# Tab 7 – Data Conversion Plan

1. APPROACH

Respondent to detail their approach to developing and implementing the data conversion plan, and what processes will be undertaken by the Respondent’s project team to convert existing data, as well as to interface with identified source systems. Include methods of quality control and testing that will be utilized specific to data conversion.

Describe your organization’s recommended approach toward retention of legacy data. Please describe what options are available, and supported, within your proposed solution. Also, please provide any relevant references of organizations that have successfully addressed legacy data with your solution.

1. ROLES AND RESPONSIBILITIES

The Awarded Respondent will assist LFCHD in the conversion of both commercially available software-based data, and any applicable data maintained in Microsoft Excel a, in to the new system as further described in the sources identified in Attachment A, Data Conversion tab.

It is expected that LFCHD will be responsible for data extraction from current systems and data scrubbing, and that the Awarded Respondent shall be responsible for overall data conversion coordination, definition of file layouts, and data import and validation into the new system(s). Awarded Respondent should plan to have converted data ready for the User Acceptance Testing (UAT) phase of the Project.

As part of the resulting Project, the Awarded Respondent shall develop and provide a detailed Data Conversion Plan that describes how files will be converted to the proposed system (e.g., through software conversion aids/utility programs or special programs that must be written, the actual conversion procedures). A conversion schedule should identify planned conversion steps, estimated hours, and what resources will be required (by LFCHD or Awarded Respondent) for all pertinent legacy data.

* 1. Respondent to confirm their proposal includes providing the services identified in this Section (Item II Roles and Responsibilities) and provide any additional services that are also provided as part of your Data Conversion Plan/Program.

* 1. Respondent to specify or provide the format in which legacy system data should be extracted and provided to the Respondent for conversion activities.

1. Responsibility of Data Conversion Activities

Respondent shall complete the table below based on whether the roles identified are supported by the proposed data conversion methodology and approach. The roles defined in Table 7-01 and Table 7-02 contain the indicators that Respondent shall use to report their support of the identified roles. Any conflicts shall be noted with a comment. In the event additional activities are proposed, the Respondent shall identify the roles for both LFCHD and their Implementation Project Teams.

#### Table 7-01: Definition of Roles

|  |  |
| --- | --- |
| **Role** | **Summary** |
| Lead | The party ultimately responsible for the activity. |
| Assist | The party provides active assistance for the activity. |
| Participate | The party provides passive assistance for the activity. |
| Share | Both parties share equal responsibility for the activity. |
| None | The party has no role in the activity. |

#### Table 7-02: Summary of Response Indicators

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Response** | **Description** |
| **S** | Supports | The Proposal supports the prescribed responsibility roles with its proposed data conversion methodology and approach. |
| **C** | Conflict | The Proposal has a conflict with the prescribed responsibility roles and proposes alternate responsibility in its proposed data conversion methodology and approach. |

#### Table 7-03: Responsibility of Deliverables

| **No** | **Data Conversion Activity** | **Respondent Role** | **LFCHD Role** | **Response** | **Other Comments** |
| --- | --- | --- | --- | --- | --- |
| **1** | Perform Conversion Analysis of Existing Legacy Data | Lead | Participate |  |  |
| **2** | Perform Crosswalk Development of Legacy Data from Legacy System to New System | Lead | Participate |  |  |
| **3** | Provide Conversion Data | None | Lead |  |  |
| **4** | Provide File Layouts/Data Maps of Existing System | None | Lead |  |  |
| **5** | Proof Data Provided | Assist | Lead |  |  |
| **6** | Analysis of Data to be Converted | Lead | Assist |  |  |
| **7** | Developing and Testing Conversions | Lead | None |  |  |
| **8** | Review and Correct Errors | Share | Share |  |  |
| **9** | Load Converted Data into Training Database | Lead | Participate |  |  |
| **10** | Confirmation of Converted Data in Training Database | None | Lead |  |  |
| **11** | Approval/Signoff of Converted Data in Training Database | None | Lead |  |  |
| **12** | Load Converted Data into Live Database | Lead | Participate |  |  |
| **13** | Confirmation of Converted Data into Live Database | None | Lead |  |  |
| **14** | Approval/Signoff of Converted Data in Live Database | None | Lead |  |  |
| **15** | Other: |  |  |  |  |