

ERP transformation alignment checklist

SAP
Solution
Extension

Modernization moves faster when program owners, architects, security and governance leaders are on the same page. Use this checklist to get your stakeholders aligned.

Have each stakeholder complete their role section independently, then compare notes. Gaps between sections, such as a program owner who is ready to move while data governance hasn't signed off on the model, are usually where migration timelines slip.

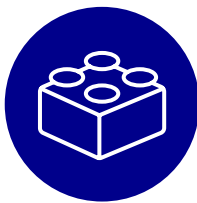


For transformation program owners

You own the decisions that determine what the organization moves into the new environment. Get clarity on what's being carried forward and what should be left behind before committing to a timeline.

Check the boxes that are already true:

- ☐ Know the SAP ECC support end date and how it affects the migration window
- ☐ Have a documented inventory of custom code, modifications, and add-ons
- ☐ Have identified which applications are candidates for decommissioning versus migration
- ☐ Understand the ongoing cost of keeping legacy systems live just for data access
- ☐ Can quantify the cost of staying on the current system, not just the cost of moving
- ☐ Have a target go-live window and know how it lines up against SAP's support roadmap



For enterprise architects and application leaders

You're accountable for the architecture that determines whether content and integrations connect more cleanly with the new environment. The technical detail here determines whether the migration lands on a clean core or carries a tangle of dependencies.

Check the boxes that are already true:

- ☐ Have mapped the integrations that connect the ERP to other business-critical systems
- ☐ Know how much structured and unstructured content lives inside and around the ERP, and where it needs to end up
- ☐ Have a plan for what moves, what gets archived, and what gets retired
- ☐ Know which integrations are custom-built versus vendor-supported, and the migration risk each carries
- ☐ Have assessed whether the current architecture can support a phased or hybrid migration approach
- ☐ Have mapped where content management and process automation embed into ERP workflows



For information security and data governance leaders

You own the risk and governance posture that determines whether the new environment is actually AI-ready. AI doesn't work without a data foundation you can trust.

Check the boxes that are already true:

- ☐ Have a security and access model that extends cleanly into a cloud environment
- ☐ Understand compliance and data retention obligations for legacy information before it's archived or retired
- ☐ Have assessed whether data is clean and governed enough to support AI use cases safely
- ☐ Have visibility into where sensitive data lives across SAP and connected content systems
- ☐ Have defined who owns data governance decisions during and after the migration
- ☐ Have an audit trail strategy that satisfies both current and anticipated compliance requirements



Business case and execution readiness

This section spans all three roles. The full buying committee should weigh in together here. These questions determine whether the case gets funded and finished.

Check the boxes that are already true:

- ☐ Have executive sponsorship or a clear path to get it
- ☐ Know which business outcomes (cost, risk, agility) will make or break the case
- ☐ Have internal skills or a partner lined up to execute
- ☐ Have a change management plan for end users

Closing the gaps

If most boxes are checked across all sections, the groundwork is done. The conversation now is about timeline and partner, not readiness. If the sections diverge, that gap is worth resolving before it becomes a bigger problem.

OpenText can help you close the gaps before they affect your timeline.

[Contact our team for a consultation](#)