

SAP Functionality Testing

OMF Cross-Functional Team

Quarterly Status Report March 2013

Team Sponsor(s)	Team Lead	Date of Last Report	Date of this Report
Rich Goward, Satish Nath	Jane Kingston	December 2012	March 2013
Project Purpose			
	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.		
Goals and Deliverables			
	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.		
Project timeline			
	This will be an ongoing project since changes to SAP functionality and maintenance will be required into the future.		
Team members			
	Accounting: Sami Gillum, Dick Holihan, 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; Kevin Campbell, ad hoc Financial Planning: Jeremy Patton, Sheila Black-Craig Procurement: Barb Gibson, Celeste King Public Finance and Treasury: Jennifer Cooperman, Alan Erland		
Other changes			
	None		
Current Status			
	In the March meeting, the Team examined the revised EBS Project testing timeline, discussed testing documentation archiving, and suggested possible areas of duplicative archiving and over-testing. Team members were provided with e-links to the shared drive test documentation. We also reviewed Material Group and GL Account Mapping to detect affects of a process change on areas represented by Team members.		
Next Step			
	Team meetings are temporarily suspended until Team Lead is available to coordinate meetings and the work of the Team.		