Reporting Database Retirement Functional Roadmap

I.	ES, HR and CS meet to:
	    a. agree on strategy/plan
	    b. make action item assignments
		Done

II.	Begin sending user notifications of anticipated reporting database retirement	**8/9**

III.	Identify users who have write access in Reporting who are missing and would need write access in Production
	    a. Suggested Criteria: user has created/updated a query within past year and half (2012 to current)
	          i. @ 7/2013: 81 users have query create/update activity in Rptg; 14 of the 81 users have Prod write access, <u>67 users do not have Prod write access</u>
		8/13

IV.	CS and HR representatives confirm/signoff on list of users to be given write access in Prod (note this decision will possibly be made at the Functional level and not business owner level)	**8/16**

V.	Identify queries that have been created/updated in Reporting that are missing from Prod and would need to be transferred
	    a. Suggestion1 criteria: migrate all queries that do not exist in production regardless if the query shows as not being actively used
	          i. @ 7/2013: 2695 queries exist in Rptg that do not exist in Prod; all 2695 queries would be migrated to Prod
	    b. Suggestion2 criteria: query has been created, updated or executed in Rptg within past year and half (2012 to current) and doesn't exist in Prod; older queries will not be migrated
	          i. @ 7/2013: of the 2695 queries existing in Rptg but not in Prod, 523 queries have been created, updated or executed in reporting and would be migrated (2172 queries would not be migrated)
		8/16

VI.	Identify which version of queries that exist in both Reporting and Production but have different Last Updated dates should be retained
	    a. Preliminary data indicates there are 1896 queries that exist in both databases (the queries have the same data populated for the userid and query name key fields). Further group discussion is needed. Note, for the 9.0 upgrade owners of the non-delivered queries were required to specify which query version was to be retained; however to meet anticipated target dates for retiring the reporting database, involvement of users in this step of the process may not align with target completion dates .
	    b. DECISION: Production version to be retained, these queries will NOT BE migrated to production; query owners will be instructed to manually make desired changes
		8/16 (informational purposes only)

VII.	Transfer in scope queries from Rptg to Tst for testing (can use 9.0 upgrade Query Transfer Project as template)	**8/19-8/23**

VIII.	User testing (suggest limited population)
	    a. Suggested Test Population: target queries most frequently run in Rptg (2012 to current) and the owners of those queries
	          i. This data can be queried after agreement is reached on what population of queries should be migrated
		8/26-9/5

IX.	Have Security Admin add query write permissions to users being migrated from Rptg to Prod use	**8/26-9/5**
X.	***Once Security Admin completes Prod security updates, remove all query write access in Rptg (this will provide a clean demarcation for query migrations and the users as well); DBAs can stop refreshes of the Rptg database***	**9/6-9/9**
XI.	DBAs can stop refreshes of the Rptg database	**9/5**
XII.	CS and HR representatives confirm/signoff on migrated queries and testing (note this decision will possibly be made at the Functional level and not business owner level)	**9/5-9/6**
XIII.	Migrate queries from Tst to Prod	**9/8**
XIV.	Keep Rptg database available for troubleshooting if needed for 18 months	**TBD**

ID	ID	Task Name	Duration	Start	Finish	Predecesso	Actual Finish	% Complete
0	0	**Retire Reporting Database_v4**	**370 days**	**Sun 7/22/12**	**Fri 12/20/13**		**NA**	**99%**
1	1	ES, HR and CS Meet for Consensus on Roa	261 days	Sun 7/22/12	Mon 7/22/13		Mon 7/22/13	100%
2	2	Users Notification: Initial notification of Retirement	12 days	Mon 11/18/13	Tue 12/3/13		Tue 12/3/13	100%
3	3	Identify Reporting Write Access Users	6 days	Mon 11/18/13	Mon 11/25/13		Mon 11/25/13	100%
4	4	CS Signoff of Reporting Users to be Given Production Query Write Access	0 days	Tue 11/26/13	Tue 11/26/13	3	Tue 11/26/13	100%
5	5	Identify Reporting Only Queries to be Copied to Production (IN SCOPE)	4 days	Thu 11/21/13	Tue 11/26/13		Tue 11/26/13	100%
6	6	Identify Dual Reporting/Production Queries (OUT of SCOPE)	4 days	Thu 11/21/13	Tue 11/26/13		Tue 11/26/13	100%
7	7	Transfer In Scope Queries from Rptg to Tst	5 days	Mon 12/2/13	Fri 12/6/13	5	Fri 12/6/13	100%
8	8	**User Testintg**	**9 days**	**Thu 12/5/13**	**Tue 12/17/13**	7	Tue 12/17/13	100%
9	9	**Security Admin Add Query Write Access in Production**	**14 days**	**Mon 12/2/13**	**Thu 12/19/13**	4	Thu 12/19/13	100%
10	10	**Remove All Query Write Access in Reporting**	**8 days**	**Mon 12/9/13**	**Wed 12/18/13**	9	Wed 12/18/13	100%
11	11	***DBAs Stop Reporting Database Refreshes****	**8 days**	**Mon 12/9/13**	**Wed 12/18/13**	9	**Wed 12/18/13**	**100%**
12	12	CS Signoff on Test Migration and User Testing	2 days	Thu 12/12/13	Fri 12/13/13	8	Fri 12/13/13	100%
13	13	(MTP) Migrate Queries from Test to Production	1 day	Thu 12/19/13	Thu 12/19/13	12	Thu 12/19/13	100%
14	14	Users Notification: MTP Completion and End of Rptg Dbase Query Writing	1 day	Fri 12/20/13	Fri 12/20/13	13	Fri 12/20/13	100%
15	15	View Access Remains Open in Rptg Dbase					NA	0%
16	16	Retire Reporting Database	1 day	Fri 12/20/13	Fri 12/20/13		Fri 12/20/13	100%

ID	ID	Task Name	Duration	Nov 17, '13		Nov 24, '13		Dec 1, '13		Dec 8, '13		Dec 15, '13		Dec 22, '13	
				M	T	S	W	S	T	F	M	T	S	W	S	T	F
0	0	Retire Reporting Database_v4	370 days													
1	1	ES, HR and CS Meet for Consensus on Roa	261 days													
2	2	Users Notification: Initial notification of Retirement	12 days					Marie								
3	3	Identify Reporting Write Access Users	6 days			Marie										
4	4	CS Signoff of Reporting Users to be Given Production Query Write Access	0 days			11/26										
5	5	Identify Reporting Only Queries to be Copied to Production (IN SCOPE)	4 days			Marie										
6	6	Identify Dual Reporting/Production Queries (OUT of SCOPE)	4 days			Marie										
7	7	Transfer In Scope Queries from Rptg to Tst	5 days					ES								
8	8	**User Testintg**	**9 days**							Marie; Users						
9	9	**Security Admin Add Query Write Access in Production**	**14 days**									Sec				
10	10	**Remove All Query Write Access in Reporting**	**8 days**								Sec					
11	11	***DBAs Stop Reporting Database Refreshes***	8 days									12/18				
12	12	CS Signoff on Test Migration and User Testing	2 days							Marie						
13	13	(MTP) Migrate Queries from Test to Production	1 day									ES				
14	14	Users Notification: MTP Completion and End of Rptg Dbase Query Writing	1 day									12/20				
15	15	View Access Remains Open in Rptg Dbase														
16	16	Retire Reporting Database	1 day													

1. **ES, HR and CS Meet for Consensus on Roadmap (7/22/13):**
   A. Agree on strategy/plan
   B. Make action item assignments
2. **Users Notification: Initial notification of Retirement**
   Begin sending user notifications of anticipated reporting database retirement
3. **Identify Reporting Write Access Users**
   - 11/20/13: main query create perms in sa9rpt are HRQRYC (HR users) having 4 roles and 350 users; UHNPCSPTQP02 (UHS SA) having 2 roles and 1215 users; and UHNPCSPTQP03 (UHM IR) having 1 role and 2 users...reference file *"x_Analyze Perm Lists.xlsx"...*Of the approx 1200+ reporting users who don't have production write access, very few appear to have write activity in reporting (approx 80 Sa unique users have created/updated a query). Therefore decision was made that any reporting SA write activity user not having write access in production be given write permission in production (approx 80 users); note: approx 200 write access reporting users already have dual write access in production.

   Identify users who have write access in Reporting who are missing and would need write access in Production
   - a. Suggested Criteria: user has created/updated a query within past year and half (2012 to current)

     - i. @ 7/2013: 81 users have query create/update activity in Rptg; 14 of the 81 users have Prod write access, <u>67 users do not have Prod write access</u>

4. **CS Signoff of Reporting Users to be Given Production Query Write Access**
   CS and HR representatives confirm/signoff on list of users to be given write access in Prod (note this decision will possibly be made at the Functional level and not business owner level)
5. **Identify Reporting Only Queries to be Copied to Production (IN SCOPE)**
   - 11/25/13: decided to use date paramater of query activity of 2yrs; if query has either been created, modified, or executed since Jan 2012 and does not exist in production then migrate the query to prod (approx 600 queries for 2 yrs)...

   Identify queries that have been created/updated in Reporting that are missing from Prod and would need to be transferred
   - a. Suggestion1 criteria: migrate all queries that do not exist in production regardless if the query shows as not being actively used

     - i. @ 7/2013: 2695 queries exist in Rptg that do not exist in Prod; all 2695 queries would be migrated to Prod

   - b. Suggestion2 criteria: query has been created, updated or executed in Rptg within past year and half (2012 to current) and doesn't exist in Prod; older queries will not be migrated

     - i. @ 7/2013: of the 2695 queries existing in Rptg but not in Prod, 523 queries have been created, updated or executed in reporting and would be migrated (2172 queries would not be migrated)

6. **Identify Dual Reporting/Production Queries (OUT of SCOPE)**
   Identify which version of queries that exist in both Reporting and Production but have different Last Updated dates should be retained... Send general email notification and separate email notiication to query owners on this list that have been signed-off to have Prod write access.
   - a. Preliminary data indicates there are 1896 queries that exist in both databases (the queries have the same data populated for the userid and query name key fields). Further group discussion is needed. Note, for the 9.0 upgrade owners of the non-delivered queries were required to specify which query version was to be retained; however to meet anticipated target dates for retiring the reporting database, involvement of users in this step of the process may not align with target completion dates .

   - b. **DECISION: Production version to be retained, these queries will NOT BE migrated to production; query owners will be instructed to manually make desired changes**

7   **Transfer In Scope Queries from Rptg to Tst**

Transfer in scope queries from Rptg to Tst for testing (can use 9.0 upgrade Query Transfer Project as template)

8   **User Testintg**

User testing (suggest limited population)

        a.   Suggested Test Population: target queries most frequently run in Rptg (2012 to current) and the owners of those queries

                i.   This data can be queried after agreement is reached on what population of queries should be migrated

9   **Security Admin Add Query Write Access in Production**

Have Security Admin add query write permissions to users being migrated from Rptg to Prod use

10   **Remove All Query Write Access in Reporting**

Once Security Admin completes Prod security updates, remove all query write access in Rptg (this will provide a clean demarcation for query migrations and the users as well)

11   *****DBAs Stop Reporting Database Refreshes*****

DBAs can stop refreshes of the Rptg database

12   **CS Signoff on Test Migration and User Testing**

CS and HR representatives confirm/signoff on migrated queries and testing (note this decision will possibly be made at the Functional level and not business owner level)

13   **(MTP) Migrate Queries from Test to Production**

Migrate queries from Tst to Prod

14   **Users Notification: MTP Completion and End of Rptg Dbase Query Writing**

Email notification of Reporting-to-Production queries migration completion and end of Query Writing in the Reporting Database as a business process.

15   **View Access Remains Open in Rptg Dbase**

???? Keep Rptg database available for troubleshooting if needed for 6 months ????