

# SAP Functionality Testing – Cross-Functional Team

## Project Charter

Team Sponsor(s)	Team Lead	Type of Team	Kickoff Date	Target End Date
Rich Goward, Satish Nath	Jane Kingston	Standing	May 9, 2012	Ongoing
<b>Project Purpose</b>				
	The purpose of this team is to ensure the successful end-to-end testing of SAP functionality prior to implementation in the SAP production environment.			
<b>Project Definition</b>				
	Members of this cross-functional team will define and execute testing plans for SAP functionality on an ongoing basis. SAP functionality may consist of: switching on existing, but as yet unused SAP features, implementing new contractual requirements, corrections to existing configuration, business process changes, routine maintenance activities, subsystem interface testing, application patch testing, and other miscellaneous features.			
<b>Decision making / Scope of Authority</b>				
	<p>The SAP functionality change process starts in EBS area. The EBS Manager and his team determine when their work will commence on a particular change request and will advise the cross-functional team representatives when it is ready for testing.</p> <p>The Project Team has Level 3 decision-making authority. The BHR Operations Manager, City Controller, City Treasurer, EBS Manager, and the Procurement Supervisor make final decisions related to the testing, each for their respective areas and jointly for the Team. The Chief Financial Officer is the final decision maker in the event of a dispute.</p>			
<b>Goals and Deliverables</b>				
	A major goal is to successfully plan, test, and then place into the SAP production environment functionality that will enhance the usability of the SAP system. The testing team will document the testing process for audit purposes and retain appropriate supporting documentation, including test scripts, as well as a fully signed transport that certifies that all testing was successfully completed. The Team will also be responsible for timely communicating functionality changes to appropriate end-users.			
<b>Project timeline</b>				
	This will be an ongoing project since changes to SAP functionality and maintenance will be required into the future.			
<b>Customers</b>				
	Primary customers include users of the SAP system or its output.			
<b>Cross-functionality of team</b>				
	BFS: Accounting, Financial Planning, and Public Finance BHR: Operations, Benefits EBS Procurement City Operating Bureaus as needed			
<b>Team members</b>				
	Accounting: Sami Gillum, Darrell Gossett, John Maloney, Rod Morales, Rodney O’Dell, Lupe Pena, Sharon Plummer, Peter Scherer, Bill Wagner BHR: Tom Schneider, BHR Operations; Cathy Bless, BHR Benefits EBS: Cindy DeLozier, and all analysts Financial Planning: Jeramy Patton, Sheila Black-Craig Procurement: Barb Gibson, Celeste King Public: Jennifer Cooperman, Alan Erland			