



System Development and Life-Cycle Management (SDLCM) Methodology

Subject Conversion Plan	Type	Standard
	Identifier	S-1054
	Effective Date	February 2002
	Revision No.	2

Approval

CISSCO Program Director

A. PURPOSE

This standard specifies the content and format requirements for a Conversion Plan.

B. APPLICABILITY

This standard applies to all NRC Project/Tasks, subject to the SDLCM Methodology, that plan to develop and deploy a new, upgraded, or migrated data processing system or software application.

This standard is used by those persons who create and review the Conversion Plan.

C. REFERENCE PUBLICATIONS

The following publications contain related information:

- *SDLCM Methodology Handbook*, Component 3
- SDLCM Methodology Standard S-5051, Tactical Integration Plan
- *NRC Model Tactical Integration Plan*, January 3, 1997

D. STANDARD

The Conversion Plan provides a detailed description of what data will be converted, where the data will come from, and how the supporting business process will be organized, staffed, and scheduled.

Tailor this standard as needed to be consistent with the size, scope, and complexity of the conversion effort. Add sections and subsections for special topics. Sections and subsections that are not applicable should *not* be deleted; they should indicate “not applicable.” For Project/Tasks with very small conversion efforts, the Conversion Plan may be included in its entirety as Section 2.5 of the Tactical Integration Plan.

The following paragraphs describe the content of each section of the Conversion Plan.

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1. INTRODUCTION

Describe the purpose of the Conversion Plan.

1.1 Background

Provide any information necessary for understanding the Project/Task data conversion effort.

1.2 Objectives

Include Project/Task objectives related to data conversion. This section may be omitted if specific data conversions are not required as interim steps to system integration and testing (e.g., there is only one conversion needed at the time of system cut-over).

1.3 Scope

Describe the scope of the conversion effort, including, but not limited to, whether it will be formal or informal, automated or manual or a combination of the two, and the corporate or legacy system databases that are included. Identify any constraints associated with the conversion effort.

1.4 Assumptions

Include any assumptions related to data conversion.

1.5 Applicable Documents

Provide a list of reference documents for use by personnel involved in the preparation and accomplishment of data conversion for the Project/Task. Include applicable standards and previously developed system and Project/Task documentation, such as:

- Project Action Plan
- Project Definition and Analysis Document
- Tactical Integration Plan
- Solution Logical Design Document

2. DATA CONVERSION APPROACH

Provide a data conversion plan overview consistent with the application data model. Include descriptions of the applicable data conversion considerations. The following are examples of data conversion considerations:

- Identify databases, repositories, and hardware devices that exchange data with the application or system.
- Describe how exchanged data will be examined to ensure that all software applications use the exact same format, and, if not, the process for

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- negotiating with the owner of the data for a means to achieve synchronization.
- Discuss how any change in database software, schema, or software version will be accommodated by conversion prior to the operational date.
 - Discuss the impact of geographically distributed databases on the conversion process.
 - Determine the need for any conversion-specific testing and for developing, if necessary, a test database to be used in development or acceptance testing.

3. DATA CATEGORIES

List major categories of data to be converted. Group closely-related data entities into one category.

3.1 Data Category 1

Describe the conversion approach or approaches to be used for data category 1. Note: The main approaches are automated conversion, manual entry, and automated conversion with manual review and correction. If more than one approach is to be used for a data category, indicate the approximate percentage split among the conversion approaches.

Include a Data Flow Diagram to describe the flow of work associated with manual conversion or correction activities.

3.n Data Category n

Provide the same information for each additional data category as for data category 1.

4. FORMAL DATA CONVERSION (OPTIONAL)

If a formal data conversion effort is required, include the following information, as applicable.

4.1 Data Conversion Procedures

Specify the schedule and identify the author(s) who will develop the following detailed conversion procedures:

- Acquiring the data to be converted
- Validating converted data
- Synchronizing converted data with the source legacy data
- Transition to use of the converted data
- Documenting the converted data formats, schema, etc.

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4.2 Conversion Tools

Identify any tools that will be used to support the data conversion process.

4.3 Effects on Other Systems

Describe the potential effects of the data conversion process on other interfacing systems. If any of these effects are negative, identify the intended resolution.

5. CONVERSION SCHEDULE AND STAFFING

5.1 Conversion Schedule

Provide a conversion schedule (Gantt Chart), relative to the initial operating date, that covers each database or type of data to be converted and shows the approximate time involved to convert each.

5.2 Conversion Staffing (Optional)

If manual conversion activities are included, provide staffing estimates. Include the following information for each different conversion role:

- Name of role
- Number of people required
- Training or skill required
- Probable source (hire, in-house, transfer, or temporary staff)
- Duration of requirement

6. BACKUP STRATEGY

Document the Project/Task backup or reversion strategy in the event that the data conversion is impaired or not completed due to unforeseen circumstances.

ACRONYMS

List and define all acronyms used in the Conversion Plan.

REFERENCES

List all cited references.