

Attachment H - Explore IRP Data Conversion Strategy

1. Purpose

The Data Conversion Plan describes the procedures and tasks associated with identifying and converting data from Michigan's RL Polk Covers system to Explore IRP. This is a draft document that offers a general outline of roles and responsibilities for participants in the procedures, the controls and programs developed to assist in the conversion process.

Following the successful completion of UAT and or/parallel testing, a live conversion date will be set and agreed to. The live conversion will happen off hours, over a weekend to allow sufficient time to execute the data conversion scripts and validate the system. Explore will be onsite during the first several days of go-live with Explore IRP.

Rejected records will be handled on a case by case basis.

2. Approach

Data conversion involves multiple steps and processes. Explore will leverage its experience in this area. We have proven mainframe conversion utilities, mapping and load procedures

Data analysis will initially be focused in the following areas:

- Understanding the function of the data elements in the RL Polk Covers system. (NOTE: We will be converting Maine from the RL Polk Covers system)
- The order that data is processed.
- Volume considerations, such as the size of the database and the amount of data to be converted; the number of reads and the time required for conversions.
- Determine if any portion of the conversion process should be performed manually.
- The identification and creation of data that was not available for conversion but needed for Explore IRP.

Every table (non-codes tables) and field will be mapped and cross referenced between the legacy system and Explore IRP. Explore IRP has approximately 250 tables. Explore IRP has fee tables used for fee calculation. These tables will not require conversion.

Accuracy is essential in the data conversion process. Record counts in the legacy database will be verified against record counts in loaded into the Explore IRP database as much as possible.

3. Documentation

The following documentation may be used to execute against the data conversion plan. Other documents may be added during the project life cycle for review as deemed necessary by the Explore and MDOS Project Teams.

- MDOS Polk Covers Data Conversion Info
- MDOS Polk Covers IRP Data Dictionary
- Explore IRP Data Dictionary
- IRP Table Mappings
- Data Exceptions Handling Processes
- Data Conversion Test Cases
- Data Conversion Acceptance criteria
- Issue/Defect Tracking Documents

4. Roles and Responsibilities

Project Manager: The MDOS and Explore Project Managers will work with the MDIT Agency Services to monitor and report to the Project team regarding the identification, change and status of all data conversion procedures and policies through standard communication processes. The Project Managers along with the other members of the Project team shall report during the weekly status report meeting regarding the status of the data conversion process.

Data Conversion Processing/Support Staff: The Explore team that performs the data conversion process will perform and administer all related tactical operations to fulfill the data conversion processes and procedures by utilizing the appropriate systems and tools. They will also provide technical assistance to the MDOS Project team to support all data conversion procedures.

Project Team Members: The Project team will follow the established data conversion processes and procedures as it relates to the areas they have been assigned in the Project Management Plan.

5. Conversion Tasks/Subtasks

The Data Conversion Plan will describe the detailed activities, resources, and schedule associated with the conversion of the IRP system.

5.1 Conversion Requirements for IRP

The requirements for data conversion for each system will be documented. The document will include a mapping file for what will be converted from the Polk Covers system to Explore IRP. It also contains contingency plans for any data that cannot easily be converted. Fee tables will not require conversion.

5.2 Conversion Tasks/Subtasks

Explore will perform the following tasks.

5.2.1 Testing IRP:

- Identify and extract all data from Polk Covers.
 - Identify Covers tables to convert
 - Document field descriptions for each table
 - Identify use of fields during functional process
- Identify field and data attributes
 - Datatype
 - Data length
 - Maximum length
 - Decompose composite fields
- Analyze Covers data to determine fields to populate Explore IRP.
 - Review Covers data decomposition with Explore IRP Diagram
 - Identify Candidates for datatype conversion
 - Document data mapping
 - Document data record counts
- Load Covers data into temporary storage tables.
- Transfer extracted data from the Covers to Explore IRP.
- Work with MDOS to correct data that is in error or incomplete and requires work before conversion can be run.
- Work with MDOS to plan conversion of any data that cannot directly transfer.
- Work with MDOS to plan re-creation of any data not available.
- Create scripts to perform data conversion.
- Run scripts to perform data load and conversion on test database
- Test & validate converted data and work through any issues or defects discovered.

5.2.2 Go-Live:

- Extract all data from Covers.
- Transfer extracted data from Covers to Explore IRP
- Mark data as extracted from Covers
- Update Covers system to not allow extracted data to be changed in Covers system (MDIT/Polk resources)
- Load extracted data to temporary storage tables.
- Run scripts to perform data load and conversion on stage & production databases

5.3 Schedule

The schedule for data conversion will be identified in the Project and Implementation Plans.

