

ERP Go-Live Calendar

Practice and Checklist Activities

Monday <i>Dec</i> 1	Tuesday <i>Dec</i> 2	Wednesday <i>Dec</i> 3	Thursday <i>Dec</i> 4	Friday <i>Dec</i> 5
Monday <i>Dec</i> 8	Tuesday <i>Dec</i> 9	Wednesday <i>Dec</i> 10	Thursday <i>Dec</i> 11	Friday <i>Dec</i> 12
Monday <i>Dec</i> 15	Tuesday <i>Dec</i> 16	Wednesday <i>Dec</i> 17	Thursday <i>Dec</i> 18	Friday <i>Dec</i> 19
Monday <i>Dec</i> 22	Tuesday <i>Dec</i> 23	Wednesday <i>Dec</i> 24	Thursday <i>Dec</i> 25	Friday <i>Dec</i> 26



ERP Go-Live Calendar

Practice and Checklist Activities

Ensure you can access the SAP practice environment.

Resource: [Accessing SAP](#) job aid.

Action Required: If you are unable to access it, email erpprojectsecurity@companyxyz.com.

Log into SAP and familiarize yourself with the tiles

Resource: [SAP Overview and Navigation](#) eLearning course

Earn points: Correctly identify all the icons in this [labelled graphic quiz](#).

Customize and save your view as a personalized tile.

Resource: [Personalize your SAP View](#) job aid.

Earn points: Submit a screenshot of your personalization page to erpproject@companyxyz.com.

Search for notification #123456. Review all the tabs on the notification.

Resource: [Understanding Notifications](#) microlearning.

Earn points: Complete this [scavenger hunt](#).

Search for work order #123456. Review all the tabs on the order.

Resource: [Understanding Work Orders](#) microlearning.

Earn points: Complete this [scavenger hunt](#).

Share your learnings from week 1

Resource: [SAP Learner Collaboration Teams](#) channel.

Earn points: Start or comment on a discussion.

Review SAP Tips and Tricks

Resource: [SAP Tips and Tricks Teams](#) channel.

Earn points: Add a comment under your favorite tip.

Attend a "How do I?" session

Resource: [Event Calendar](#).

Earn points: Sign the attendance register.

Attend a "How do I?" session

Resource: [Event Calendar](#).

Earn points: Sign the attendance register.

Complete your assigned eLearning

Resource: View assigned courses on your [SuccessFactors My Learning](#) page.

Earn points: Complete all your courses by this deadline.

Share your learnings from week 2

Resource: [SAP Learner Collaboration Teams](#) channel.

Earn points: Start or reply to a discussion.

Create a Notification

Resource: [Create Notification](#) job aid.

Earn points: Email your notification number to erpproject@companyxyz.com.

Convert your Notification to a Work Order

Resource: [Create a Work Order](#) job aid.

Earn points: Email your order number to erpproject@companyxyz.com.

Add General Information to your Work Order

Resource: [Create a Work Order](#) job aid.

Earn points: No additional action required. Project team will review your order and assign points.

Add Operations to your work order

Resource: [Create a Work Order](#) job aid.

Earn points: No additional action required. Project team will review your order and assign points.

Add one stock and one non-stock material to your Work Order

Resource: [Create a Work Order](#) job aid.

Earn points: No additional action required. Project team will review your order and assign points.

Submit your Work Order for approval

Resource: [Create a Work Order](#) job aid.

Earn points: No additional action required. Project team will review your order and assign points.

HAPPY
Holidays!

