

Sample - Schedule Feasibility Study

Project: SAP SuccessFactors Onboarding 1.0 → Onboarding 2.0 Reimplementation **Proposed**

Duration: 9 Months **Document Type:** Medium-to-Large Project Format

1. Executive Summary

This study assesses whether the migration from SAP SuccessFactors Onboarding 1.0 to Onboarding 2.0 can realistically be completed within a 9-month window. Given that this is not a simple upgrade — Onboarding 2.0 uses a different architecture and requires a reimplementation with no automated migration path, and that most implementations of this type take 12–20 weeks (roughly 3–5 months) for straightforward scopes, a 9-month timeline is **feasible for a moderately complex, single-country or single-region deployment**, but carries elevated risk if the organization has multiple countries, heavy customization, or complex approval workflows.

Overall verdict: Feasible, with conditions — contingent on early data/document retention work, a phased rollout approach, and firm scope control on customizations.

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2. Project Description / Background

The organization currently runs SAP SuccessFactors Onboarding 1.0 for new hire onboarding. SAP has confirmed Onboarding 1.0 reaches End of Maintenance on May 14, 2026 and is deleted with the 1H 2026 Production release, with no further code updates or patches, and only minimal support available in the interim. After deletion, Onboarding 1.0-related data, including forms and audit trails, is no longer accessible unless exported or archived beforehand.

This project reimplements the onboarding process on Onboarding 2.0, migrating configuration, documents, and in-flight candidate data, and retraining HR and hiring teams on the new platform.

(Note: because the industry deadline has technically already passed as of today's date, any real-world version of this plan should open with an urgent gap analysis — see Section 9.)

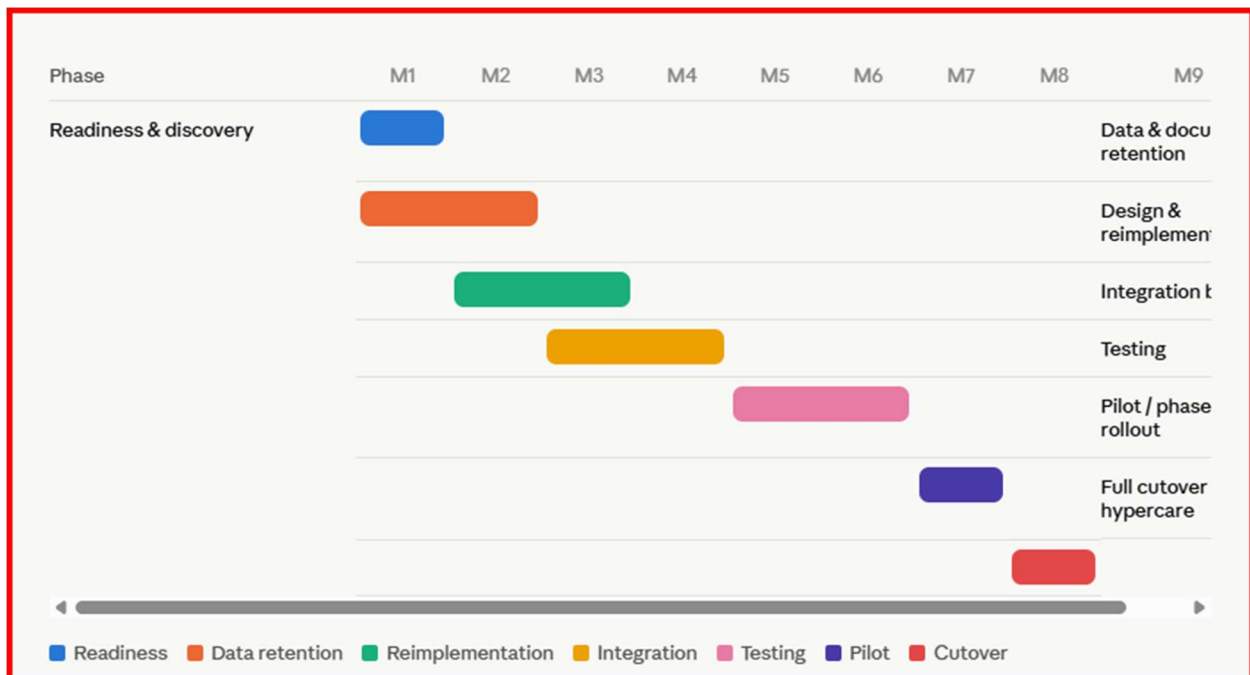
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3. Schedule Constraints & External Drivers

Constraint	Detail
Regulatory/vendor deadline	SAP stopped all support and bug fixes for Onboarding 1.0 after November 2025, and the platform is deleted entirely per the milestones above — this is a hard external deadline, not a preference.
No parallel-run safety net	There is no automated migration between the two architectures, meaning the team cannot simply "flip a switch" — cutover must be planned as a full reimplementation with its own testing cycle.
Data/compliance dependency	Compliance artifacts such as I-9 audit records and Document Center content must be exported and archived per retention policy before the old system is deleted — this cannot slip past the deletion date under any circumstances.
Prerequisite platform	Onboarding 2.0 requires Employee Central, either the full version or a "Mini-Master" — if this isn't already in place, it becomes a critical-path dependency before onboarding work can even start.

4. Proposed 9-Month Schedule (Phase Breakdown)



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Phase	Duration	Key Activities
Phase 0 – Readiness & Discovery	Weeks 1–4 (Month 1)	Confirm Employee Central prerequisite is met; inventory current Onboarding 1.0 configuration, workflows, and customizations; scope confirmation with sponsor
Phase 1 – Data & Document Retention	Weeks 3–8 (Months 1–2, overlapping)	Export/validate compliance artifacts, audit trails, and Document Center content per SAP's guidance to export and archive data before deletion; complete onboarding for all in-flight candidates before migration cutoff
Phase 2 – Design & Reimplementation	Weeks 7–16 (Months 2–4)	Rebuild workflows, forms, and compliance configurations natively in Onboarding 2.0 (not migrated — rebuilt, per architecture change)
Phase 3 – Integration Build	Weeks 13–20 (Months 3–5, overlapping)	Rebuild integrations with Employee Central, Recruiting Management, and any third-party systems
Phase 4 – Testing	Weeks 19–28 (Months 5–7)	Unit testing, end-to-end testing, UAT with HR/hiring managers, compliance validation (especially I-9 or region-specific forms)
Phase 5 – Pilot/Phased Rollout	Weeks 27–32 (Months 7–8)	Pilot phase transitioning a specific target population — by country, region, or company — to validate the new process before full rollout
Phase 6 – Full Cutover & Hypercare	Weeks 31–36 (Months 8–9)	Full population cutover, decommission Onboarding 1.0 access, hypercare support window, lessons-learned close-out

5. Critical Path Analysis

The critical path runs through:

Employee Central prerequisite confirmed → Data/document retention complete → Workflow reimplementation → Integration rebuild → UAT sign-off → Pilot validation → Full cutover

The two highest-risk points on this path:

1. **Data retention (Phase 1)** is inflexible — it must finish before any real deletion risk window, regardless of how the rest of the project is tracking.
2. **Reimplementation, not migration (Phase 2–3)** means design and build cannot be compressed by reusing old configuration — this is confirmed to require a full reimplementation because the platforms use different architectures, so this phase has little schedule elasticity.

6. Approach Options & Their Schedule Impact

Approach	Schedule Impact
Big Bang (all populations at once)	Shorter overall timeline but higher cutover risk; workable within 9 months only for simpler, single-country setups
Phased/Pilot by country, region, or company	More controlled and less risky, but results in a longer timeline — best suited to complex, multi-country organizations, may require more than 9 months if scope is large
MVP-first, optimize later	For organizations starting late, deliver an MVP onboarding journey covering compliance and business continuity first, then optimize in a second phase — a strong option if the 9-month window is under pressure

7. Resource Feasibility Notes

- Certified SAP SuccessFactors consultants with **migration-specific** experience (not just general implementation experience) are a scarce, high-demand resource given the industry-wide deadline pressure — sourcing this team early is itself a schedule risk.
- HR operations staff will need dual-running capacity during Phase 5 (pilot) — factor in backfill or overtime budget.

8. Risk Assessment (Schedule-Specific)

Risk	Likelihood	Impact	Mitigation
Reimplementation scope creep during design (Phase 2)	High	High	Freeze customization scope after Phase 0; defer "nice-to-haves" to a post-go-live phase
Compliance data loss if retention work slips	Low (if prioritized)	Severe	Treat Phase 1 as immovable; do not sequence it behind lower-priority work
Consultant/resource availability given market-wide deadline pressure	Medium-High	High	Secure contracted resources at project kickoff, not at Phase 2 start
Multi-country complexity underestimated at scoping	Medium	High	Validate country/region complexity in Phase 0 before committing to Big Bang vs. phased approach

Risk	Likelihood	Impact	Mitigation
Integration rebuild uncovers legacy technical debt	Medium	Medium	Build a technical spike/discovery step into Phase 3 rather than assuming a clean rebuild

9. Conclusion & Recommendation

A 9-month timeline is feasible for a single-country or moderately complex deployment following the phase structure above, provided:

- Data/document retention work starts immediately and is treated as non-negotiable,
- Scope is frozen after discovery to prevent Phase 2 slippage, and
- The organization commits to sourcing experienced migration consultants at kickoff rather than mid-project.

For multi-country or heavily customized environments, recommend either extending the timeline beyond 9 months or adopting the MVP-first approach to guarantee compliance continuity even if full optimization takes longer.

Immediate action needed: Given that industry deadlines for this transition have already passed relative to today's date, the first step in any real version of this project should be a rapid current-state assessment to confirm what access, data, and support still exist — this determines whether a 9-month "standard" plan is even the right frame, or whether this needs to be run as an urgent recovery/remediation project instead.

Want me to turn this into a downloadable Word/Excel version with an actual Gantt-style phase chart, or build a version scoped specifically to your organization's country/complexity profile?