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U N C L A S S I F I E D - D R A F T

Information Privacy System

(IPS)

TRANSITION PLAN

TR195000

Prepared by:

Special Systems Branch
Development Services Division
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Office of Information Technology
SSB/DSD/DSG/OIT

19 May 1989

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Chapter 1

INTRODUCTION

1.1 PURPOSE

A transition plan provides the statement of the plan for transitioning from the current mode of operation to the new system. This plan is used to control the transition activities and to evaluate the success or failure of the transition.

This paper has been prepared to guide the transition of the Information Services Division from the Information Privacy System Log (IPS-LOG) to the new Information Privacy System (IPS). By describing the activities which must take place as well as setting criteria which must be met by IPS, it is intended to pave the way for a smooth transition from one system to the other.

1.2 SCOPE

This document deals with the methodology and procedures for transition and will reference the Detailed System Requirements Document (DSRD) and the System Design Specifications (SDS) for the data conversion requirements and specifications respectively.

Cutover criteria, which will determine the success or failure of the transition, are defined. Contingency procedures are outlined in the event that problems occur during the cutover.

1.3 REFERENCES

The following IPS project documents may be used as reference:

1. Development Group Documentation Standards Manual
2. IPS System Development Plan
3. IPS Detailed System Requirements Document
4. IPS System Design Specifications

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Chapter 2

TRANSITION METHODOLOGY

Acceptance testing will be accomplished on VM2 (SQL), using the IPS test database. Only when all acceptance tests are completed will the project proceed to the transition phase.

2.1 GUIDELINES

In order to effect a smooth transition from the existing IPS-LOG mode of operation to IPS, it will be necessary to follow specific procedures and guidelines relative to the changeover process. These guidelines are detailed below.

2.1.1 TIME OF CHANGEOVER

The transition period (approximately ???) will cause minimal disruption to the Information Services Division (ISD) daily operation. During the transition period, ISD will continue to input new records, change old records, and retire records for the IPS-LOG file.

2.1.2 PARALLEL OPERATIONS

Because a parallel operation would slow down ISD operations considerably after Initial Operating Capability (IOC), it is necessary to parallel test during the Acceptance Testing phase. To ensure that IPS will be working properly, dual entries will be made to IPS-LOG and IPS and the results verified against each other for accuracy and data integrity. This operation is necessary to insure that IPS is meeting the requirements.

2.2 OVERVIEW OF TRANSITION PROCESSING

During the acceptance testing, selected incoming requests will be entered into both IPS-LOG and IPS. Before the requests leave ISD, the IPS data will be verified and compared to the IPS-LOG data.

A Transition Manager will be appointed in Information Services Division. This person will be responsible for keeping the Discrepancy Log, which will contain the date and time of the discrepancy and a description of the problem and all documentation associated with the discrepancies. The Transition Manager and the IPS Data Base manager will meet on a schedule to review the request and to

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determine the severity of the discrepancies. The IPS Project Manager in OIT will be notified of all discrepancies. The Discrepancy Log and any documentation will be provided for each problem.

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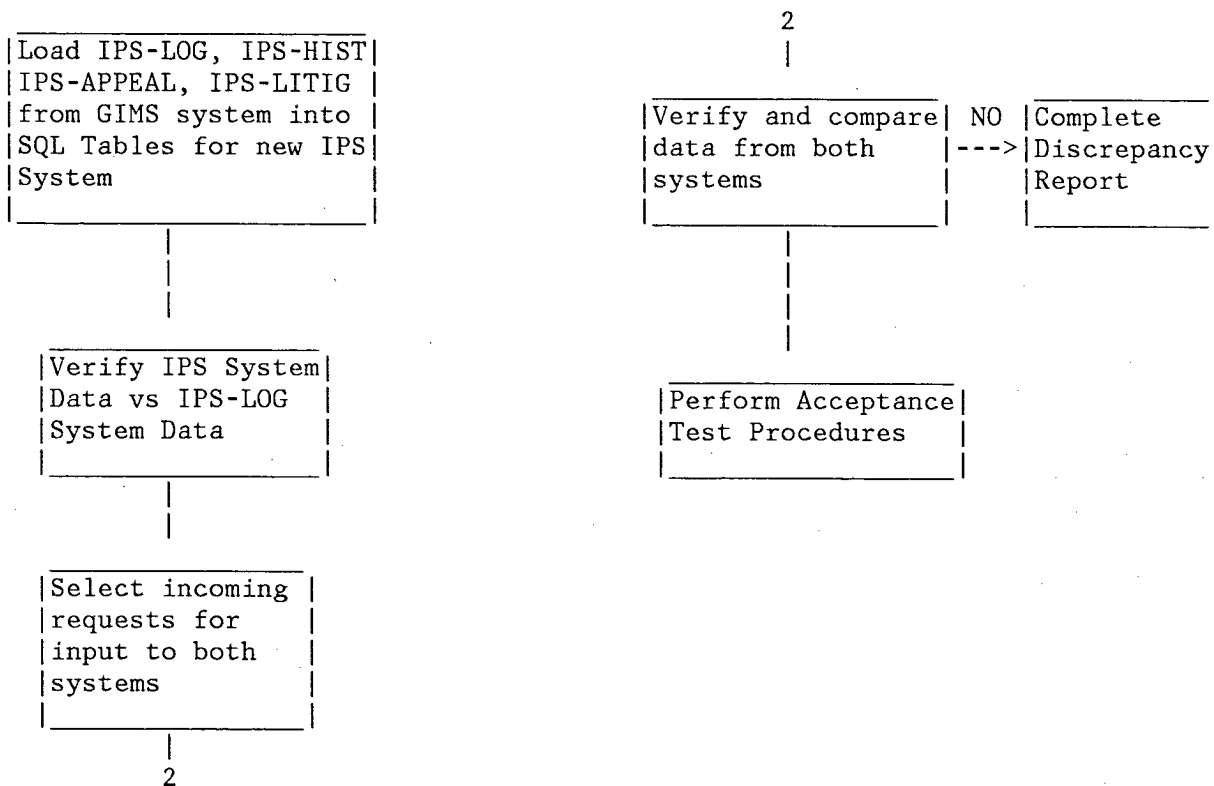
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Chapter 3

TRANSITION PROCEDURES

Continued operation of the existing system is an independent function and will have no direct impact on the implementation of the new system. If the existing system continues in production status after IOC, ISD will be responsible for continuing the current data entry procedures for the system in addition to performing the new data entry procedures for the new system. Parallel operation during the Acceptance Test phase should be sufficient to establish a firm cutover date.

3.1 WORK FLOW DURING THE TRANSITION

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3.2 CONVERSION

The conversion effort will require that a GIMS procedure be written to convert each of the current IPS-LOG system data files to a CMS file. A REXX procedure will be written to load each of these CMS files to a SQL table on the new IPS system.

3.3 VALIDATION

The validation effort will call for verifying completeness and accuracy of the data. The user shall be responsible for verification which will entail (a) manually comparing all reports produced by the system to the reports produced by the current system. Results of all comparisons should be identical.

3.4 PARALLEL TESTING

Parallel testing will continue until the users are satisfied that the new system meets processing expectations.

3.5 DISCREPANCY LOG

A Discrepancy Log will be kept to record every unexpected discrepancy between the two systems as well as any discrepancies between IPS and its specifications. Meetings will be held among the IPS Data Base Manager, ISD managers and OIT to discuss any discrepancies found. Appendix A contains a draft sample of the Discrepancy Log. The user will be capable of creating this online through an AIM model.

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Chapter 4

DATA CONVERSION REQUIREMENTS

Chapter 6 of the System Design Specifications (SDS) addresses the specifics of converting the IPS-LOG system data to IPS system format. ISD will review data fields in the current IPS-LOG system (both online and offline) to prepare the data for conversion and to minimize the loss of data. The Comments on each data field in Chapter 6 of SDS indicates fields that will need particular attention of ISD. Several new fields have been created in IPS which have no associated field in IPS-LOG. These fields will remain blank for all converted records unless ISD chooses to manually review and update each case. ISD will be responsible for the rekeying of any data from the IPS-LOG system into their new fields in the IPS system. ISD will review all the support data lists that are used for field verification. These include STATE-DL, DENY-DL, GRANT-DL, ACT-DL and ACTRESP-DL. A data list will be prepared for the verification of the country data field. ISD will review the data in TERM-LIST to determine what data will be included in the new system.

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Chapter 5

TRANSITION SCHEDULE

=== SCHEDULE for TRANSITION from IPS-LOG to IPS ===

Conversion of the IPS-LOG system will be June, 1990 to October, 1990.
ISD will have completed their review and work on the data prior to
June, 1990.

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Chapter 6

CUTOVER CRITERIA

Prior to the changeover from IPS-LOG to IPS, ISD must carefully evaluate the performance of IPS to insure that there will be no loss of capability when IPS-LOG is replaced by IPS. ISD must be convinced during the first week of operation that the integrity of the database can be insured. ISD must also be satisfied that there are no significant anomalies. If these criteria cannot be met, the system will have to be rejected until such time as corrections can be made. The following areas of the system are critical for the acceptance of IPS.

6.1 QUERY/STATS CAPABILITY

- o Weekly and cumulative week counts
- o Counts for E-record activity
- o Counts for F-record activity
- o List data for a specific case
- o List case number, requester last name, request/d, receive/d and ack/d for all occurrences of a requester's name
- o List by log number all open/closed cases for a single or all case officers
- o List requester, ack/d where elapsed time > 90 days
- o List all cases with appeal/d or litig/d

6.2 UPDATE CAPABILITY

IPS must provide a means of adding, changing and deleting records and fields from the database and validation tables.

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6.3 REPORTS

IPS must provide the capability to produce standard and ad hoc reports and data base activity reports. IPS should insure that the reporting requirements to Congress can be accomplished.

6.4 INTERFACE WITH OTHER SYSTEMS

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Chapter 7

CONTINGENCY PROCEDURES

In the event that the transition cannot be accomplished in a timely manner due to specific problem areas, the parallel execution may be terminated and reinitiated as resolutions are installed. All documents for updates to IPS-LOG during this time will be used as input to IPS before parallel testing is resumed. The current system will continue in use until the new system is fixed and a new transition plan is implemented.

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APPENDIX A

IPS DISCREPANCY REPORT

Originator: _____ Problem Report Number: _____
Black Line: _____ Date: _____
Green Line: _____ Time: _____

Does this DR concern the Acceptance Testing or Documentation?
Enter (T) Testing (D) Documentation: _

Enter Priority number: _
1 = Emergency
2 = Critical
3 = High Priority
4 = Routine
5 = Low Priority

Problem Concerns: Acceptance Testing
Release Number: _____

Problem Concerns: Documentation
Enter document name: _____
Enter chapter number(s): _____
Enter page number(s): _____
Chapter(s): _____ Page(s): _____

***** DESCRIPTION OF PROBLEM *****
Enter description of problem: _____

Enter date and time of occurrence: _____
Enter error code or message returned, if any: _____
Enter example of input: _____

Enter example of output: _____

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