



## Duet Business Assessment Program

### A 2 Day Duet Business Readiness Program

By using Duet™ software – designed, developed, and manufactured by SAP AG and Microsoft Corporation – your organization can empower employees to seamlessly access data and SAP® enterprise applications from within the familiar Microsoft Office environment.

The Duet Assessment Program is designed to provide you with an accurate understanding of your organization's readiness for a Duet implementation. This 2 day program includes system sizing, scenario evaluation, scoping, team requirements and scheduling, providing your organization with a road map for an accelerated and successful implementation. In addition, organizational readiness is also evaluated based on the information content presently available. Any implementation gaps which may exist, with regard to any of the above, are identified along with the approach to closing out the gaps, ensuring a thorough installation approach.

The Duet Assessment Program is offered by Microsoft Duet partners who have been certified on the most current version of this software. These partners also have years of experience implementing SAP systems and Microsoft technologies, streamlining the process and providing expert evaluation of your entire system.

### A Comprehensive Approach

The assessment program for Duet includes four distinct components:

#### Business value of Duet

We analyze your organization's current and future business process requirements. To help ensure tight linkage between business and IT, both groups are included in this process.

#### Scenario evaluation

We analyze your business requirements and work with you to select and prioritize the appropriate Duet scenarios, including: Sales Management, Time Management, Team Management, Leave Management, Purchasing Management, Workflow, Reporting Management, Budget Monitoring and more.

#### Systems architecture

We analyze your current architecture, IT guidelines, and the evaluated scenarios. Our technical experts will then develop a recommendation for your future architecture.

#### Scoping

We will cover the Duet installation and can additional support process consulting and implementing new processes in correlation to the Duet instance in the SAP system.

#### Road map and project planning

We consolidate our findings and recommendations in an executive-quality presentation, including a value-driven road map, architectural recommendations, and a recommended project plan. This plan and road map will provide you with estimates of the time and resources that will be required for a successful Duet implementation. This comprehensive methodology is designed to facilitate your transition from a design and planning initiative to a full Duet implementation.

## Duet Assessment Program Methodology

The assessment program methodology covers the complete project life-cycle including:

- Organizational Readiness Evaluation
- Assessment of the status of SAP system environment (including patch levels)
- Assessment of your Microsoft system environment (including Microsoft Office)
- Evaluation of the completeness of back-end system configuration required for scenarios to be implemented
- Evaluation of applicability of selected scenarios
- A 2 Hour Workshop – “*Overview and Evaluation of Duet Scenarios*”
- Determining information needs and requirements “who needs what reports”
- Developing a Activity Road Map
- Practical systems architecture
- Appropriate System sizing
- Setting up the Implementation team
- Setting a plan to get answers to questions raised in the workshop
- An overview on Managing Duet
- Strategy to rollout Duet with initial and subsequent scenarios
- Assess impact on your current support unit and strategy

At the conclusion of the workshop, your team will receive a value-driven road map, a recommended architecture proposal, and an understanding of business scenarios supported by Duet that are specifically tailored to your needs which will result in a best practice based approach which will be tailored to your organization.

## Summary

The assessment workshop for Duet will enable your organization to put the power of Duet to work quickly and efficiently – so you can start reaping the benefits as soon as possible. By evaluating business processes, Duet-supported scenarios, and architecture considerations, and by crafting a well-developed project plan, this workshop will help ensure that your Duet investment truly empowers your information workers.

## Find Out More

For more information on how the Assessment Workshop for Duet will enable your organization to architect, plan, and implement a powerful Duet solution, email us at: [tarek.mostageer@eds.com](mailto:tarek.mostageer@eds.com)

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