



Data Cleansing and Conversion Approach Template

This deliverable defines the issues and resolutions involved in converting the data from the current application to the new application. Use this deliverable to document the requirements, manual and automatic procedures, and programs needed to extract data from the current application(s), cleanse it, and load it into the new application.

IPT Name:		
Deliverable Name: Data Cleansing and Conversion Approach Template		Date Completed:
Contact Information		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
Task Order Number:		

Data Build Approach

The data build approach must ensure that:

- All conversion steps can be completed within the three-week conversion window available.
- Transactions arising during the conversion window are satisfactorily captured.

The preferred approach is as follows:

- Current customer database (CDB) accounts will be divided into:
 - Simple accounts, held on CDB only
 - Compound accounts, for which data is held on other source systems
 - Accounts that can be archived.
- Compound accounts are not further processed until all relevant subsystem information is available. This reduces the risk of partially complete accounts being left on the



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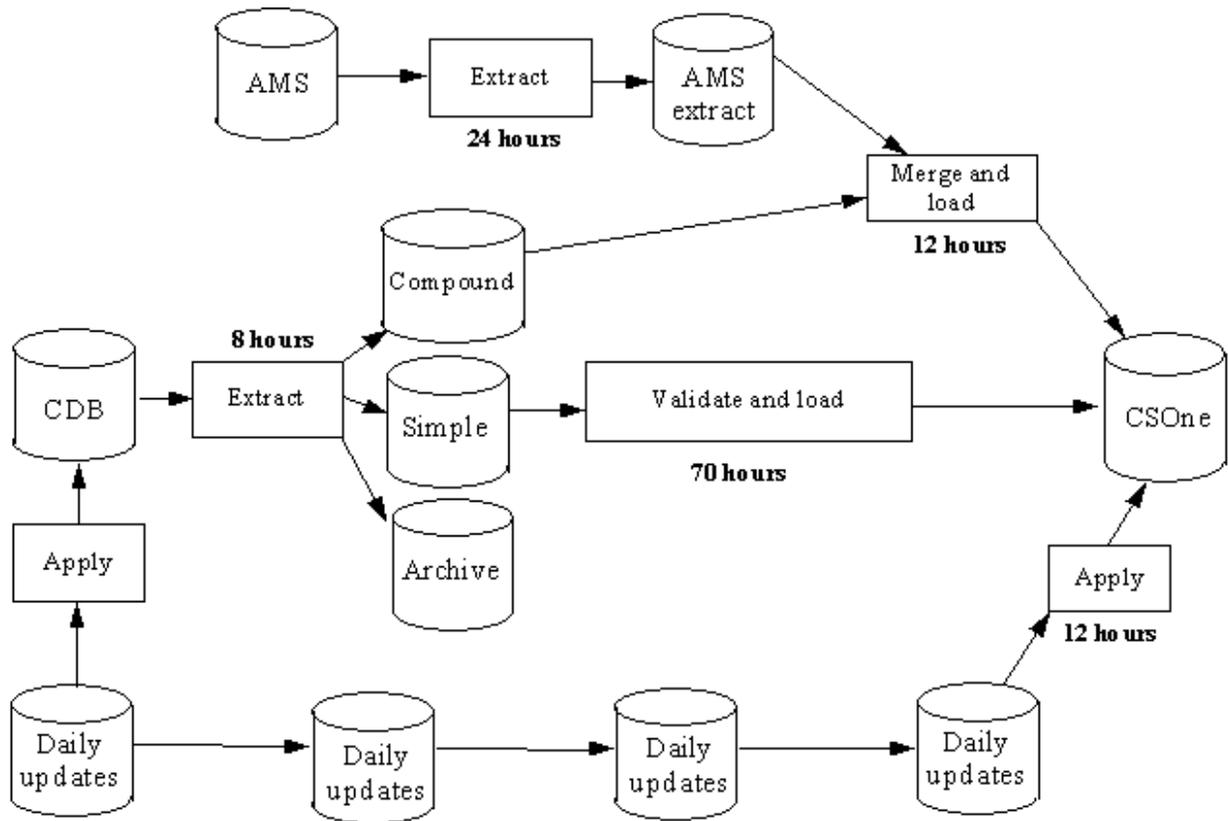
database.

- CDB update transactions are captured during the conversion period and are applied in a run at the end.



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This approach is shown below. Initial estimates for the timings of the critical path batch runs are also provided.



Explicit analysis of foreign keys and data dependencies have been undertaken as part of the conversion functional design to enable accurate scheduling of the entity conversions. Entities will, for the most part, be converted in key dependency order, preventing referential integrity constraints from being violated at any stage of the conversion. The conversion schedule gives a full schedule of conversion processes.



Pre-conversion Preparation

The two pre-conversion activities are data cleansing and testing.

- Data cleansing aims to make the conversion run more efficient and the initial go-live run smoother, by the early elimination of invalid data. Data cleansing is divided into three teams that:
 - Estimate, plan, and manage the data cleanse activity
 - Undertake the clerical amendment of specific errors
 - Ensure that data issues raised during the conversion design, development, and testing are resolved.

- A significant period of time has been allowed for the testing of conversion processes. This will be used to optimize the conversion schedule and identify areas of poor data.

Data Conversion Timetable

The overall timetable of data conversion is as follows:

Start Date	Event	Expected duration	End Date
13 Jan 199x	Conversion test	3 weeks	3 Feb 199x
4 Feb 199x	CDB extract	8 hours	5 Feb 199x
6 Feb 199x	Validate CDB and load	70 hours	9 Feb 199x
11 Feb 199x	AMS Extract	24 hours	12 Feb 199x
13 Feb 199x	Merge and Load	12 hours	14 Feb 199x
14 Feb 199x	Contingency	5 days	18 Feb 199x
18 Feb 199x	Apply catch-up transactions	12 hours	19 Feb 199x
20 Feb 199x	Go-live		

More detailed timings and plans will be prepared during completion of the roll-out and conversion plans.