

	Migration Tasks: Description	Short Name
<i>The following tasks are “primarily political” in that they require interaction with areas outside ITS and may require some negotiation.</i>		
<input checked="" type="checkbox"/>	Talk to Registrar and CTech to see if Jeanie and Richard can be used on some tasks. Who: Randy status: Richard will be available 10 hours / week.	
<input checked="" type="checkbox"/>	Work with Purchasing to finalize decision of HP Hardware Who: Randy status: request to bid only HP hardware has been submitted.	
<input checked="" type="checkbox"/>	Work with Purchasing to issue and evaluate RFP for batch job conversion by an outside vendor. Who: Migration team, purchasing, one knowledgeable individual outside ITS (maybe Richard or Jeanie). status: RFP text has been sent to purchasing.	
<input checked="" type="checkbox"/>	Research 3 <sup>rd</sup> Party hardware/software support for MPE systems, post end-of-life, including Service Level Agreements and guarantees of service. Who: Darl, John By: Sept 30	
	Research current set of 3 <sup>rd</sup> party tools and resolve which ones still need to be obtained for the new platform Who: Les, Blair, John	
<input checked="" type="checkbox"/>	Define scope and language of moratorium. Open to staff for discussion and feedback. Who: Randy, Les By: Sept 07 EAP Staff meeting	
<input checked="" type="checkbox"/>	Review the migration task list and assignments with EAP staff. Who: Randy, Les, John By: Sept 14 EAP Staff meeting. John to disseminate to staff prior.	
<input checked="" type="checkbox"/>	Meet with Registrar’s office personnel (Juli Mead, Alan Franz) to discuss specific moratorium issues. Who: Randy Sept 15.	
<input checked="" type="checkbox"/>	Schedule campus-wide meeting with all admin users to discuss migration-specific issues including: Scope, timeline, moratorium, etc. Who: Randy By: Oct 3 (Randy will develop agenda and talking points. May also be appropriate to demo limited set of migrated capabilities, e.g. quick screens, interactive quiz, etc.)	
	Present the migration task list and project overview to all ComCom staff at a Friday meeting Who: Migration Team Date: TBD	
<i>The following tasks are considered to be ongoing. That is, once started, they may progress for, if not the duration of the project, then for a significant time. They are generally independent of a specific migration task, and may progress at their own pace.</i>		
	Work with outside vendor on batch job migration Consists of at least these three overlapping needs: 1. Initial project setup. Potentially a large amount of time as the vendor tries to understand ISU’s structure and has questions about job and streamx use. 2. Ongoing interaction with user to answer miscellaneous questions. 3. Specific milestone interaction – when the vendor turns over a chunk of work which needs to be tested and copied into the correct location. Potentially a large amount of time depending on the size of the chunk. Who: John, drawing on other EAP staff as needed.	Batch Migrate  <b>UMO503</b>

	Migration Tasks: Description	Short Name
	<p>Batch Job Scheduling / Standard Output Evaluation</p> <p>Depending on which methodology is chosen for batch jobs by successful vendor from the RFP, it may be necessary to obtain a job scheduler (some vendors may include this as part of their solution, some may not). BatchQue Plus, the product currently installed on ADUX2, has some rudimentary job scheduling functionality, but no built-in method for evaluating Standard Output to look for errors. BatchQue Plus may suffice for scheduling, but an error scanner may need to be developed by ITS staff.</p> <p>The scope of this project cannot be determined accurately until the outcome of the RFP is known. Once determined, this project's priority may change.</p> <p>Who: Wayne, John, Blair, Donna</p>	<p>Job Schedule and Status</p> <p><b>UM0502</b></p>
	<p>Migration Tracking Database.</p> <p>This task is two-phased. Phase 1 is database design. Phase 2 is programming the QTPs to load the database, the quick screens for EAP staff use to designate the disposition of the migrated files, and reports for progress and change control. The database structure may be similar to FileIndex, in that there would be an entry for each file that needs to be migrated, with a variety of flags indicating what needs to be done to migrate the file. As the file is processed through the migration, those flags are updated by the analysts performing the tasks, thus allowing an ability to track the progress. Additionally, modification dates will be kept, in order to enforce some level of change control.</p> <p>Who: John and Les will design the database. Lisa and Robert will develop the QTPs, screens, and reports needed.</p>	<p>Tracking Database</p> <p><b>UM0501</b></p>
	<p>Assess EAP Staffing needs.</p> <p>This will be ongoing throughout the migration process. Minimally, a needs assessment should be done before the preliminary work begins, and again before the actual code migration begins. If it becomes apparent that additional staff is needed, the assessment will help determine what the needs are.</p>	<p>Assess Staff Needs</p> <p><b>UM0504</b></p>
	<p>Assess EAP Staff Training needs.</p> <p>This will be ongoing throughout the migration process. EAP staff members are encouraged to express their needs and desires for training. If supplemental training materials are needed (e.g. books, online classes, etc.), then they will be provided upon identification of need.</p>	<p>Assess Training</p> <p><b>UM0505</b></p>
	<p>Current systems documentation.</p> <p>The continued documentation of currently in-use administrative systems. This can be performed on an 'as possible' basis.</p>	<p>System Documentation</p> <p><b>CC0501</b></p>
	<p>Production Hardware and software install and config.</p> <p>Who: John and Wayne                      When: upon arrival of production hardware and software.</p>	<p>Production Hardware</p> <p><b>UM0506</b></p>
<p><i>The following tasks are preliminary migration discovery tasks. They should be performed first, before the main task of the migration. Because of dependencies, they must be performed in the order shown. Many of them may have multiple steps. This means that a task that entails discovery also includes the dissemination of the knowledge resulting from that discovery, and the implementation of that discovery. The staffing needs are estimates. If the tasks prove to need additional individuals, or other individuals with different expertise, then a reassessment can be done to determine who needs to be included.</i></p>		
	<p>Project Management Software</p> <p>This task entails assisting EAP staff with project management. It could range from simple solutions (such as an email list for communication and collaboration) to more comprehensive, project management software (i.e. MS Project or Polaris). This task entails evaluating the different approaches and recommending one to use.</p> <p>Who: Richard, Lisa</p>	<p>Project Management</p> <p><b>UM0507</b></p>

	Migration Tasks: Description	Short Name
	<p>Research use of Conditional Compile in PowerHouse  This task entails researching the use of conditional compile flags in PowerHouse components and determining if use of those would simplify change control, and to what extent the use of conditional compile flags is necessary or desirable.  Who: Les, Blair, Alice, John</p>	<p>Conditional Compile   <b>UM0508</b></p>
	<p>Determine Menuing Solution  This task entails working with an external vendor to determine whether a menuing system similar to the Security/3000 menu on MPE is available. Get samples of menu code to identified vendor, and test the resulting product to assure its functionality across as broad a subset of currently in-production menus as possible. This task includes preliminary discovery, dissemination of information to other EAP staff members, and implementation of final product.  Who: John will work with the vendor. Donna and Alicia will test the product, document it, and implement it.</p>	<p>Menuing   <b>UM0509</b></p>
	<p>Final Printing Decision  LPRNG, an open-source unix print spooler, will be used to manage print queues. It includes a web-based interface that allows end-users to control their print queues including pausing output, reprinting, and deleting print jobs. Discovery as to how well it works on HP-UX needs to be done, as well as configuring it to work with the command line and web interfaces.  Who: Rob Mottishaw will provide HP-UX expertise. Richard and Kevin will test and implement.  This task can be concurrent with the above menuing task.</p>	<p>Print Queues   <b>UM0510</b></p>
	<p>Forms Printing Discovery  StarJet designer will be used to re-create pre-printed forms for unix print queues. StarPage print will be used on unix to merge the forms and data. This task entails learning StarJet well enough to redesign current forms, and assist other EAP staff with their forms, and discovery of methods to merge the forms and data.  Who: Alice and John will do discovery, with Rob Mottishaw and Kevin for LPRNG and unix resources.  Implementation and additional training of EAP staff may be necessary as the migration progresses.  This task can be concurrent with the menuing task, but its final outcome is closely tied to the print queue task above.</p>	<p>Forms Printing   <b>UM0511</b></p>
	<p>Develop and test departmental printing process.  A method needs to be found to replace the SYPRTDEV command file, which displays a menu of printers 'near' to the user who invokes it. It does this by looking at the user's IP address and extracting the building subnet then displaying a menu of printers that are in that building. A method needs to be found that will allow similar correlation between users and printers if DHCP is used to assign workstation IP addresses. Two scripts on adux2 have been developed as a proof-of-concept to replace the SYPRTDEV function. Those scripts are: /isu/sycmd/syprtdev and /isu/sycmd/printers.  (Note: currently, these work by setting environment variables in the current environment. A better way needs to be found to record printer selection because a menuing system may not allow the current environment to be modified, and if a child environment is modified, then the modifications are gone as soon as that environment ends. Maybe keeping the information in a file that gets invoked by the print process?). This task entails discovery of an appropriate method of selecting the printer and dissemination of information as to how to apply it during migration of batch jobs and other print processes.  Who: Rob Mottishaw, Richard, Kevin  This task is independent of the menuing task, but is dependent on the print queue task.</p>	<p>Departmental Printing   <b>UM0512</b></p>

	Migration Tasks: Description	Short Name
	Lower-priority preliminary tasks	
	<p>Determine user/department directory structure and create and test it on the development and/or production server.</p> <p>Needs:</p> <ul style="list-style-type: none"> <li>to separate 'personal' files from 'departmental' files</li> <li>allow some users to switch 'department' roles (e.g. Financial Services individuals who work both with Accounting and Payroll)</li> </ul> <p><b>Sources:</b> user and group information can be gleaned from CUTS. Service types ADMIN, ISU, FINAID, AD2, and TENTH would identify the user names, and the field CU-MACHINE-NAME will identify the departments those individuals belong to. See CUGROUP.JOHN.ADMIN for a sample QTP to get the information. Once that information is extracted, a procedure needs to be written on unix to use the groupadd and useradd functions to actually create the users and groups based on the data from CUTS.</p> <p>This step needs to be planned very carefully, because the user/group relationship on unix is vital to file security and PowerHouse security in the PDL dictionary. Because PowerHouse PDL security relies on both the userid and groupid numbers, a method should be found to correlate a user logonid and unix userid number, such that the same number will correspond to the same user regardless of what server they log in to – because if the numbers are different between the development and production systems, then it will be difficult to keep the security portion of the dictionaries correct.</p> <p>Who: Wayne, Blair, Kataie Can be done concurrently with above tasks.</p>	<p>Users and Groups</p> <p><b>UM0513</b></p>
	<p>Discovery of needs for FTP, SFTP, and Reflection/Minisoft file transfers</p> <p>This task entails assessing the current uses of FTP processes to send/retrieve files to and from other servers, and devising a replacement methodology for those tasks. Ideally, FTP should be replaced with SFTP, which is more secure. Reflection and Minisoft can both transfer files to and from HP-UX, but assessment of the ways those products are being used needs to be done and dissemination of information as to how to use them in a unix environment needs to be done.</p> <p>Can be done concurrently with above tasks. Who: Alicia, Donna</p>	<p>File Transfer</p> <p><b>UM0514</b></p>
	<p>Discovery of EMAIL command file usage</p> <p>This task entails discovery of how to replace the email function on MPE with the built-in SendMail on unix. The email program on MPE is a freeware program from Telamon (<a href="http://FTP.TELAMON.COM">FTP.TELAMON.COM</a>), which is nonstandard and different from SendMail. This task may need to discover how the EMAIL command file is being used on HP1 and determining how to use SendMail instead. This task should also document the differences and disseminate that information to EAP staff.</p> <p>Who: Lisa, Wayne (others?) Can be done currently with above tasks</p>	<p>EMAIL</p> <p><b>UM0515</b></p> <p style="text-align: right;">9/26/05</p>
	<p>Discovery of and testing of procedures to restore a single Eloquence database.</p> <p>This task entails learning how to extract a single Eloquence database from an archived copy of the entire database environment and restoring that extracted copy back to the test environment (or production environment, if needed). Since Eloquence databases exist as tables within the environment, restoring the environment restores all the tables, including those from other databases. To extract a single database, the entire environment must be restored to an area capable of holding it, and the DBUNLOAD utility used to copy the database to a flat file. Then, the DBRELOAD utility is used to import that flat file into another Eloquence environment. That's what the documentation says. The process needs to be tested and documented so that restoring a single database from a previous backup is as simple and straightforward as possible.</p> <p>Who: Dustin, John Can be done concurrently with above tasks</p>	<p>Database Restore</p> <p><b>UM0516</b></p>

Migration Tasks: Description		Short Name
<p><b>KSAM File Discovery</b>  This task entails discovering whether to migrate KSAM files to C-ISAM files on HP-UX or to merge those files into indexed datasets within Eloquence, which has indexing capabilities similar to Image on MPE. Some issues that need to be resolved are: 1) Assessing the difficulty of using Eloquence DBUTIL program to add appropriate dataset and index fields, and how that affects specific database migration. 2) Discovering how to use the migrated SKIPPER MYDBFIND and MYDBGGET routines to access Eloquence index structures, and assessing whether the built-in C-ISAM functions in MicroFocus COBOL are as easy or easier to use.</p> <p>Who: ?  Can be done concurrently with above tasks.</p> <p style="text-align: right;">9/26/05</p>	<p>KSAM Files</p> <p><b>UM0517</b></p>	
<i>The following tasks can run concurrently and in parallel to each other, as resources permit.</i>		
<p><b>Miscellaneous QTP discovery</b>  This task entails reviewing the PowerHouse QTP and PowerHouse Rules documentation for MPE-Specific QTP constructs that need to be changed for unix, and documenting and disseminating that information to the rest of EAP staff.</p> <p>Who: Jeanie, Katie</p>	<p>QTP Discovery</p> <p><b>UM0518</b></p>	
<p><b>Miscellaneous Quiz Discovery</b>  This task entails reviewing the PowerHouse Quiz and PowerHouse Rules documentation for MPE-Specific Quiz constructs that need to be changed for unix, and documenting and disseminating that information to the rest of EAP staff.</p> <p>Who: Jeanie, Katie</p>	<p>Quiz Discovery</p> <p><b>UM0519</b></p>	
<p><b>Miscellaneous and specific Quick Discovery</b>  This task entails reviewing the PowerHouse QDesign and PowerHouse Rules documentation for MPE-Specific Quick constructs that need to be changed for unix, and documenting and disseminating that information to the rest of EAP staff. Additionally, discovery on use of MF COBOL and the use of DO EXTERNAL commands must be done, as it relates to Student Fee's use.</p> <p>Who: Kevin, Richard, John</p>	<p>Quick Discovery</p> <p><b>UM0520</b></p>	
<p><b>Using Quick to Trigger Docman Reports</b>  This task entails how to make Quick function keys bring up Docman Documents via Reflection and Minisoft when logged in to unix. Additional research on how to start other external applications (e.g. a browser for Bengal Card pictures) is also needed.</p> <p>Who: Donna, Rob, Kevin, Richard</p>	<p>Quick Docman</p> <p><b>UM0521</b></p>	
<p><b>Sending Printed Output to Docman</b>  Discovery and documentation of how to specify which Docman folder is to receive printed output from unix print spooler (either the default unix spooler or LPRNG, whichever has the options most appropriate for Docman's use).</p> <p>Who: Donna, Rob, Kevin Richard</p> <p style="text-align: center;">Status: recent docman update has improved routing tables which will allow parallel testing without altering the current structure.</p>	<p>Docman Folders</p> <p><b>UM0522</b></p>	

	Migration Tasks: Description	Short Name
	<p>Discovery and documentation of Sheetmate and ODBC needs for data extraction  This task entails discovery of how various data extraction tools are used and to what extent a replacement technology or methodology is needed. Minimally, the following needs should be researched: Sheetmate, ODBC, and HPList. What needs to be done is to determine if a replacement for Sheetmate is available, or if other data extraction tools will suffice. This task won't necessarily implement a solution, but will discover as much as possible about the needs and potential solutions as possible, gathering input and requirements from as many varied stakeholders as possible.</p> <p>Who: Alice, Dustin, Alicia. With input and requirements from Karen Sparks, and Leo Herrman.  (This may need to evolve into three tasks: one for Sheetmate. One for ODBC, and one for HPList. Additional staff members may need to be involved on each task.)</p> <p>Additional notes on HPList:  Some departments are still using HPList to manage stand-alone files. No equivalent product exists for HP-UX. Some alternatives are: download the data into MS-Access or some other PC-based product, incorporate the stand-alone structures into departmental systems where appropriate, or create stand-alone PowerHouse indexed subfiles from each of the HPList files and create a basic quick screen to allow data entry and retrieval. Reports of the data could then be generated with Quiz as needed.</p>	<p>Sheetmate</p> <p><b>UM0523</b></p>
	<p>Assess the need for additional Staff needed for Training  Who: All EAP Staff members</p>	<p>Training Staff</p> <p><b>UM0524</b></p>
<p><i>The following tasks are the central 'migration' tasks. They are the tasks where source code gets moved, recompiled, and tested. The techniques uncovered in the above discovery tasks should be available for everyone to apply as needed in the following tasks. They are listed in general dependency order. Some of them can be performed concurrently.</i></p>		
	<p>Convert MPE Command Files to shell scripts.  This task entails converting the files from MPE-specific syntax to unix shell-specific syntax. There are some issues that need to be resolved as part of this task, including but not limited to:  Decide what method to use to pass parameters: positional or named. Positional parameters are received in the script file in the order they were specified on the command line, and named parameters, specified with minus-sign switches, can be specified in any order. Example: ls -l uses a -l switch to designate a long listing is desired. Parameters that are passed with switches can be parsed using the getopt program (man getopt), while positional parameters are referenced via \$1 \$2, \$n designators in the script.</p> <p>Once that decision is made, the command files can be rewritten to use that syntax. Information on the calling syntax for the modified scripts should be made available to other analysts, either as separate documentation or as comments or a help function in the converted script.</p> <p>Who: Blair, Donna, Wayne, Katie</p>	<p>Command Files</p> <p><b>UM0525</b></p>

	Migration Tasks: Description	Short Name
	<p>Migrate data dictionaries.</p> <p>Initially, PDL dictionaries will not contain a security section. This is because configuring the security on unix for PDL is significantly different than MPE and requires that users and groups be created in order to get their respective userid and groupid numbers. These numbers are used in PDL to create the Application Security Class (ASC) that is named in the PERMIT statements to allow users specific permissions on specific files. John has created scripts that will create the ASC definitions from the user / group files, but the user/group structure must be complete first. Those scripts are: /isu/sycmd/findgroup and /isu/sycmd/finduser on adux2.</p> <p>Security is not strictly necessary for initial testing, so each dictionary should be compiled in order to perform migration tasks. This task entails performing that initial compile on all system dictionaries and resolving syntax issues. The outcome of this task should be a functional set of the PDL dictionaries necessary to run the systems. This task entails cataloging each dictionary in the login script such that each dictionary can be referenced by a system variable (e.g., a variable can be set up named AIQDB, which points to /isu/prod/aiqdb.pdc, the compiled dictionary. PowerHouse can access the dictionary by referring to the variable: quiz dict=\$AIQDB). This task entails the follow-up necessary to make security function (It may not fall to this task to implement security in each dictionary, but rather should discover the necessary techniques and disseminate those to the rest of staff).</p> <p>Who: Jeanie, Robert, Alicia</p>	<p>Data Dictionaries</p> <p><b>UM0526</b></p>
	<p>Convert Quiz 'use' files</p> <p>This task entails converting all the Quiz 'use' files in .prodq or .useph, employing the unix methods discovered by the Quiz Discovery task. Does not necessarily include Quiz 'use' files in user groups (unless such determination is made to do so, in which case additional individuals may need to be assigned).</p> <p>Who: Katie, Lisa (Can be performed concurrently with QTP Use migration)</p>	<p>Quiz Use</p> <p><b>UM0527</b></p>
	<p>Convert QTP 'use' files</p> <p>This task entails converting all the QTP 'use' files in .prodq or .useph, employing the unix methods discovered by the QTP Discovery task. Does not necessarily include QTP 'use' files that may reside in user groups (unless such determination is made to do so, in which case additional individuals may need to be assigned).</p> <p>Who: Blair, Robert (Can be performed concurrently with Quiz Use migration)</p>	<p>QTP Use</p> <p><b>UM0528</b></p>
	<p>Recompile and test COBOL programs (an updated list should be generated, as programs have been taken out of production recently)</p> <p>This task entails recompiling all COBOL programs and testing them on the new platform.</p> <p>Who: John, Alice (Can be performed concurrently with Quiz and QTP Use migration)</p>	<p>COBOL Programs</p> <p><b>UM0529</b></p>
	<p>Migrate remaining View Screen applications to Quick</p> <p>This task entails rewriting two View Screen applications from COBOL to Quick. These programs use MPE's VIEW technology to handle screen interaction with the end user. View technology is not available on unix, so it must be rewritten in Quick, PowerHouse's screen handler. The programs are: AI103 (PO Entry) and AI116 (PO Void), both of which are used by Purchasing. Also, BBAI108 and BBAI109, used by the Budget Office. The new programs need to maintain current functionality.</p> <p>Who: Katie, Robert: AI103 and AI116, Kevin and Robert BBAI108 and BBAI109.</p> <p>This task can be done any time during the migration but must be complete before cutover.</p>	<p>View Screens</p> <p><b>UM0530</b></p> <p>9/27/05</p>

	Migration Tasks: Description	Short Name
	<p>Copy, compile, and test Quick screens</p> <p>Quick screens that call O/S commands may need additional attention</p> <p>A cursory inventory shows 2457 source files in 78 discreet system codes.</p> <p>A full-scale system test may need to involve all analysts. Discreet system testing should be done by departmental users, where possible, coordinating with the responsible analyst of a specific system.</p> <p>The individuals named below would copy the code to the unix platform (using the migrate scripts on hp2, if desired), and create the scripts to compile each system's set of screens. An initial compile should be done to determine how much of the code compiles cleanly, but detailed error correction may need to be done by the analyst responsible for a system (with assistance from everyone else when needed for large systems, of course), due to familiarity with the systems.</p> <p>Who: Alicia, Lisa, Kevin</p>	<p>Quick Screens</p> <p><b>UM0531</b></p>
	<p>Copy, compile, and test PHWeb pages</p> <p>PHWeb processes that submit batch jobs (Web Requisition, Purchase Order workflow, the new class list email process) will need additional attention to assure the batch job executor chosen will work with those processes.</p> <p>A cursory inventory shows 356 source files in 19 discrete system codes.</p> <p>A full-scale system test may need to involve all analysts. Discreet system testing should be done by departmental users, where possible, coordinating with the responsible analyst of a specific system.</p> <p>The individuals named below would copy the code to the unix platform (using the migrate scripts on hp2, if desired), and create the scripts to compile each system's set of pages. An initial compile should be done to determine how much of the code compiles cleanly, but detailed error correction may need to be done by the analyst responsible for a system (with assistance from everyone else when needed for large systems, of course), due to familiarity with the systems. HTML templates should be copied from HP1, in order to get the production copy, then changed to reference the appropriate web servers, the names of which will be determined when the production hardware is installed.</p> <p>Who: Alicia, Lisa, Kevin</p>	<p>PHWeb Pages</p> <p><b>UM0532</b></p>
	<p>The amount of processing resources required by SSH needs to be tested.</p> <p>Using 'top' or some other system profiling tool, the amount of system resources consumed by SSH needs to be tested to make sure that hardware resources are not exhausted just by having hundreds of active logins. Ideally, this testing should be done after enough system components have been migrated to allow the user departments to be logged in and running those components, in order to be able to have a quasi-realistic I/O load on the system.</p> <p>Also, this task entails obtaining a copy of Minisoft's SSH-Enabled terminal emulator (Secure92) and ensuring that it works as advertised. Additional negotiations with the vendor may be needed to migrate our site license from the current product to the new one.</p> <p>Who: Darl, Dustin</p>	<p>SSH Requirements</p> <p><b>UM0533</b></p>
<p><i>The following tasks are user-facing or other tasks that can occur, and probably will occur, during migration specific activities.</i></p>		
	<p>Determine how DataProtector online backup software handles files in user groups.</p> <p>This task will assess whether or not users will be forced to log off during backup. Data Protector allows for online backups, and Eloquence has an online backup mode that allows both reads and writes to occur during backup without interruption, but what is unknown is how HP-UX deals with files in user groups while the backup is ongoing – whether it skips files that are in use, or locks the files and prevents the users from writing files.</p> <p>Also, a similar assessment needs to be performed for CISAM files, as those files are intended to replace KSAM files on MPE, but are not part of Eloquence's online backup process.</p> <p>Who: Wayne, Rob Mottishaw, John</p>	<p>Online Backup</p> <p><b>UM0534</b></p>

	Migration Tasks: Description	Short Name
	<p>Determine best way to keep test data synchronized with current production data from HP1.  This task entails developing plans to keep the databases in synch on the new production unix box and the current production MPE box. Since the performance of the new production box is unknown, it might be possible to keep the databases in synch by doing a nightly dbexport/dbimport routine for each database. However, it might be more advantageous to investigate the use of a hot-synch software (Bridgeware from Taurus is advertised to be able to synchronize Image and Eloquence databases) in order to have the flexibility to parallel test both systems with near real-time data.</p> <p>Who: John, software vendor</p>	<p>Database Synchronization  <b>UM0535</b></p>
	<p>Finalize Data Dictionary Security section  This task entails making sure the PDL security section is set up properly and that the necessary PDL Application Security Classes (ASCs) are set up and the appropriate PERMIT statements are in each data dictionary to allow users to access departmental data correctly. Each analyst will need to verify his or her own system, and will need to recompile quick screens with the new security. This will be the implementation step for the corresponding discovery step above.</p> <p>Who: Each analyst after user / group relationship established and appropriate ASC file created.</p>	<p>Finalize PDL Security  <b>UM0536</b></p>
	<p>Determine Departmental Training Needs  This task would work with departmental users to understand what training is needed on the new system. Even if a menu system that is similar to the current Security/3000 menu is found, there will need to be some training given to departmental users. The training needs may be different for each department, and for different users in the same department. Training needs will also be different as the migration progresses – simpler things first, then more in-depth later.</p> <p>Who: All EAP Analysts in collaboration</p>	<p>Departmental Training Needs  <b>UM0537</b></p>
	<p>Train Departmental users  This task, iterative in nature, entails giving the training that the above task determines is necessary. Training may be one-on-one or group or documentation with a walk-thru, depending on the need and depth of the training.</p> <p>Who: All EAP Analysts as needed.</p>	<p>Train Departmental Users  <b>UM0538</b></p>
	<p>Departmental Testing of Systems  This task is also iterative in nature, and entails working with departments to assure that they assist with testing the migrated systems. It may be necessary to meet with the departmental users to ‘kick off’ the process, then conduct follow-up visits as various system components are migrated and put into place. It is intended that the various meetings scheduled by ITS administration will assist by establishing the expectation that departments will assist in the testing to assure that the migrated systems are functional and that the critical needs are met.</p> <p>Who: All EAP Analysts</p>	<p>Departmental Testing  <b>UM0539</b></p>
<p><i>The tasks below are ‘cutover’ type activities. Assessment will need to be done as the above activities are carried out as to when to do the following tasks.</i></p>		
	<p>Select date for cutover  Who: Migration team with input from analysts.</p>	<p>Select Date <b>UM0540</b></p>
	<p>Develop Operations Procedures  This task entails working with operations to discover the tasks they will need to do on a day-to-day basis to ensure the smooth running of the new production system. Procedures for managing batch jobs, print queues, and tape requests (if necessary) need to be discovered and developed based on the unix architecture</p> <p>Who: John, Tony, Barb, Wayne</p>	<p>Operator Procedures  <b>UM0541</b></p>

	Migration Tasks: Description	Short Name
	<p>Develop training for operations staff  This task entails writing the 'procedure book' for operations to follow for day-to-day operations on the new platform.  Who: John, Tony, Barb, Bill W, others as needed</p>	<p>Operator Documentation  <b>UM0542</b></p>
	<p>Develop HelpDesk Support Procedures  The HelpDesk will be instrumental in facilitating the smooth functioning of some of the migration procedures – for example, a campus sweep to configure Reflection or Minisoft icons that use SSH for connecting to the new hardware will be necessary. Also, it may be necessary to develop procedures specifically for identifying problems on the new platform (as reported by departmental users), and escalating those issues to the EAP analysts for resolution. Some procedures currently in use for MPE issues may work with little or no modification, but this would be an opportunity to streamline them with an eye toward migration-specific issues.  Who: Tony, Rae, Eddie, others as needed</p>	<p>Helpdesk Procedures  <b>UM0543</b></p>
	<p>Perform the cutover  This task would entail performing the actual system cutover. Depending on the data synchronization method chosen, this may entail doing a dbexport/dbimport of all production data in a controlled manner to make sure no changes are lost between systems, or an orderly shutdown of the hot-synch software to assure that no data is lost. The actual procedures will be developed in advance of the cutover date and disseminated.  Who? (Not identified at this point – probably John and others)</p>	<p>Cutover  <b>UM0544</b></p>
	<p>Post-Cutover Cleanup  This task entails cleaning up issues that arise, fires that start, and other problems associated with running the systems on a new platform. After the critical issues are resolved, additional time may be devoted to assisting departmental users with specific needs (e.g. a Quiz 'use' that has a hard-coded file equation that was missed, etc.) Also, cleaning up the docman routing rules to remove old hp1 and hp2 documents.  Who: All EAP analysts as needed</p>	<p>Cleanup  <b>UM0545</b></p>
	<p><b>Party!</b></p>	