



NTT DATA Business Solutions

SAP Service Description Document for G-Cloud for:

SAP S/4HANA Cloud Enterprise Portfolio and Project Management, Private Edition

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NTT DATA Business Solutions is a Global Value-Added Reseller of SAP and provides all SAP products in the same form as if they had been purchased directly from SAP.

NTT DATA Business Solutions

We Transform. SAP® Solutions into Value

We understand the business of our clients and know what it takes to transform it into the future. At NTT DATA Business Solutions, we drive innovation - from advisory and implementation, to managed services and beyond, we continuously improve SAP solutions and technology to make them work for companies - and for their people.

Aiming to transform, grow and become more successful? We provide you with more than in-depth expertise for SAP solutions: As your passionate partner, we connect your business opportunities with the latest technologies – and offer you a unique approach to get the job done as smoothly as possible. Our close ties to SAP and other partners give you access to innovative solutions and developments. Being part of the global NTT DATA group enables us to master any scope of project.

With operations in more than 30 countries, we have enabled thousands of companies become more efficient and effective during the last three decades. Our more than 14,000 experts around the world will also accompany you on your journey toward a truly intelligent enterprise – wherever you want to start! We have specialised in making SAP solutions work for companies – and for their people: We Transform. SAP® solutions into Value.

We are proud to be consistently recognised within the SAP ecosystem, having won multiple SAP accolades over the years. We are also delighted to announce our recent achievement of four SAP Pinnacle Awards in the categories of GROW with SAP, SAP Business AI Customer Adoption, Business Transformation Management, and Cross-Portfolio Success. These awards celebrate the exceptional performance of the world's foremost SAP partners, underscoring our commitment to excellence and innovation. With four wins and five finalist positions, we stood out as the leading winner in 2025. Additionally, our greatest asset and our most significant differentiator is our people. In 2025, the NTT DATA Group was named a Global Top Employer in 33 countries by the Top Employers Institute. This award highlights our dedication to creating a thriving work environment and confirms our status as a choice destination for IT professionals.

Service

SAP S/4HANA Cloud Enterprise Portfolio and Project Management, Private Edition

SAP S/4HANA Cloud Enterprise Portfolio and Project Management supports the management of projects company-wide from a centralised repository and keep the portfolio on track – from forecasting and planning, to accounting and closure.

SAP S/4HANA Cloud for projects provides comprehensive capabilities to manage projects throughout the entire lifecycle.

Portfolio and Project Management provides comprehensive and flexible support for enterprise portfolio and project management (EPPM) processes and integrates finance and logistics information. Key benefits include:

- Enable comprehensive project management – from project request to closure
- Identify project anomalies and risks early on
- Integrate access to enterprise information
- Accurate cost reporting and analysis with machine learning

Key capabilities include:

- Resource management: supporting the efficient use of human resources in projects
- Collaborative project management provides a business network for the execution of cross-company projects. Projects can be set up and project partners invited (companies) from various disciplines to collaborate on the project
- Accurate insights into project and portfolio performance at any time

Enterprise Portfolio and Project Management provides flexible support for enterprise project processes and integrate finance and logistics information.

- Enables comprehensive project management – from project request to closure
- Identify project anomalies and risks earlier on
- Integrate access to enterprise information
- Accurate cost reporting and analysis

The key features available in Enterprise Portfolio and Project Manager are outlined below:

Portfolio and bucket hierarchy management	You use a portfolio to map the strategic structure of a company. There could either be one portfolio for the overall company, or different portfolios, reflecting independently managed areas. One portfolio is a single entity and not related to other portfolios. The overall structure of a portfolio is reflected in the hierarchy of buckets. This allows you a flexible categorization of portfolios. Portfolio Management supports multi-level portfolio hierarchies. Buckets represent, for example, product lines, organizational or regional structures. Once you have set up the bucket hierarchy, you can add items to the buckets, plan the budgets and the resources and do the assignment accordingly.

	You can also create alternative portfolio hierarchies.
Item management	You use portfolio items to represent, for example, proposals, projects, concepts (anything that should be analysed within a portfolio). Portfolio items can have dependencies to other items. You can create versions of a portfolio item. You can create versions of an item or of a portfolio initiative (initiative) to document the status of an item at a certain point in time (snapshot) or to simulate changes (simulation). Decision points represent gates through which an item passes, for example, from specification to design or from design to implementation. Each decision point can have several configurable status values.
Initiative management	You use an initiative to manage a set of portfolio items to achieve a specific goal of a bucket. For example, a new product initiative represents all phases of discovering, designing, developing, go to market, and maintenance of a single product. Each initiative is assigned to a certain bucket and different items can be assigned to an initiative. It consists of a set of attributes and as well as, for example, questionnaires or scoring models. You can define persons responsible for initiatives by staffing roles. You can use the checklists function to create and edit checklists and checklist items of initiatives. Checklists help you to define the deliverables, such as KPIs or documents that are mandatory for a phase approval. You can monitor the status of the deliverables.
Collection management	You can group related portfolio items with a common strategic goal to collections. A collection has its own reporting cockpit to enable portfolio managers to monitor the performance of the collection.
Review management	Portfolio reviews enable you as a portfolio manager to make fact-based decisions. A review can take place when a certain item or initiative has reached a certain decision point, for example. The portfolio items within a review are evaluated and compared within scoreboards.
Financial and capacity planning	You use financial and capacity planning to store and plan financial and capacity data for your project and to maintain actual cost data. You can maintain financial and capacity planning data for a bucket, item, and initiative. You can view financial and capacity data on different levels, for example actual or planned costs, labour cost or material costs, cost for furniture or equipment. You can aggregate financial and capacity data from between items, initiatives, and buckets using rollup. You can integrate data from the Finance area of SAP S/4HANA or from Project Management. You can define that financial and capacity planning data for an item, or an item of initiative is retrieved from a financial and

	controlling system or project management instead of manually entering the data. In the item financial planning, you can see the actual costs stored in the Finance area of SAP S/4HANA.
Scoring and questionnaires	You can compare portfolio items or initiatives in a scoring model based on quantitative key performance indicators. This enables decision makers to make educated decisions on portfolio items or initiatives. For the aggregation of data, you can implement different scoring models. The quantitative scores of a scoring model are retrieved either from portfolio item or initiative attributes or can be filled by results of questionnaires. Based on questionnaires, you can use qualitative criteria to get numerical scores for risk, strategic fit, feasibility, and other types of soft data of portfolio items or initiatives.
What-if scenario management	You can simulate changes in the budget assignment or capacity assignment and find out what the impact is on the respective items. You can see the result of the simulation in the reporting cockpit, such as the reviewed items. You use what-if scenarios to support your decisions.
Export or import of project data	You can use the following import and export functions to exchange data between Portfolio Management and other applications: • You can import or export a project associated with a portfolio item from or to a generic XML file. • You can import or export project data from or to the project system in SAP S/4HANA. • You can import data from Project Management into Portfolio Management. • You can export project data from Portfolio Management to a project management system that is installed on a different server.

Onboarding

The SAP software is made available to the customer from the point of contract signature as a Software-as-a-Service.

Full use of the service is enabled through an implementation project. NTT Data Business Solutions are able to deliver the implementation project through our listing for SAP Cloud Support Services (Implementation), also on G-Cloud.

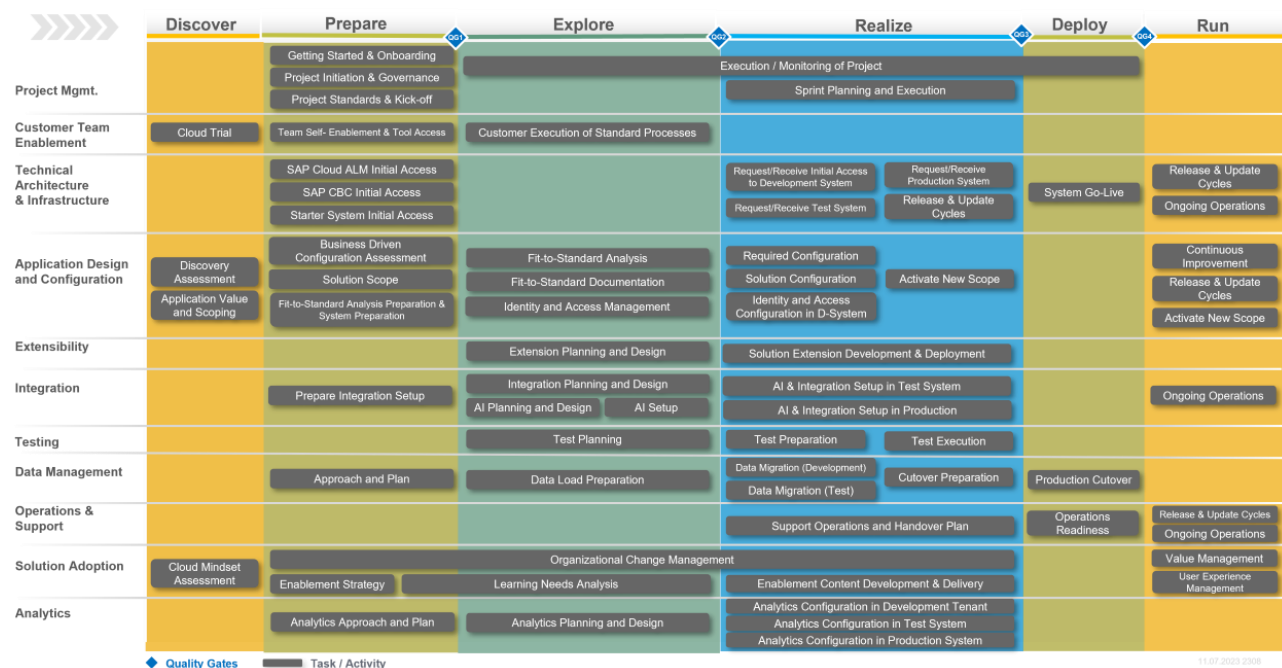
A pre-requisite to using SAP S/4HANA Enterprise Portfolio and Project Management, is licensing for RISE with SAP S/4HANA Private Cloud.

General Implementation Approach

NTT Data Business Solutions offer implementation and advisory consulting services for the implementation and onboarding of the SAP software, available through our Lot 3 listing – NDBS Cloud Support Services (Implementation). These services cover:

- Application skills for implementation, configuration, testing support
- Value Added services for: change management, training and training strategy, data migration
- Technical skills for development of applications, enhancements, and integrations to the SAP platform

Customers achieve fast and cost-efficient deployment of SAP products and innovations through a consistent and proven methodology, SAP Activate®



The implementation approach encompasses the management of the key workstreams (left axis) throughout the 6 phases of implementation (top axis). Key activities during implementation include:

Discover Phase Activities:

- User enablement via the trial system
- Solution scoping via the SAP Digital Discovery Assessment tool
- Value discovery

Prepare Phase Activities:

- Define project goals, a high-level scope, and a project plan
- Identify and quantify business value objectives
- Secure executive sponsorship
- Establish project standards, organization and governance
- Define and secure approval for the implementation/upgrade strategy
- Define roles and responsibilities for the project team
- Validate the project objectives
- Establish project management, tracking, and reporting mechanisms for value delivery
- Begin self-enablement
- Develop enablement strategy
- Receive and access the initial systems
- Kick off the project

Explore Phase Activities:

- Project management execution, monitoring and controlling
- Customer project team enablement
- Fit-to-standard analysis
- Configuration definition
- Integration prerequisites confirmation
- Solution extension preparation
- Data load preparation

Realize Phase Activities:

- Establish the solution landscape
- Implement the solution in the quality environment using incremental build in time-boxed iterations (sprints)
- Conduct overall end-to-end testing of the solution
- Set up production environment
- Prepare for data migration and data archiving
- Conduct project team and key user training
- Testing of the solution
- Finalize end user training materials and documentation
- Track and report on value delivery

Deploy Phase Activities:

- Finalize the solution and business processes for production go-live
- Proceed with cutover activities including data migration
- Execute transition and cutover plans including organizational change management (OCM) plans
- Complete all scheduled end user training
- Track and report on value delivery
- Develop post-go live support plan

Run Phase Activities:

- Ongoing system operations
- Continuous change management
- Continuous learning
- Continuous improvement
- Release cycles

Our approach embeds the following principles:

- START with BEST PRACTICES - with the solution delivered through proven, re-useable Knowledge Assets and pre-built content, including Process Flows, pre-configuration, Test Scripts, Data Migration Assets, and end-user documentation and help
- VALIDATE the SOLUTION - Validation to Best Practices and Fit-Gap Analysis
- MODULAR and AGILE – SAP provides the ability to deliver the solution incrementally, ensuring to value and focus on key business benefits
- PRE-ASSEMBLY & CLOUD READY – Pre-built Best Practices enable customers to accelerate implementation whilst leveraging the flexibility and speed of the cloud
- QUALITY BUILT-IN – A stage gate approach with embedded quality milestones delivers early identification and management of risk, with a “total quality” approach to implementation
- A FOCUS ON ADOPTION – Utilisation of Best Practices as an accelerator allows the project to focus less on the technical aspects of the solution, and more on the data and adoption aspects that are critical to success

Implementation projects for all products and services are tailored to the customer, and delivered in line with client needs and requirements.

Service Levels and Support

For productive system the service level for availability is 99.7%. For non-productive systems (development, test) the service level for availability is 99.5%.

Additional cost options are available to increase the availability to higher levels for the Private Cloud option for productive systems.

Software Support is provided by SAP Enterprise Support. Additional cost options are available for enhanced support from SAP and details are available on request.

NDBS can also provide additional application and technical managed service support for the application which enhances the SAP Enterprise Support with additional support for the application and the technical elements of the application. This can include ‘how do I?’ and ‘break-fix’ type support.

Maintenance Windows

For Private Cloud – there is a major release every 2 years, with interim Feature Packs every 6 months. Upgrades are optional in Private Cloud, but the customer must be on a maintained release (hence must upgrade at least every 7 years). Subscription includes costs for the upgrade every 2 years.

Offboarding, and Access to Data

When offboarding, for the Public Cloud solution SAP provides tools to download the data from the service. It is the customer responsibility to download the data prior to contract termination. Additional cost options can provide enhanced support from NDBS to support the customer in the offboard and data extraction elements up to the contract termination.

For the Private Cloud solution the customer is responsible for extracting relevant data prior to contract termination. Additional cost options can be provided enhanced support from NDBS to support the extraction of the data.

Business Continuity

Enhanced Business Continuity coverage is available as an additional cost service.

After Sales Support

SAP provides Enterprise Support for the duration of the subscription (software support). NDBS can enhance the Enterprise Support, by providing highly flexible Application and Technical Managed Services for the buying organisation. As these can be tailored for individual customer requirements, NDBS can provide specific detail on application.