Quick Implementation of SAP CM at the Department of Business and Economics, FU Berlin

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Initial situation

- The department utilises an „isolated application" for the administration of Diplom study programs
- In the WiSe 06/07, the department introduced two new Bachelor study programs
- Specific exception rules exist for statutes governing general examination matters (SfAP)
- Prelimininary research showed that most requirements, of the department, were already covered by processes defined in SAP CM through other departments
- The additional requirements of the department are to be systematically ascertained and documented
- The department was represented, from the start of the FU project „Campus Management", by a „Keyuser"

Project goals

- Introduction of SAP CM by the Department of Business & Economics, commencing with the WiSe 06/07 for the Bachelor study programs "business economics" und "economics" in the first semester (currently no non-department interchange to advanced semester)
- Controlled transfer from project status to online usage
- Achieve acceptance throughout the department for the new application SAP CM
- Utilisation of SAP CM by all employees of the Administration Studies office and registrar's office as well as the lecturers and their representatives
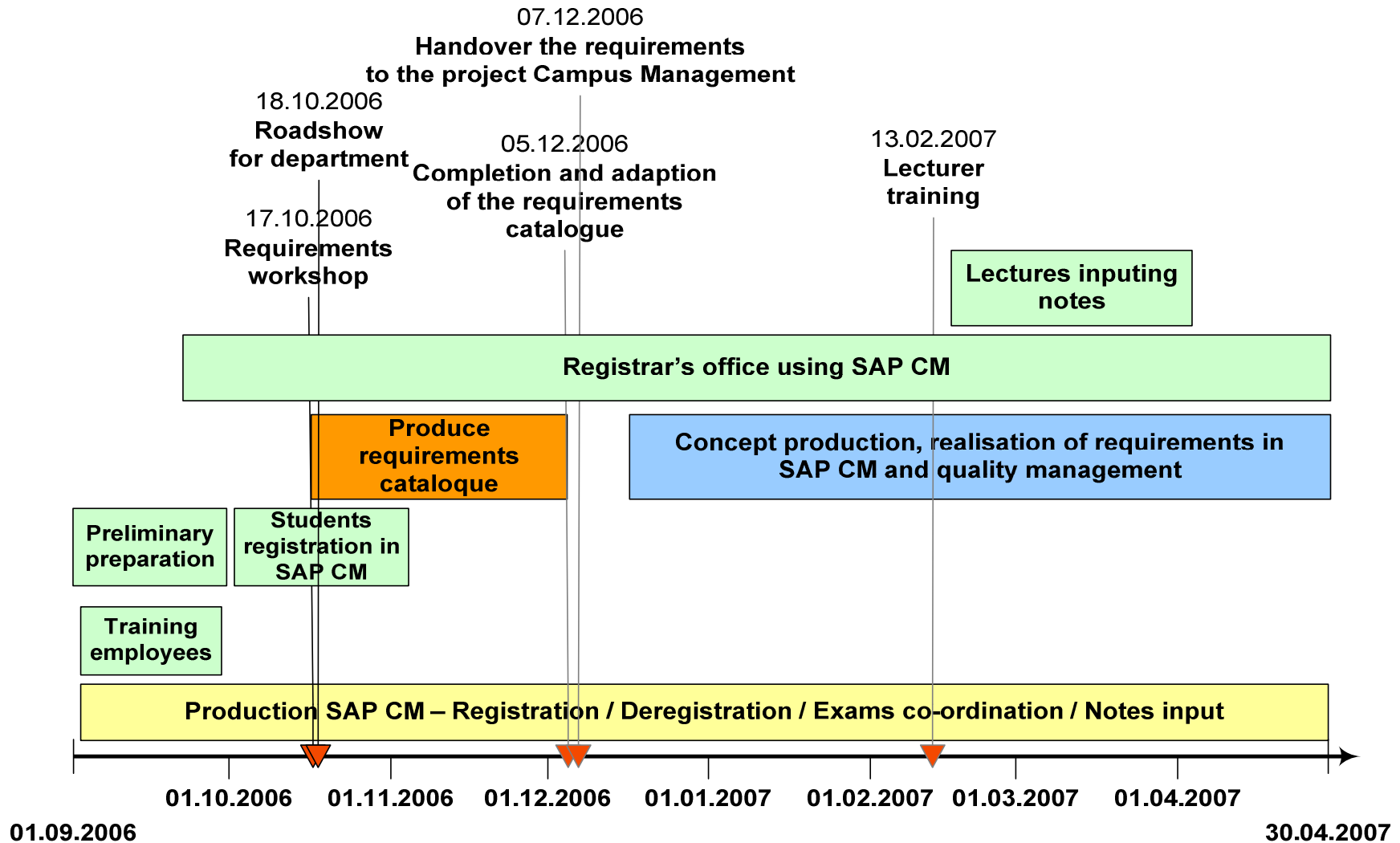
Project overview

- Analysis and evaluation, with respect to the change requirements of the department, for current FU academic processes, forms and reporting

- Development of new processes and adaption of existing processes in accordance with the requirements of the department

- Define the specific requirements of the department, with respect to SAP CM (requirements catalogue)

- Bring about a decision concerning the scope and content of the requirements catalogue

- Handover the requirements catalogue to the project team „Campus Management"

- Clarify, determine and schedule, with the project management of „Campus Management", the to be realised requirements

- Plan and realise the „Rollout" of the core software „Campus Management" (SAP CM) by the department

Project participants

- Deans office, Dean (Dekanat, Dekan)

- Registrar's office (Prüfungsbüro)

- Administration - Studies office (Studienbüro)

- Examination board (Prüfungsausschuss)

- Department management of administration (Verwaltungsleiter)

- Computer service center (Arbeitsbereich Datenverarbeitung)

- Student Affairs (Studierendenverwaltung)

- Academic Structural Development (Studienstrukturentwicklung)

- Legal Office (Rechtsamt)
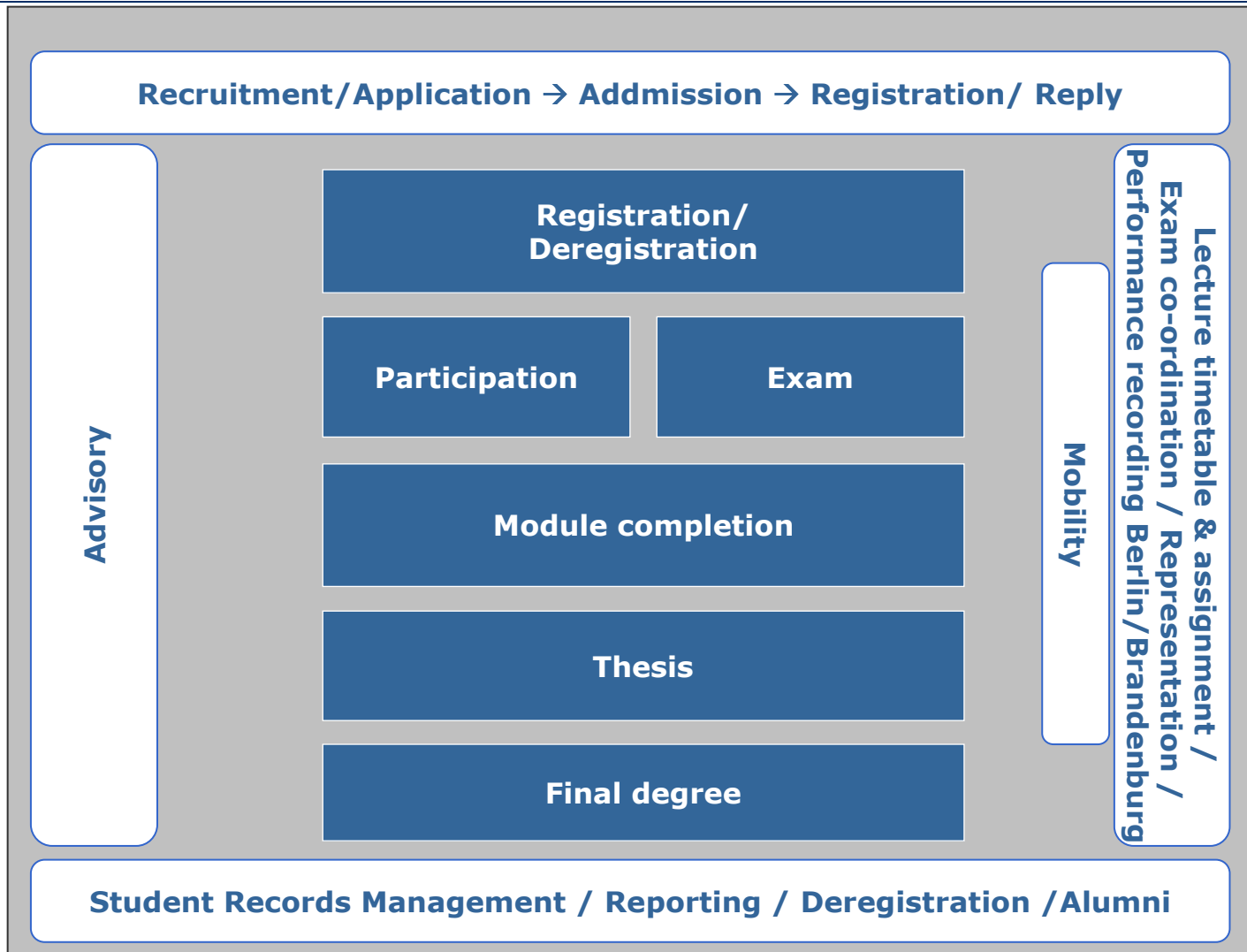
- Project Management Campus Management (Projektleitung)

07.12.2006
**Handover the requirements
to the project Campus Management**

18.10.2006
**Roadshow
for department**

05.12.2006
**Completion and adaption
of the requirements
catalogue**

13.02.2007
**Lecturer
training**

17.10.2006
**Requirements
workshop**

**Lectures inputing
notes**

Registrar's office using SAP CM

**Produce
requirements
cataloque**

**Concept production, realisation of requirements in
SAP CM and quality management**

**Preliminary
preparation**

**Students
registration in
SAP CM**

**Training
employees**

Production SAP CM – Registration / Deregistration / Exams co-ordination / Notes input

01.10.2006   01.11.2006   01.12.2006   01.01.2007   01.02.2007   01.03.2007   01.04.2007

01.09.2006

30.04.2007

1. **Introduction**
2. **The project within the Department of Business & Economics**
3. **References**
   - 3.1 Statutes for exam matters in general
   - 3.2 Exam and studies regulations for bachelor of business economics
   - 3.3 Exam and studies regulations for bachelor of economics
4. **Description of the bachelor study program business economics and economics**
5. **department requirements**
   - 5.1 Process adaption
     - 5.1.1 Registration
     - 5.1.2 Exam co-ordination
     - 5.1.3 Participation
     - 5.1.4 Examination
     - 5.1.5 Module completion
     - 5.1.6 Recognition of academic credits
     - 5.1.7 Thesis
     - 5.1.8 Final degree
   - 5.2 New process definition
     - 5.2.1 Examination admittance
   - 5.3 Timetable requirements

6. **Data description**

7. **Forms**

8. **Evaluation and statistics**

9. **Test and examination**

10. **Training and operations**

11. **Appendix**

FU process landscape

Recruitment/Application → Addmission → Registration/ Reply

Advisory

Registration/ Deregistration

Participation

Exam

Module completion

Thesis

Final degree

Mobility

Lecture timetable & assignment / Exam co-ordination / Representation / Performance recording Berlin/Brandenburg

Student Records Management / Reporting / Deregistration /Alumni

Project results

- For the Department Business & Economics, production began according to schedule in the WiSe 06/07

- The employees in administration have been trained and are productively using SAP CM

- The lecturers have been informed and trained

- In the first semester, 384 new students have registered for modules, lectures and examinations in the Bachelor study programs

- The supplementary requirements catalogue was completed and authorized by the department before being handed over to the CM project management

- The input of examination results, by the lecturers resp. their representatives, was performed at the end of the WiSe 06/07

- The additional requested functions will be provided step by step, in accordance to their requirement

Critical success factors

- Bring about a common understanding for the project

- Realize the rollout of software is an organizing project

- Integrate all participants who are involved, within the department, with academic processes

- Define and determine responsibilities

- Bring about good co-operation between the various divisions (e.g.: Departments, Central University Administration, Legal Office)

- The availabilty of the required manpower must be ensured