of Code Changes

Introducing methods and techniques to minimise code change when going through transformation and transition into an S/4HANA implementation.

Systems Readiness

Introduces best practices on organisation data cleansing and maintenance based on different types of implementations to enable data transition and transformation. Depending on what S/4 version you are moving to, they will have suitable fore version/patching requirements. These need to be considered to ensure you have a path forward for your upgrade.

Licencing Overview

Provide an overview of licence options based on the various S/4HANA implementation scenarios.

Part 2 – Transformation Overview

As-Is and To-Be changes and impact

The content will focus on providing knowledge and skills to transform business processes and technical systems from the current status (As-Is) to the future status (To-Be) and the required changes and its impact on the business.

Systems Engineering of the Landscape

The content will provide knowledge and skills on engineering architecture landscape for the organisation systems based on chosen scenario, considering the technical and business architecture landscape options and capabilities. This will also take into consideration the S/4HANA on-premise and cloud private edition implementations and its differences.

Part 3 – Business Change Management

Understanding impact on end-users

The content will provide knowledge and skills on understanding and minimising the impact of S/4HANA implementation on the business departments' end-users, for example the finance department or HR as part of the overall business change management, including business process changes that impact end-user's functional activities within the company departments.

Translation process from technical to business

The content will provide knowledge and skills on translation of technical and business process from existing ERP system to S/4HANA based on various implementation scenarios. This will also take into consideration the S/4HANA on-premise and cloud private edition implementations and their differences.

Learning Resources

Reading List

Material is made available over the VLE from UKISUG and SAP

Additional & Self Study Reading List

User Group existing documents, case studies, presentations and webinars

Software & Hardware Resources

Not Required

IT Resources

Access to UKISUG Academy VLE
Access to Zoom or Microsoft Teams



Module 2:

Solution Architecture Module Description

Academy	S/4HANA Academy
Course title	S/4HANA Functional & Business User Course
Module title	S/4HANA Solution Architecture
Delivery	Duration: 2 Days Face-to-Face: 2 Days Online: 0 Day Self-Study: 42 Hours
Suitable for	Enterprise Architecture, Functional Analyst, Senior Leader (CTOs & CIOs)
Level	CPD
Credit rating	Certificate of Professional Development
Module Lead / Tutor	Michael Longden
Module Developer Persona	This module has been developed by an experienced S/4HANA technical consultant with experience in solution and systems architecture and who has been involved in at least one solution architecture for S/4HANA implementation. They will bring practical experience to the module.
Brief content	Provides knowledge and skills on design and development of database architecture, application architecture and solution monitoring for S/4HANA implementation.
Aims	<p>Knowledge and skills on design and development of database architecture, application architecture and solution monitoring for different S/4HANA implementations, considering different types of Cloud offerings including the SAP Cloud Service Models of:</p> <ul style="list-style-type: none"> • IaaS (infrastructure-as-a-service) • PaaS (platform-as-a-service) • SaaS (software-as-a-service)
Rationale	The module is designed to provide knowledge and skills on solution architecture for S/4HANA implementations based on various scenarios, addressing the current skills gap for UKISUG members.
Learning outcomes	<p>On completion of the module, the student should be able to:</p> <ol style="list-style-type: none"> 1. Identify and apply the database architecture for various scenarios of S/4HANA implementation 2. Identify and apply the application architecture for various scenarios of S/4HANA implementation 3. Identify and apply the solution monitoring approaches and methods for various scenarios of S/4HANA implementation
Learning and Teaching Strategy	The module will be taught using a combination of lectures, tutorial sessions, case studies and practical sessions.

Module description	Part 1 - Enterprise Architecture
	This part covers the enterprise architecture from business viewpoint, providing examples and case studies your organisation enterprise architecture can be transform or adapted to the S/4HANA implementation.
Module description	Part 2 - Business Architecture
	This part covers the business architecture, where the organisation capabilities based on the business strategy can be aligned to deliver optimal processes, tasks and services, providing case studies and examples with references to SAP EA architecture.
Learning Resources	<p>Reading List Material is made available over the VLE from UKISUG and SAP</p> <p>Additional & Self Study Reading List User Group existing documents, case studies, presentations and webinars</p> <p>Software & Hardware Resources Not Required</p> <p>IT Resources Access to UKISUG Academy VLE Access to Zoom or Microsoft Teams</p>



Module 3:

S/4HANA Customisation Module Description

Academy	S/4HANA Academy
Course title	S/4HANA Functional & Business User Course
Module title	S/4HANA Customisation
Delivery	Duration: 1 Days Face-to-Face: 1 Day Online: 0 Day Self-Study: 28 Hours
Suitable for	Business User, Functional Analyst
Level	CPD
Credit rating	Certificate of Professional Development
Module Lead / Tutor	Wayne Johncock
Module Developer Persona	This module has been developed by an experienced S/4HANA technical consultant specialising in S/4HANA customisation based on various scenarios and has been previously involved in various S/4HANA implementations. They will bring practical experience to the module.
Brief content	Provides knowledge and skills on customisation challenges for S/4HANA implementation.
Aims	The module aims to provide knowledge and skills on customisation challenges for S/4HANA implementation based on various scenarios.
Rationale	The module is designed to provide knowledge and skills on customisation challenges based on various S/4HANA scenarios of new, conversion or upgrade across the on-premise or cloud implementation, discussing the lessons learned using practical and industry based examples, addressing the current skills gap for UKISUG members.
Learning outcomes	On completion of the module, the student should be able to: <ol style="list-style-type: none"> 1. Understand and identify the customisation challenges for S/4HANA implementation based on various scenarios and real customer case studies 2. Provides knowledge transfer on customisation challenges
Learning and Teaching Strategy	The module will be taught using a combination of lectures, tutorial sessions, case studies and practical sessions.

Module description	Part 1 - Customisation Challenges <ul style="list-style-type: none"> Customisation challenges for S/4HANA implementation based on various scenarios and real customer case studies.
Learning Resources	Reading List Material is made available over the VLE from UKISUG and SAP Additional & Self Study Reading List User Group existing documents, case studies, presentations and webinars Software & Hardware Resources Not Required IT Resources Access to UKISUG Academy VLE Access to Zoom or Microsoft Teams





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