

# **Data Conversion Plan**

**for**

**The State of Indiana  
Case Management and  
Labor Exchange System**

**November 3, 2022**



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## **SIGNATURE PAGE**

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Approver Name	Role	Signature	Date

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## **CHANGE HISTORY**

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Version Number	Date	Contributor	Approved by	Approved Date	Description

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## Introduction

The purpose of this Data Migration Plan is to provide assurance to the Indiana Department of Workforce Development (DWD) that Geographic Solutions will complete all activities necessary to migrate all data and sustain data integrity throughout all phases of the Indiana Case Management and Labor Exchange System Project. The Data Migration Plan is an additional component to the Project Management Plan, as described in Section 4.2.3 Develop Project Management Plan: Outputs of the Project Management Institute's *A Guide to the Project Management Body of Knowledge* (PMBOK®) Seventh Edition.

This plan provides the development of the procedures and processes necessary to migrate existing data electronically from the legacy state systems into the new Geographic Solutions' *VOS Sapphire 22* application to meet the data migration requirements of the project. It details the migration approach, processes, procedures, and specific tasks needed to migrate data from multiple disparate legacy systems to *VOS Sapphire 22*. The Data Conversion Plan gives details of schedules for planning sessions, design and development, mapping, pilot implementation, and final implementation. It also covers site preparation, migration specifications, and problem resolution.

# 1 Impact Assessment

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 1.1 Stakeholders and Technical Teams

[REDACTED]

[REDACTED]

## 1.2 Security Policy

[REDACTED]

## 1.3 Conversion Planning and Documentation

[REDACTED]

Geographic Solutions will collaborate with DWD's subject matter experts to create a comprehensive

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 1.4 Joint Application Design Process

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



## 2 Legacy Data Sources, Data Identification, and Conversion Methods

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

## 3 Conversion Training

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 4 Migration Methods

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 5 Extract Transform and Load Rules

[REDACTED]

[REDACTED]

- | [REDACTED]
- | [REDACTED]
- | [REDACTED]
- | [REDACTED]
- | [REDACTED]
- | [REDACTED]
- | [REDACTED]

## 6 Non-Migrated Data

[REDACTED]

## 7 Data Migration Process

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 8 Data Dictionary

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 9 Extract Transform and Load Tools

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

## 10 Default Data Values

[REDACTED]

## 11 Data Cleansing Methods

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 12 Dry Runs

[REDACTED]

## 13 Verification and Validation of Migrations

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 14 Reporting of Progress and Issues

[REDACTED]

## 15 Testing and Reporting

[REDACTED]

## 16 Production Conversion

[REDACTED]

### 16.1 Schedule and Cutover

[REDACTED]

[REDACTED]

### 16.2 Execute Migration

[REDACTED]



[REDACTED]

## 16.3 Final Review and Approval

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 17 Roles and Responsibilities and Tools Used

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]




## 18 Alignment with the Integrated Master Schedule


Draft