

Planning Guide

North America

This is a guide for North American colleges and universities considering membership in the SAP University Alliances program. Guidelines are presented for developing an SAP University Alliances “Curriculum Plan.” The overall purpose of the Curriculum Plan is to present a program-specific business case for incorporating SAP software and SAP University Alliances curriculum materials into a university academic program. The Curriculum Plan is the main document by which schools communicate their plans not only to SAP, but to university faculty, administration, constituent businesses, and other interested parties. Generally, the Curriculum Plan sets forth overall goals, key objectives, course plans, and other elements that will lead to successful SAP integration.

Since each program has distinct goals and resources, each plan is unique. The guidelines presented here are intended to facilitate the planning and application creation processes. It is up to each institution to create a plan that can be effectively used in their existing curriculum processes, therefore there is flexibility in format. The purpose of the Curriculum Plan is for each school to think through how available SAP products and tools can contribute to the unique mission of the school and its educational programs. *Experience has shown that the process of creating a detailed Curriculum Plan is a key element in achieving a solid foundation for effective implementation.*

Basically the plan needs to address the following questions:

- What program(s) do you want to use the software in and how do they fit within the department, college, university, etc.?
- What are the specific courses you have in mind as a starting place and then maybe longer term (although this is harder to pin down) -- just want to see your vision. Please include course descriptions along with the role the course plays in the program, e.g. required or elective. Catalog descriptions are just fine for this purpose.
- Who are the faculty who want to get involved and what is their relationship to the university? (include a short bio with discipline, tenured vs adjunct, rank, etc.)
- What are the funding sources for this? (Realistically you'll need \$8K per year plus some travel money to be an active, trained member of the community)
- What is your link back to the SAP customer/partner base? (Where will the students get jobs? Who is on your industry advisory board, etc.? What role do these people play with respect to this program?)

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The first two bullet points determine if the school is eligible for membership into the SAP University Alliances program. The mission of the SAP University Alliances program is to provide access to SAP's world-leading business software to enhance the academic and professional outcomes for college and university students and professors. To accomplish this mission, the SAP University Alliances program assists colleges and universities to effectively integrate SAP resources into their curriculum. We do not support training efforts, however, so one of the tests that a plan must pass is a determination that the courses that include SAP content are in fact, educational in nature and not training. One test of whether a course should be included is whether or not the course, as described and advertised, could be offered with any ERP system. In other words, Principles of Accounting Information Systems may be a course that is using SAP's Business Suite to demonstrate controls and Accounting principles, but other software could be used and the course can still be offered without an entire overhaul of the course description. (At the same time we obviously believe that using SAP products enhances the course and marketability of the students that pass it, but the school would not consider this an SAP training class.)

If new courses are created we'd prefer to see courses like ERP Systems, Business Process Integration, or Systems Administration instead of SAP Systems, SAP Business Processes, or Basis Administration. Exceptions tend to be in the systems areas of programming or other systems administration functions. Obviously a programming class that uses ABAP needs to say that in the title to distinguish it from a C++ or Java class. Offering programs with titles like "MBA with SAP" or courses with titles like "SAP's FI Module" are not allowed.

Assuming the first two questions are answered satisfactorily, the last three questions relate more to the critical success factors to having a good program using SAP products and tools. Experience has shown that faculty, resources and links back to the SAP eco-system are fundamental to the most successful programs in the SAP University Alliances program. While it may take a few years to build a successful program it certainly starts with these three factors.

Having buy-in by a critical mass of faculty is a key success factor in effectively using SAP products in the classroom. Drafting the Curriculum Plan is a good vehicle for assembling an implementation team and beginning the collaboration process. Drafting the plan also creates an opportunity to begin building collaboration opportunities with existing SAP customers and partners in your region. These partners may provide valuable insight on demanded skills, expectations, and resource requirements. They also can hire graduates or

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interns, provide adjunct faculty, and provide funding for SAP University Alliances related expenses.

Effectively mapping SAP participation goals with available resources is a key curriculum plan element. For example, if the plan calls for using the products in several classes within the first two years, one expects broad participation by several permanent faculty members. Additionally significant travel dollars may be needed to train the faculty in the products and curricula available from the SAP University Alliances Program.

Remember that the process of developing the plan is iterative, and draft refinement is encouraged as a school works through the curriculum planning process. The North American team is happy to work with schools to fine tune the plan and identify the key points needed in the plan in order to assure success.

The draft and final curriculum plans for any North American school should be emailed back to the University Alliances program manager for your region:

U.S. West region and Canada: Gail Corbitt (g.corbitt@sap.com)

U.S. Central region: Alex McLeod (alex.mcleod01@sap.com)

U.S. East region: John Baxter (john.baxter@sap.com)

Once a campus is approved for membership, the faculty coordinator is emailed the "Contract Information Sheet". This document collects the information about your University that is necessary to draft the SAP University Alliances Agreement. For example, you are asked to provide the names of: the SAP faculty coordinator, the person signing the contract and so on. Complete all information and return it to the University Alliances program manager for your region. This is used to develop the necessary contractual documents needed to formalize your membership in SAP University Alliances.