



Department
for Transport

Specification

SAP BPC Basic & Advanced Admin &
Report Writer training

Moving Britain Ahead

Purpose / Learning Outcome

Admin Fundamentals

Goals:

- Understand the structure of SAP BPC and the elements involved in creating a System
- Maintain the structures and dimensions in SAP BPC
- Work with data in SAP BPC
- Understand and manage Security and Work Status
- Develop processes for easy user Access
- Understand the auditing options in SAP BPC
- Understand the different types of logic for running calculations in the System

Basic Report Writer Course

Goals:

- Build Reports and Input Forms in the EPM Add-in for Excel
- Use the settings available in the Report Editor
- Use dynamic formatting
- Actively use the features and functions available in a variety of reporting Scenarios

Advanced Admin (Script Logic) Course

Overview

- This course will cover the next steps in script logic. Optionally other calculation methods could be covered, as used by DfT

Topics will include:

- Review of basic script Logic structure
- Lookups
- GET
- GO
- Scoping
- SELECT
- Time Shift
- Parent Values
- Best Practice

Advanced Report Writer Course

Overview

- This will be a customised course with a flexible agenda
- No materials will be provided
- The course will mainly be based around existing reports, and reports that need to be built.
- Attendees should bring questions and report requirements to the session.

Topics will include:

- Reporting Basics Review
- Discussion on current report building, with design discussions
- Identified advanced topics
- Tips and Tricks

Background Information

DfT currently uses SAP Business Planning & Consolidation to support its MI System. This is planned to continue until at least 2017. During this period the Department needs to develop new staff as part of succession planning in the area of SAP BPC developers and business as usual maintenance. Without these skills from the course we will have to rely on external contractors/consultants whose costs is considerably greater than trained internal Civil Servants.

The Requirement

This course will build on training from the previous year to enable prepare the participants to work as a SAP Business Planning & Consolidation application administrator, and report writer. In addition enable 3 inexperienced team members become more proficient in using administration and basic report writing in BPC.

Admin Fundamentals

Two day classroom based course for 3 inexperienced team members to become proficient in the use of the BPC Admin and learn the fundamentals of administering the SAP BPC for Microsoft System. Learn to understand the structure of the system and how to maintain the System.

Basic Report Writer Course

Two day classroom based course for 3 inexperienced team members to become proficient in how to build reports in the EPM Add-in for Excel for BPC.

Advanced Admin (Script Logic) Course

One day workshop based course for 5 experienced team members to build on their current knowledge, learning how to use script logic in building more complex applications and reports

Advanced Report Writer Course

One day workshop for 5 experienced team members to build on their knowledge, by working with a facilitator to enable them use the current reports on our own system, looking at best practice and handy hints and tips, to improve the quality and build of each report.

Describe the Target Audience

In-house SAP BPC Administrators and Developers. (3 inexperienced team members & 5 existing team members)

Delivery criteria for trainers/facilitators

Prior experience of delivering this type of training.

Logistics

Format – face to face / e-learning / work based	Face to face
Numbers of delegates (including Max – Min per event)	MI Team of 8 (1 G7, 6 SEO and 1 HEO)
Number of facilitators / trainers (per delegate / per event)	Supplier to recommend
Length of event, include details if modular of total package and individual events	6 Days in total
Number of events (per year, number of modules etc)	4
Location – include geographic locations and whether the events will be on department site, on Capita site or supplier to provide venue.	London- gov estate
Key Dates & Timing	Jan to March 2016 Admin, followed by Report Writing, followed by Advanced Admin (Script Logic), followed by Advanced Report Writing.
Materials needed including format	Supplier to provide
Dependencies and constraints e.g other events, projects etc.	NA

Service Levels

How will the success of the supplier / service be measured?

Include any bespoke KPIs such as satisfaction or pass rates, accreditations, evaluation results.