

# Project Setup in SAP/Replicon

When the need to setup a project for costs capture is identified, the process shown in the presentation below should be followed.

Should a WBS Setup be required, the spreadsheet template below must be COPIED and a new version created for each project request.

[blocked URL](#) v5\_12.8.25 - WBS Approval Form - TEMPLATE DO NOT FILL OUT

There are a number of helpful recordings walking through the DevCap process and the WBS Form section by section:

[blocked URL 1. Intro to DevCap Approval Process.mp4](#)

[blocked URL 2. WBS Form - Approval Form Tab & IFRS Questions Tab.mp4](#)

[blocked URL 3. WBS Form - Risk Tab.mp4](#)

[blocked URL 4. WBS Form - Cost Tab & Profitability\\_Scenarios Tab.mp4](#)

[blocked URL 5. Budget Review & Approval + Resource Setup & Quarterly Review of DevCap Process \(Final video\).mp4](#)

Day-to-day help and support can be sought from [Rechelle Swing](#). More in-depth questions can be supported by the process owner, [Joaõ Pires](#).

## Active CM Projects

The spreadsheet linked below contains a recent list of all active SAP projects for Composites. The project numbering system has a nomenclature:

*xxx/Cyyz##.... (e.g. HEE/C23202)*

Where

- xxx is the initials of the site (e.g. HEE = Heanor)
- yy is the year (22, 23, etc.)
- z is the project type ('0' = CAPEX, '2' = DevCap, '3' = Expense)
- ## is a sequential identifier created by Rechelle.

*NOTE - before 2022, Heanor projects do not follow the yyz## nomenclature - due to coming from PE1*

## Master Project List ('Waterline List')