

Project System
SAP Implementation at IESCO
Training Document
Master Data
CE PMU – PD GSC

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Master Data Creation

1 Purpose

Document

Creation of standardized structure for planning and execution of projects is described in this document.

Prerequisites

All Scenarios should be considered before creating master data templates.

1.1 Process Steps (PMU / GSC)

1.1.1 Create Standard Project

Use

It is used to create standardized / comparable hierarchical structure (Template) so that estimation projects can be created by adopting already created Template.

Procedure

1. Access "Create Standard WBS" App, from Fiori Launchpad.

2. Click Project Profile combo box
3. Click Project Profile: from drop down list item
4. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Std project def.		Example: SP.1507 (Code for PMU / GSC) In case of PD Construction (SC.2018-84-0001) 84, 85,	The standard project definition contains dates and organizational information that are binding for the entire project. A project structure that will be used as

		86, 87, 88 is required as per their divisional codes.	a template for creating new projects
Project Profile		Example: Project Profile: Y000001 Project CE PMU	The profiles contain default values and control parameters for processing WBS, Network, Activities and functions in the project

5. Click Open Number button

Open number

Find Open Number

Search area

Start value

SP1505

Finish value

Search strategy

☒ Find next open number

☐ Find number after last assigned

Proposed

6. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Start value		Example: SP.1505	Start value for the search area, in which the next free standard project number is to be determined.

7. Click Find button



Find Open Number X

Search area

Start value

SP. 1505

Finish value

SP. 9999

Search strategy

☒ Find next open number

☐ Find number after last assignd

Proposed

SP. 1507

✓
🔍
🔍+
X

8. Click Copy button



Std. project def.

SP. 1507

Project Profile

Project CE PMU

9. Click Project definition

Project definition

button or **press Enter**

Menu Save Back Exit Cancel System Other standard WBS Long Text Status Hierarchy graphic WBS e

Project def.

Basic data Control Administration

Mask

Mask ID

Status

PD sts. profile WBS sts. prof.

System Status CRES

Dates Organization

Factory Calend.

Time unit

CO area

Company code

Business area

Plant

Location

Functional Area

Responsibilities

Pers.Resp.No. CE PMU (IESCO)

Applicant no.

10. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Project def.		Example: Tranche 7 - Year 2015	Standard Project Name / Description

Plant		Example: 202	In Logistics a plant is an organizational unit for dividing an enterprise according to procurement and materials planning. A place where materials are produced, or goods and services are provided.
Person Responsible		Example: 100	It is used for identifying the office/subdivision, to control the authorization and for Admin Approval Workflow

11. Click Save button



Following are the Coding Mask.

Coding Mask	Description
SP.0000-0000.X.000.X.X.X	Standard Project (CE PMU / PD GSC)
PT.0000-0000.X.000.X.X.X	Project Tranche (CE PMU)
PG.0000-0000.X.000.X.X.X	Project STG (PD GSC)
PI.0000-0000.X.000.X.X.X	Estimation Project (CE PMU / PD GSC)
PA.0000-0000.X.000.X.X.X	Project AMI (CE PMU - PD AMI)
PS.0000-0000.X.000.X.X.X	Project GSO Maintenance (PD GSC)
SC.0000-00-0000-X.X.X.X	Standard Project (PD Construction)
PC.0000-00-0000-X.X.X.X	Project Construction (PD Construction)
PE.0000-00-0000-X.X.X.X	Estimation Project (PD Construction)
PL.0000-00-0000-X.X.X.X	Estimation Project (of PD Construction from P&D / P&E Department)



Following are the Plants

PLANT	Description
200	IESCO RS RAWALPINDI
201	IESCO RS ISLAMABAD
202	IESCO RS WAH
203	IESCO RS RAJJAR

Result:

Standard Project Definition for Template Structure has been created.

1.1.2 Change Standard Work Break Down Structure (WBS)

Use

It is used to create standardized / comparable hierarchical structure (Template) so that estimation projects can be created by adopting already created Template.

Procedure

1. Open "Change Standard WBS" Tile from Fiori Launchpad under WBS Element Group.

2. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Std project def.		Example: SP.1507 *If standard project is known, go step 6	The standard project definition contains dates and organizational information that are binding for the entire project. A project structure that will be used as a template for creating new projects

3. Click help button or press F4

Project definition for standard project (1) ✕

▼ Project definition standard WBS: Description ...

Description

Std. project def.

Maximum No. of Hits

✕

4. Update the following optional fields:

Project definition for standard project (1) ✕

▼ Project definition standard WBS: Description ...

Description

Std. project def.

Maximum No. of Hits

✕

Field name	Description	User action and values	Comments
Std project def.		Example: SP1507*	The standard project definition contains dates and organizational information that are binding for the entire project. A project structure that will be used as a template for creating new projects
Description		Example: *trenche*	Standard Project Name / Description

5. Click Find button



> Project definition standard WBS: Description

Description	Standard project def.
Trenche 6 - Year 2015	SP.1506
Trenche 7 - Year 2015	SP.1507

2 Entries found

6. Click on SP.1507 and Press Enter

Std. project def.	SP.1507	
Standard WBS Element		

7. Click WBS element overview button

WBS element overview

SAP Change Std. WBS: WBS Elements - Descriptions

Menu System

Proj. def.

Basic data | Assignments | Responsibilities | Control | Over.

S	Lev	WBS element	Description	Short ID	Typ	Pri	Su	PE	Acct
1		SP.1507	Trenche 7 - Year 2015	SP.1507			☒	☐	☒
2		SP.1507-1516	Year 2015 - 2016	SP.1507-1516			☒	☐	☒
3		SP.1507-1516.1	New Grid Station	SP.1507-1516.1			☒	☐	☒
4		SP.1507-1516.1.001	New Grid - F11	SP.1507-1516.1.0	21		☒	☐	☒
5		SP.1507-1516.1.001.1	Engineering & Design - New Grid - F11	SP.1507-1516.1.0			☒	☐	☒
5		SP.1507-1516.1.001.2	Material - New Grid - F11	SP.1507-1516.1.0			☒	☐	☒
5		SP.1507-1516.1.001.3	Contract Work - New Grid - F11	SP.1507-1516.1.0			☒	☐	☒
5		SP.1507-1516.1.001.4	Misc Cost - New Grid - F11	SP.1507-1516.1.0			☒	☐	☒
1							☒	☐	☒

8. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Level (Row-1)		Example: 1	Level of WBS Element in Project Hierarchy
WBS Element (Row-1)	A structural element in a work breakdown structure representing the hierarchical organization of a project	Example: SP.1507	
Description (Row-1)		Example: Tranche 6 - Year 2015	Short description for WBS Element
Level (Row-2)		Example: 2	Level of WBS Element in Project Hierarchy
WBS Element (Row-2)	A structural element in a work breakdown structure representing the hierarchical organization of a project	Example: SP.1507-1516	
Description (Row-2)		Example: Year 2015 - 2016	Short description for WBS Element
Level (Row-3)		Example: 3	Level of WBS Element in Project Hierarchy
WBS Element (Row-3)	A structural element in a work breakdown structure representing the hierarchical organization of a project	Example: SP.1507-1516.1	
Description (Row-3)		Example: New Grid Station	Short description for WBS Element
Level (Row-4)		Example: 4	Level of WBS Element in Project Hierarchy
WBS Element (Row-4)	A structural element in a work breakdown structure representing the hierarchical organization of	Example: SP.1507-1516.1.001	

	a project		
Description (Row-4)		Example: New Grid - F11	Short description for WBS Element
Description (Row-4)		Example: 21	Project Type at Level 4 for PMU/GSC Projects
Level (Row-5)		Example: 5	Level of WBS Element in Project Hierarchy
WBS Element (Row-5)	A structural element in a work breakdown structure representing the hierarchical organization of a project	Example: SP.1507-1516.1.001.1	
Description (Row-5)		Example: Engineering & Design - New Grid - F11	Short description for WBS Element
Level (Row-6)		Example: 5	Level of WBS Element in Project Hierarchy
WBS Element (Row-6)	A structural element in a work breakdown structure representing the hierarchical organization of a project	Example: SP.1507-1516.1.001.2	
Description (Row-6)		Example: Material - New Grid - F11	Short description for WBS Element
Level (Row-7)		Example: 5	Level of WBS Element in Project Hierarchy
WBS Element (Row-7)	A structural element in a work breakdown structure representing the hierarchical organization of a project	Example: SP.1507-1516.1.001.3	
Description (Row-7)		Example: Contract Work - New Grid - F11	Short description for WBS Element
Level (Row-8)		Example: 5	Level of WBS Element in Project Hierarchy

WBS Element (Row-8)	A structural element in a work breakdown structure representing the hierarchical organization of a project	Example: SP.1507-1516.1.001.4	
Description (Row-8)		Example: Misc. Cost - New Grid - F11	Short description for WBS Element

Note:

- First Level WBS will always be of similar length and code as of Project Definition.

9. Select WBS Line – New Grid - F11,

Proj. def.

Basic data Assignments Responsibilities Control Over.

S	Lev	WBS element	Description	Short ID	Typ
	1	SP.1507	Trenche 7 - Year 2015	SP.1507	
	2	SP.1507-1516	Year 2015 - 2016	SP.1507-1516	
	3	SP.1507-1516.1	New Grid Station	SP.1507-1516.1	
	4	SP.1507-1516.1.001	New Grid - F11	SP.1507-1516.1...	21
	5	SP.1507-1516.1.001.1	Engineering & Design - New Grid - F11	SP.1507-1516.1...	
	5	SP.1507-1516.1.001.2	Material - New Grid - F11	SP.1507-1516.1...	
	5	SP.1507-1516.1.001.3	Contract Work - New Grid - F11	SP.1507-1516.1...	
	5	SP.1507-1516.1.001.4	Misc Cost - New Grid - F11	SP.1507-1516.1...	
	1				

Change Std. WBS: WBS Elements - Descriptions

WBS element: 

Basic data Assignments User Fields Admin. **Control** Progress

Proj.type: Short ID:

Priority: ☒ Proj. summarization

Responsibilities

Pers.Resp.No.	100	CE PMU (IESCO)
Applicant no.		
Resp. cost cntr	1000 101020	PD GSC OFFICE
Req.cost center	1000 101023	PD/PMU GRID STATION

Operative indicators

☐ Planning Element

☒ Acct asst elem.

☐ Billing Element

Grouping WBS element:

11. Click on Control Tab and enter Investment profile.

Basic data Assignments User Fields Admin. **Control** Progress

☐ Transfer to proj.def

Accounting

Costing Sheet ZP5001 ☐ Statistical Cctr post.

Overhead key ☒ Integ. Planning

Interest Profile

Investment Profile **Y00003** Project PMU - JIICA

Results analysis key

Field name	Description	User action and values	Comments
Responsible Cost Centre		Example: 101020 – PD GSC Office	Main Office Cost center will be used in this field
Requesting Cost Centre		Example: 101023 – PD/PMU Grid Station	Respective office cost center will be used in this field
Investment Profile		Example: Y00003 – Project PMU - JIICA	It is required for AUC creation

12. Press Enter

13. Click Save button

Result:

Standard WBS Structure for Template has been created.

Note:

- Responsible Cost Center will be the Cost Centre of PMU / GSC / PDC main offices.
- Requesting Cost Centre will be the Cost Centre of execution construction division.
- Both are mandatory to add in the project at all level WBS elements in Estimation and especially in Operative structures. (for PMU/GSC 4th level and below WBS)
- Person Responsible is also required in for estimation projects along with operative projects. (for PMU/GSC 4th level and below WBS)

1.1.3 Create Standard Network Header (Engineering Work)

Use

It is used to create standardized / comparable hierarchical network structure (Template) so that estimation projects can be created by adopting already created Template.

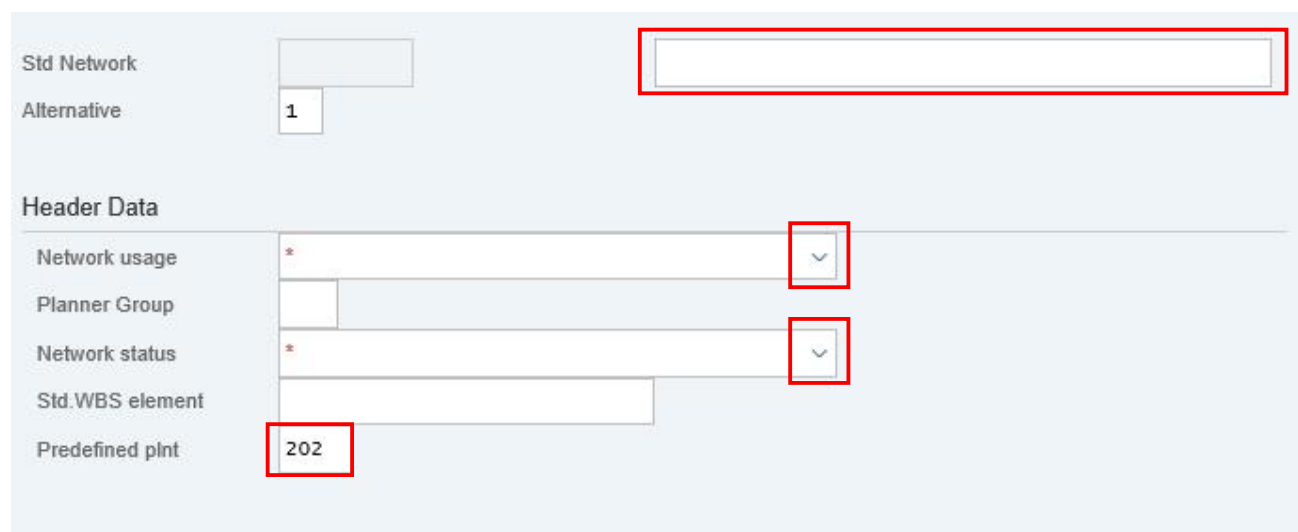
Procedure

1. Access "Create Standard Network" form Fiori Launchpad:

2. Click Profile drop down list
3. Select Standard Network profile list item.
4. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Profile	A profile is a collection of default values and settings for maintenance of routings or standard networks	Example: Standard Network Profile: Y000001-Project CE PMU Standard Network Profile	

5. Press Enter
6. Following Screen will appear



7. Click Network usage drop down list
8. Choose CE PMU / PD GSC from list item
9. Click Network status drop down list
10. Click **Created** list item
11. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Std Network		Example:	Standard Network Header

		Standard Network PMU / GSC	description
Network Usage		Example: CE PMU	To assign standard networks for different usages, for example Procurement, Construction, Project Management etc
Network Status	The status key to indicate the processing status of a standard Network. For example, to indicate whether the standard Network is still in the creation phase or has already been released	Example: Created	
Predefined Plant	In Logistics a plant is an organizational unit for dividing an enterprise according to procurement and materials planning. A place where materials are produced, or goods and services are provided.	Example: 202	

12. Click Save button

Result:

Standard Network is created, to be used as reference in creating estimation project networks.

1.1.4 Change Standard Network Activities (Engineering Work)

Use

It is used to create standardized / comparable hierarchical network structure (Template) so that estimation projects can be created by adopting already created Template.

Procedure

1. Access "Change Standard Network" form Fiori Launchpad:

The screenshot shows the 'Standard Network Change: Initial Screen' in the SAP Fiori Launchpad. The interface includes a top navigation bar with the SAP logo and a title bar. Below the title bar, there is a menu bar with a 'Menu' dropdown, a search field, and buttons for 'Back', 'Exit', 'Cancel', 'System', 'Std network header', 'Alternatives', and 'Activities'. The main content area is divided into two sections: 'Std network' and 'Selection'. The 'Std network' section contains a text input field, which is highlighted with a red rectangle. The 'Selection' section contains a 'Key date' field with the value '14.04.2018' and an 'Alternative' field with a dropdown arrow.

2. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Std Network		Example: 10000006 If standard network number is known, go to step 6	Standard Network Header Number

3. Click on search help button or press F4 

Key for Task List Group (1) ✕

▼ Standard networks by text, number, usage, planner, status
Find standard network via class
...

Standard network	
Alternative	
Short Text	
Planner Group	
Usage	
Status	
Maximum No. of Hits	500

Field name	Description	User action and values	Comments
Standard Network		Example: 10*	Standard Network Header Number

4. Click Find button 
5. Click Standard Network for Engineering Works label

Key for Task List Group (1) X

> Standard networks by text, number, usage, planner, status
Find standard network via class ...






Std ntwk	Alt	Task list description	PIGrp	Usage	Status
10000000	1	STD-Network PD Construction		31	1
10000001	1	Std PDC		31	1
10000002	1	CE/PMU Network	1	21	1
10000002	2	Standard Network for Contruction for T/L		21	1
10000003	1	Project CE/PMU		21	1
10000004	1	Standard Network for Engineering Works		21	1
10000005	1	Overheads		21	1
10000006	1	Standard Network PMU/GSC		21	1

8 Entries found






6. Press Enter button

Std network

Selection

Key date

Alternative

7. Click Activities button

Activities

Std network

10000006

Standard Network PMU/GSC

Int. Processing

Ext. Processing

Primary Costs

Total

Acti...	Opr. short text	Norm...	N...	Work	U...	Work ce...	Plant	Std Te...	C...	Activit...	Bus. Process	C...
0010			DAY		H		202		0			PK
0020			DAY		H		202		0			PK
0030			DAY		H		202		0			PK
0040			DAY		H		202		0			PK
0050			DAY		H		202		0			PK
0060			DAY		H		202		0			PK
0070			DAY		H		202		0			PK
0080			DAY		H		202		0			PK
0090			DAY		H		202		0			PK
0100			DAY		H		202		0			PK

8. Update the following required and optional fields

Field name	Description	User action and values	Comments
Opr. short text		Example: Sketch & Design	Internal Activity Description
Normal Duration		Example: 15 Days	The normal duration required to carry out the activity
Opr. short text		Example: Purchase of Land	Internal Activity Description
Normal Duration		Example: 45 Days	The normal duration required to carry out the activity
Opr. short text		Example: Foundation	Internal Activity Description
Normal Duration		Example: 30 Days	The normal duration required to carry out the activity

9. Press Enter

Std network		10000006	Standard Network PMU/GSC							
		Int. Processing	Ext. Processing	Primary Costs	Total					
Acti...	Opr. short text	Norm...	N...	Work	U...	Work ce...	Plant	Std Te...		
0010	Sketch & Design	15	DAY		H		202			
0020	Purchase of Land	45	DAY		H		202			
0030	Foundation	30	DAY		H		202			
0040			DAY		H		202			
0050			DAY		H		202			

10. Press Save button

Result:

Standard Network Activities has been created as template.

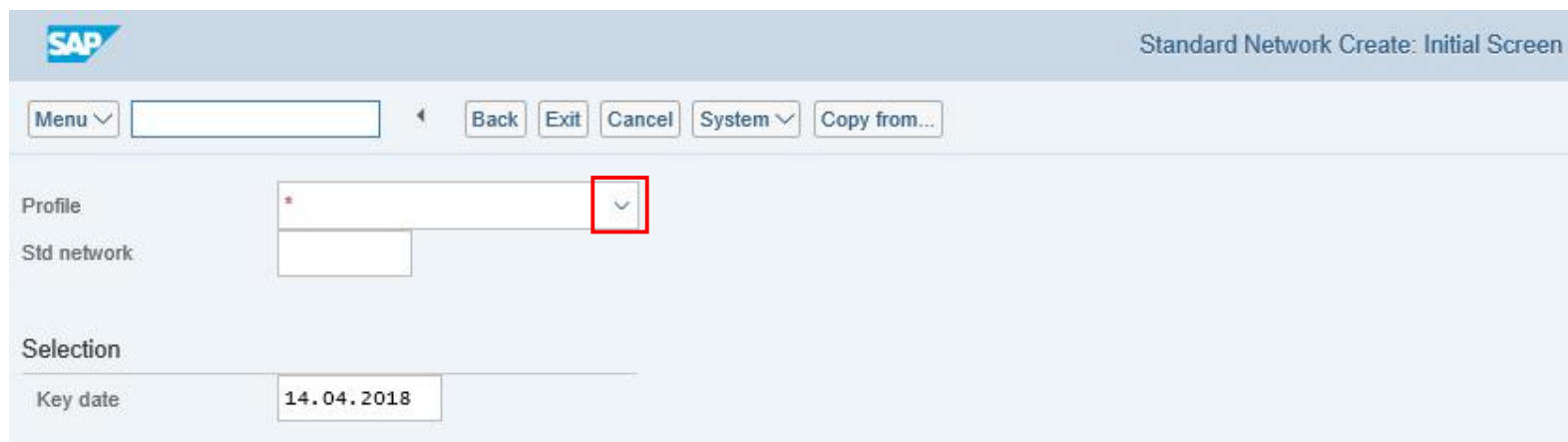
1.1.5 Create Standard Network Header (Procurement)

Use

It is used to create standardized / comparable hierarchical network structure (Template) so that estimation projects can be created by adopting already created Template.

Procedure

1. Access "Create Standard Network" form Fiori Launchpad under the "Network" Group:

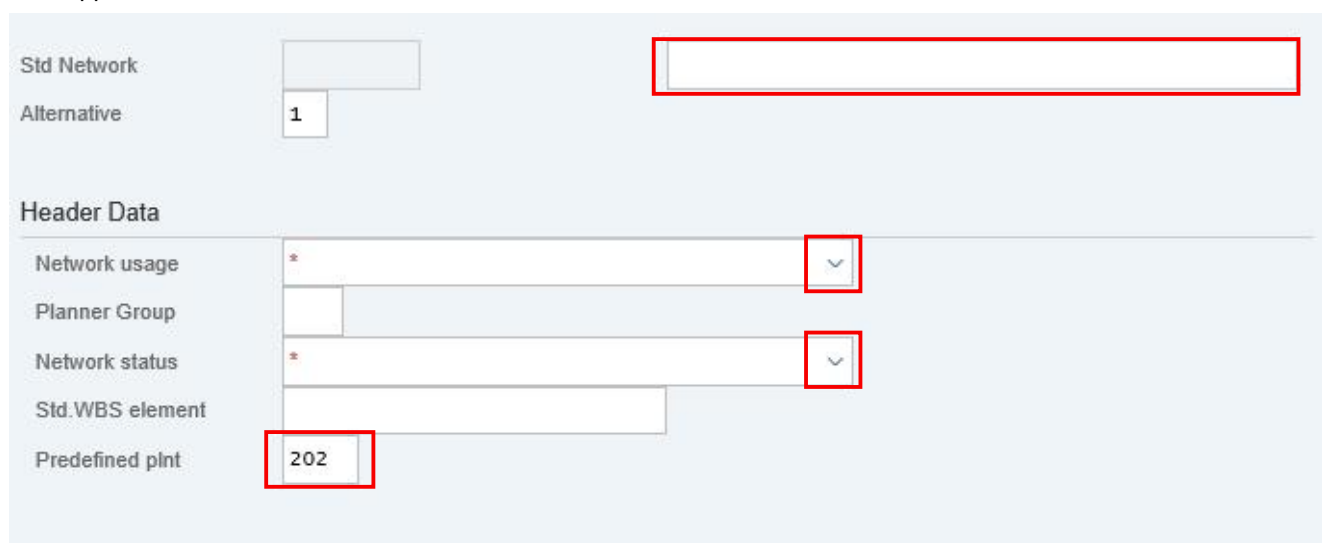


2. Click Profile drop down list
3. Select Standard Network profile list item.
4. Update the following required and optional fields:



Field name	Description	User action and values	Comments
Profile	A profile is a collection of default values and settings for maintenance of routings or standard networks	Example: Standard Network Profile: Y000001-Project CE PMU Standard Network Profile	

5. Press Enter
6. Following Screen will appear



7. Click Network usage drop down list
8. Choose CE PMU / PD GSC from list item
9. Click Network status drop down list
10. Click **Created** list item
11. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Std Network		Example: Standard Network PMU/GSC Procurement	Standard Network Header description

Network Usage	To assign standard networks for different usages, for example Procurement, Construction, Project Management etc	Example: CE PMU	
Network Status	The status key to indicate the processing status of a standard Network. For example, to indicate whether the standard Network is still in the creation phase or has already been released	Example: Created	
Predefined Plant	In Logistics a plant is an organizational unit for dividing an enterprise according to procurement and materials planning. A place where materials are produced, or goods and services are provided.	Example: 202	

12. Press Save Button

Result:

Standard Network is created, to be used as reference in creating estimation project networks.

1.1.6 Create Standard Network Activities (Procurement)

Use

It is used to create standardized / comparable hierarchical network structure (Template) so that estimation projects can be created by adopting already created Template.

Procedure

1. Access "Change Standard Network" form Fiori Launchpad:

2. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Std Network		Example: 10000007 If standard network number is known, go to step 6	Standard Network Header Number

- Key for Task List Group (1)

Standard networks by text, number, usage, planner, status

Find standard network via class

Standard network	
Alternative	
Short Text	
Planner Group	
Usage	
Status	
Maximum No. of Hits	500

Field name	Description	User action and values	Comments
Standard Network		Example: 10*	Standard Network Header Number

- Click Find button
- Click Standard Network for Engineering Works label.

Key for Task List Group (1)



> Standard networks by text, number, usage, planner, status

Find standard network via class

...

Std ntwk	Alt	Task list description	PIGrp	Usage	Status
10000000	1	STD-Network PD Construction		31	1
10000001	1	Std PDC		31	1
10000002	1	CE/PMU Network	1	21	1
10000002	2	Standard Network for Contruction for T/L		21	1
10000003	1	Project CE/PMU		21	1
10000004	1	Standard Network for Engineering Works		21	1
10000005	1	Overheads		21	1
10000006	1	Standard Network PMU/GSC		21	1
10000007	1	Standard Network PMU/GSC Procurement		21	1

9 Entries found

6. Press Enter

Std network

Selection

Key date

Alternative

7. Click Activities button

Activities

Std network

10000007

Standard Network PMU/GSC Procurement

Int. Processing

Ext. Processing

Primary Costs

Total

 Acti...	Opr. short text	Norm...	N...	Work	U...	Work ce...	Plant	Std Te...	C...	Activit...	Bus. Process	C...
0010			DAY		H		202		0			PK
0020			DAY		H		202		0			PK
0030			DAY		H		202		0			PK
0040			DAY		H		202		0			PK
0050			DAY		H		202		0			PK
0060			DAY		H		202		0			PK
0070			DAY		H		202		0			PK
0080			DAY		H		202		0			PK
0090			DAY		H		202		0			PK

8. Update the following required and optional fields

Field name	Description	User action and values	Comments
Opr. short text		Example: Material Lot 1	Internal Activity Description
Normal Duration		Example: 50 Days	The normal duration required to carry out the activity
Opr. short text		Example: Material Lot 2	Internal Activity Description
Normal Duration		Example: 15 Days	The normal duration required to carry out the activity

9. Press Enter

Std network

10000007

Standard Network PMU/GSC Procurement

Int. Processing

Ext. Processing

Primary Costs

Total

Acti...	Opr. short text	Norm...	N...	Work	U...	Work ce...	Plant
0010	Material Lot 1	50	DAY		H		202
0020	Material Lot 2	15	DAY		H		202
0030			DAY		H		202
0040			DAY		H		202

10. Click Ext. Processing tab control

Std network: 10000007 Standard Network PMU/GSC Procurement

Int. Processing **Ext. Processing** Primary Costs Total

Acti...	S...	Opr. short text	Info record	POrg	Cost Element	Vendor	Sort Term	Material...
0030	☐			2000				SG01
0040	☐			2000				SG01
0050	☐			2000				SG01
0060	☐			2000				SG01
0070	☐			2000				SG01

11. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Opr. short text		Example: Civil Works	Service Activity Description

12. Click Service check box

Std network: 10000007 Standard Network PMU/GSC Procurement

Int. Processing		Ext. Processing	Primary Costs	Total			
Activity	Service	Opr. short text	Info record	POrg	Cost Element	Vendor	
0030	☒	Civil Work		2000			
0040	☐			2000			
0050	☐			2000			
0060	☐			2000			
0070	☐			2000			
0080	☐			2000			
0090	☐			2000			

13. Press Enter or double click on Activity Number 0030

14. Click **Search help** in Service Number

15. Find Services either through description or enter * and press enter

16. Choose the service and **press enter**.

17. Update the following required and optional fields:

Field name	Description	User action and values	Comments
Service No	Specifies the number of the service master record for which you want to enter, change or display data. For non-standard services, skip the service number, and enter description only.	Example: 3000002	
Quantity		Example: 2	Quantity for Service
Un		Example: AU	Unit of Measurement of Service
Gross Price		2500	Price per Service
Cost Element	Items in a chart of accounts that are relevant to cost, are referred to as cost elements. They are used for entering all costs within the entire cost accounting system.	Example: 750630	

18. You can also **manually add the description**, quantity, Gross Price and cost element.

19. Press Back and Save

Result:

Standard Network Activities has been created as template.