

DATA CONVERSION OVERVIEW



Data Conversion without a plan is like building a house without the foundation

MB Foster begins every data conversion with a project plan that is coordinated with the application implementation plan and the implementation team's schedule. Our technical team works to capture as much of your current data as possible to ensure it is converted quickly and accurately.

The project plan is periodically reviewed with your team and updated to ensure the conversion of your data remains on schedule.

During the requirement analysis; preliminary information is gathered to determine what data conversion services are required. Roles and responsibilities are clearly defined and a detailed data conversion plan is developed. This information is gathered at a very high level and becomes the basis for estimating the amount of time, effort and tools required to accomplish the task. A number of factors affect the estimates, including - the current data format, the ability to export data into a readable format, and for media compatibility.

Three-Step Data Conversions

1. Test a conversion sample of existing data
2. Initial data conversion
3. Final conversion of data before going live

With time lines and formats set, your application vendor will request a sample data conversion file that can be used for testing the conversion process. This sample data file will contain examples of each of the data types to be converted. Once the sample data is converted and loaded into your target application, you will have the opportunity to review and test. MB Foster will examine the file in detail, make changes or modifications as required and prepare for the initial data conversion.

Once you are satisfied with the way your data looks in your target application we will advance to the next step.

The initial data conversion process will transfer the majority of your existing data (with the exception of those data types whose conversion

method has not been finalized) into your new application. This process will be closely coordinated with your application vendor to ensure your new application is ready for your go-live date.

Once your new application is live and the exception cases in your old system have been finalized, the data conversion and transfer will be complete. This data transfer will 'catch up' any data items that were not originally transferred and apply any amendments made to data items that were changed since the initial data conversion.

The conversion results are verified for accuracy and completeness by your team in co-ordination with MB Foster.

About MB Foster

MB Foster has been providing data access, transformation and delivery tools and services to Hewlett-Packard users for over 30 years. Manipulating data requires knowledge of the data repositories, and the applications that handle and store the data. Our expertise in this area is second to none.

We have, since 1996 been providing Hewlett-Packard with data access solutions for integration into Business Critical Servers (BCS) and we have been the lab for supporting and developing these products.

Our expertise and knowledge of Hewlett-Packard platforms made us the obvious choice as a selected charter member of the HP3000 Platinum Migration Partner Program. In addition to our own expertise we have forged relationships with "best in class" partners, to ensure that we can offer our customers the best possible solutions for their migration.

MB Foster's Professional Services Team is familiar with the risks involved when migrating mission critical applications. Their knowledge of HP3000, OpenVMS, UNIX, Windows and Linux is unparalleled and they are well versed in new technologies. With MB Foster on your team you can rest assure that your migration will be completed successfully - on time and on budget.

Converting to a new business management system from an existing one should not require manual data entry of the business and financial data

