

✓ SAP Training Checklist for Enterprises

Here's How to Know if You Are Doing Everything and Doing it Right



SAP integrates several business processes through its many modules that users must learn and master. This can make SAP training long and tedious to master. If you want to make the learning journey as smooth and pleasant as possible, make sure you tick these off the list.

Research	Status
Which employees need SAP training and to what degree (based on their current familiarity with the platform)?	
What are the learning needs and preferences of target users?	
What is the full curriculum to be covered based on the range of business operations to be run on SAP?	
Which modes of training and content delivery would be most suitable: <input type="checkbox"/> For employees <input type="checkbox"/> For your business infrastructure	
What is the outcome being expected from the training by: <input type="checkbox"/> Users <input type="checkbox"/> Managers <input type="checkbox"/> C-suite	
Which business requirements do you want to fulfill through SAP deployment and training?	
Which KPIs do you plan to improve through training?	
What is the budget and timeline for the project that is: <input type="checkbox"/> Preferred (that your organization wants to stick to) <input type="checkbox"/> Expected (that is predicted based on average data from other comparable training projects)	

Plan	Status
A strategic framework based on the variables and data discovered above that is: <input type="checkbox"/> Built by someone and made publicly available <input type="checkbox"/> Built for a previous project by your organization <input type="checkbox"/> Built specifically for the current SAP training project	
Based on the above framework, designing of: <input type="checkbox"/> A training plan <input type="checkbox"/> A change management strategy <input type="checkbox"/> Training best practices for the current use case <input type="checkbox"/> Data documentation and validation strategy <input type="checkbox"/> Training standards and protocols <input type="checkbox"/> Required infrastructure for training delivery, deployment, and analytics	
SMEs and consultants to be chosen to provide expert advice for training	
Security and access modifications needed in case of live training	

Prepare	Status
Install training delivery and deployment platform	
Create training materials and lessons	
Integrate training protocols, security policies, access rules, etc. within the company framework	
Create learner and trainer profiles	
Build SME team for informational support, helpdesk team for IT support, and OCM team for adoption support	

Test	Status
Validate training access credentials of learners	
Check training materials for information validity	
Do a beta test of lessons with a test sample of learners	
Test training delivery and deployment system for glitches and access issues	
Do a dry run of the entire training system	

Implement	Status
Deploy training across learner profiles	
Provide ongoing support through SMEs and IT team	
Enforce change management policies and extend support for adoption	

Assess	Status
Gather learner progress and training program success data	
Use an analytics system to create reports and actionable insights	
Identify areas of improvement	
Deliver training analysis information to training design leaders	

Refine	Status
Reform and refine the training program for improving training and onboarding KPIs	
Modify lessons or the training deployment system to provide a better learner experience	
Create a protocol for constant data analysis and training enhancement	

Tools You May Need	Status
LMS (content creation, delivery, management, tracking)	
LXP	
DAP	
Classroom Learning Tools: <input type="checkbox"/> In-person <input type="checkbox"/> Virtual	
Collaboration tools	
Engagement and personalization tools (simulation, AI, VR, gamification, modularization/microlearning, mobile learning, just-in-time provision)	
Integration systems and auxiliary tools (APIs, plugins, etc.)	
Lesson Authoring Tools (optional if not included in the LMS)	
Analytics software (optional if not included in the LMS)	

How Assima Fares on the Checklist

Assima ticks nearly every box in this checklist when it comes to SAP training. It uses a 4X patented cloning technology that creates object-based, hyper realistic simulations or clones for training employees. Assima's training platform integrates most of the major requirements of training, from creation to delivery, deployment to tracking, all in one place.

The comprehensive nature of our solutions ensures that you do not have to implement multiple applications across the learning path, saving money & optimizing training implementation. While Assima Train facilitates training before go live, Assima In-App Search supports your employees in the live system. The most beneficial features of our solutions include:



Hyper-realistic simulations for interactive, scenario-based training

Editable, object-based clones help you stay ahead of software updates training

Multiple output modes and datasets from the same source enhances scalability

One-step data anonymization protects sensitive business data

Easy translation feature allows streamlined multilingual, global training

Detailed analytics dashboard for progress reporting and analytics

Real-time, in-app guidance with contextual information

Centralized training deployment for instant updates and remote training

High level of compatibility with any digital software or environment

Our solutions have helped several enterprises achieve extraordinary results on their training programs. You can be one of them too.

Our Experts Will Walk You Through the Entire Process.

assima

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