Multi-Release Strategy for Mega SAP Projects

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LEARNING POINTS

- What is Multiple Release Management in SAP
- Multi-Release Architecture
- Governance Model
- Process Flow
- Roles and Responsibilities
To provide insight of the Release Management approach in a multi-landscape SAP system environment

- Release Management approach and guidelines
- Release Management Architecture
- Release Management technology considerations
- Governance Model and Procedures to be followed
- Release Management Process Flow
- Teams / People involvement
- Roles and Responsibilities
- Timelines of the key activities related to Release Management
- Action items and next steps
Organizing a set of desired changes into one concise cohesive work package whose components can be developed together, moved to the quality test environment together, tested together, and then moved to production as one change or release.
An SAP system environment where there are:

- Multiple set of SAP systems run in parallel
- Multiple developments take place in parallel
- Multiple transport release paths run in parallel
Goal

- Changes applied in the Production Landscape should be cascaded into the New Release Landscape in a right manner so that the new release systems environment is updated with quality or production changes without any major system failures or interruptions.

Best Practice

- On a weekly basis, each release MUST be assessed for impacts by the process and development teams for all changes coming from Quality or Production systems. Then, synchronization occurs either automatically (via Transports) or manually (via coding or configuration).
Multi-release System Landscape - Architecture

- D1 → Q1 → PRD
- D2 → Q2 → TRN

Automatic/Manual Synchronization
Governance Model

Project Leader

Project Management Office
- Technology Leader
- Project Manager
- Lead Engagement Partner
- Process / Technology Integration and Testing
- Enterprise Master Data
- Conversion & Cutover

Process and Package Thread
- Finance
- CRM
- QTC
- PTP

Supporting Threads
- People, Change and Learning Thread
  - Change / Communications
  - Training
- Security and Controls Thread
  - Security
  - Controls
- Business Intelligence Thread
  - BI Technical
  - Reporting / Analytics
- Support Thread
  - Support
- Information Technology Thread
  - Basis / DBA
  - Platform Services
  - Legacy Development
  - Middleware
  - ABAP
  - Release Management / Landscape sync-up

Legend
- Green: Project Oversight
- Pink: Operational Processes
- Gray: Supporting Activities

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Production Transport Logs are Published

Tech / Process Team Performs Impact Analysis

System Events Meeting

Perform Sync (Manual)
Perform Sync (Transports)

Validate / Test

WHO: Release Management Team
WHEN: Every Monday
DESCRIPTION: All transports imported into the Quality or Production system from the previous week (Monday to Sunday). Release team will also provide “Impact Report” to highlight possible discrepancies

WHO: Tech / Process Team
WHEN: Complete before Wednesday 5pm
DESCRIPTION: Perform impact analysis to determine:
- Type of change (Configuration, Custom Objects, Security)
- Impact or No Impact?
- Sync Method (Manual or Transport)
  Fill out Impact Assessment Form (only for Manual Syncs)

WHO: Release Management Team Members
WHEN: Thursday mornings (9am)
DESCRIPTION: Discuss the impacts & Approve the transports

WHO: Tech / Process Team & Basis
WHEN: End of Business Thursday
DESCRIPTION: Perform the sync via transports, or manual changes

WHO: Tech / Process Team
WHEN: End of Business Friday
DESCRIPTION: Validate that the sync were performed correctly
  Conduct the appropriate tests
  Inform Release Management for Manual transports and Resolution of failures
Release Management Teams

- Release Manager
- At least one representative from Basis team
- At least one representative from each P & P teams
- At least one representative from Development team
- At least one representative from the Change Management team
- At least one representative from Legacy team
Release Management - Roles and Responsibilities

- Manages smooth flow of system changes up to production, and to subsequent new release environments.
- Establishes a process to sync-up changes from Quality / Production to additional development environments.
- Manages the manual / automatic release sync-up process among multiple release environments without any major system failures or interruptions.
- Keeps track of changes made to release environments and takes action as necessary to keep all the release environments in sync.
- Follow-up and co-ordinate with other Release team members to make the sync-up process work effectively.
- Obtain list of transports that has been moved into Quality / Production system in the past one week – every Monday

- Move transports into the new release development environments as they will be decided – every Thursday

- Obtain the status of transports finally moved to the new development environments for future action – every Thursday
Roles and Responsibilities – Process Team

- Validate the list of transports (proposed to be synced up) sent by the Release Manager and provide feedback on them – by end of every Wednesday

- If required, to obtain information on impact of production changes – by end of every Wednesday

- Test / Validate manual and automatic synchronization – by end of every Friday

- Resolve transport failures, if any, after sync-up and provide solution – by end of every Friday
• Validate the list of transports sent by the Release Manager and provide feedback on them – by end of every Wednesday

• Perform analysis on weekly basis to assess impact of Production changes to current development environments before periodic transport sync-up - by end of every Wednesday

• Test / Validate Manual / Automatic Synchronization – by end of every Friday

• Resolve synchronization failures – by end of every Friday
To validate list of transports to be moved into the training systems environment - by end of every Wednesday

Test / Validate Manual / Automatic Synchronization – end of every Friday

Co-ordinate with Process/Development teams to resolve synchronization failures – end of every Friday
If needed, legacy teams will be involved to:

- Test / Validate Manual / Automatic Synchronization – end of every Wednesday
- Resolve synchronization failures – end of every Friday
SAP Transport Management System can be used for all automatic sync-up activities in absence of any 3rd party transport tool.

3rd party tools like “RealTech” for transport management can be used for all automatic sync-up activities.

Manual code corrections can be performed by the Development team manually as per requirement for manual sync-up activities.
This assessment evaluates the proposed synchronization of the Production Support Environment with the New Release Development Environments. Two broad areas are addressed: configuration and objects. Each segment receives an assessment rating of “high,” “medium,” or “low,” depending on the impact of the proposed transport synchronization into the new environment. In filling out the detail part of the form, use your best judgment as to the impact or your perception of what the impact will be. Use those detail perceptions to help you rate the assessment on the cover sheet.

**Impact Assessment Summary**

<table>
<thead>
<tr>
<th>Description Section:</th>
<th>Transport Number: ___________________________</th>
<th>Date: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Text Information: ___________________________</td>
<td>Prepared by (Name/Team): ___________________________</td>
<td></td>
</tr>
</tbody>
</table>

### Assessment Section:

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Impact (High/Medium/Low)</th>
<th>Mitigation Actions to Perform (Describe the affected objects or configurations and the necessary action plan to sync the changes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listing of RICEFW object impacted by this change</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listing of the impacted configuration items</td>
<td></td>
<td></td>
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<tr>
<td>Listing of the Security impacts</td>
<td></td>
<td></td>
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<tr>
<td>Listing of the Master Data impacts</td>
<td></td>
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<tr>
<td>Listing of any FDS, TDS/test scripts that may be impacted as a release of this synchronization into the new release development Environment</td>
<td></td>
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<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Comments**

Assessment Comments/Conditions:
- 
- 

Technology Team Lead: Name: ___________________________ Signature: ___________________________ Date: __/__/____

Process Team Lead: Name: ___________________________ Signature: ___________________________ Date: __/__/____

Release Manager: Name: ___________________________ Signature: ___________________________ Date: __/__/____
<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Request</th>
<th>Client</th>
<th>Owner</th>
<th>Project</th>
<th>Short Text</th>
<th>Sync to New Release Dev (D2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Manual or Transport Approved By Sync Date</td>
</tr>
</tbody>
</table>

Landscape Synchronization Track Sheet - (SID)

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Dedicated and Separate landscapes for production Support and New Releases:

- Reduces risk of data manipulation
- Independent workspace
- Safer process of release with new developments
• SAP multiple landscape sync – once in a week
• Dedicated Release Management team
• Evaluate change impact before sync-up
- What is Multiple Release Management in SAP
- Multi-Release Architecture
- Governance Model
- Process Flow
- Roles and Responsibilities
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