

# 101ERP\_FAQ

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## Frequently asked questions:

1) I do not have any prior SAP work experience, can I be a part of the project implementation ?

A: Yes, the assignment of tasks during the project is based on your skill level also but remember you would need to put more efforts by learning yourself and complete the tasks. The managers would usually guide you on what needs to be done and how you do your tasks but will not train you, you have to complete your tasks yourself with little guidance.

2) I have done my SAP Training, will being a part of the project implementation help me in anyway ?

A) Yes, it will. Training and real work experience are two different things. Training is necessary sometimes but unless you know how the SAP implementation is done, you are definitely missing something.

3) What kind of benefits do I get when I join the project implementation?

A) You will get an opportunity to work on a real project environment, this is not training or training related project. What you on this project is done in real time with real team members managed by the project managers and Leads. You will know how a SAP project is carried out, ASAP process - Requirements gathering, Prototyping, Technical and functional specifications, configuration, testing and cut over activities etc and the most important thing is the work environment. You can get references from the project team once you are done with the project and if you performed well than many others then you will receive merit certificate and you will get a participation certificate after the completion of the project.

4) Do we get paid to work on this project ?

A) Unfortunately not. We try to leverage whatever skill you have and we give an opportunity for you to work on our project. Project team and you both are mutually helping each other. This is also another reason why someone who join the project are new to SAP. Not everyone on the project are newbie's, the project management team and leads are experienced candidates as necessary for the project and there might be senior members in the project who has good knowledge and experience. We only choose few people to join the project who does not have any experience.

5) What is the selection process for this project ?

A) When there is an opening, and if you are interested then the recruiting team will arrange for a casual non -technical interview with the project team managers or leads. The interview is done to assess your - interests, skills & how motivated are you and also during this interview you have opportunity to know about the project and the team members etc. So feel free to write down your questions before you talk to the managers

6) what time is the interview conducted ?

A) The recruiting team will schedule the best available time for you and the project team.

7) What happens after the interview?

A) The recruiting team will receive communication from the project teams HR manager about your selection and you will be intimated either by the Project's HR team or the Recruiting team. The HR team will take responsibilities from this point onwards and begin on boarding process - email access setup, share drive access, introducing to the team members, share system access details, calendar access etc. Once the HR team finishes their responsibilities they will hand over the responsibilities to the Project manager.

8) What happens once I am in the project ?

A) The project manager will do an initial orientation about the project and bring you up to speed and help you to read some documentations and slowly start involving you into the project.

9) How do I work on the project ?

A) The meetings are always conducted through meeting/webex/netmeeting and audio conferencing. The project team is required to be on the meeting to go over tasks and responsibilities, presentations and clear all doubts anyone might have. Once meetings are done you can work offline at your convenience and email or upload your work results or wait till the next meeting however the project plan calls for. You can communicate with your project team with 101ERP's emails or messenger.

10) How many hours of work is involved?

A) You will be involved in 25 meeting hours with the project team and you might end up spending around 75 to 100 hours on top of that to complete your tasks in a period of 2 months from the time you start the project.

11) When will the project start and end?

A) Starts as soon as the on boarding process begins and ends within 60 days from the time it started.

12) What will be my exact role on the project ?

A) Depends on what the project plan calls for but you are considered as a PTM ( Project team member ) and you will be reporting to your PTL ( Project Team Lead )

13) How many people are in the project?

A) Depends on which part of the project you join and which project. Typically it is between 10 and 15 members, again the number of people who are on the project depends on the requirements, if the business requirements are complex, we involve more people to be a part of the project.

14) Are there any duration contracts involved?

A) No, you can leave the project anytime as you wish.

15) Do I have to provide my personal details to be a part of the project?

A) Yes, we would be needing your email address and a phone number to reach you.