



Statewide Financial System Program Agenda/Minutes

Date:	05/14/2014	Time:	1:00pm
Subject:	PAM & RealNet Data Conversion	Location:	SFS Walkway/Conference Bridge
Meeting Facilitator:	Chris Solomon	Minutes Prepared by:	Melinda Vasto
Objective:	Discuss Asset data elements that exist in PAM & RealNet systems and SFS' expectations of OGS teams for data conversion. <ul style="list-style-type: none"> • PAM data will be converted into SFS for April 2015. • RealNet data will be converted into SFS for October 2015. 		
Presentation/Handouts:	N/A		

Attendees:					
Vivek Bharti	X	Jim Schumacher		Bruce Davis (OGS)	X
Chris Solomon	X	Laura Ruhle (OGS)		Ralph Hill (OGS)	X
Rakesh Gambhir	X	Dan Saxe (OGS)	X	Adam Brown (BSC)	
Don Wynn	X	Bob Kirker (OGS)	X	Crystie Weatherby-Hilt (ITS)	
Melinda Vasto	X			Eliel M	

Agenda:

What	Who	Time
Discuss EE1 data conversion	Don	10 mins
Discuss data clean-up expectations: <ol style="list-style-type: none"> 1. Adequate preparation of the agency external system data targeted for conversion is the Agency's responsibility and includes the following tasks: <ul style="list-style-type: none"> • Purging of unnecessary data records from the external systems. • Identify and correct inaccurate data in external systems. • Identify and reconcile duplicate data sets 2. Completion deadlines 3. Available SFS resources 	Group	40 mins
Set follow-up meeting, discuss Action Items	Don	10 mins

OLD Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Requirement #

NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Requirement #
Set up a standing meeting weekly to meet for one hour; series to begin two weeks from today (5/28/14)?	Chris Solomon	5/15/14		

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NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Requirement #
SFS and OGS Technical teams to meet prior to the next meeting that will be scheduled for 5/28 and then report back to the entire group at the that meeting.	Vic, Eliel and Crystie	5/23/14		
Provide contact info for technical staff use in communications	Melinda Vasto	5/15/14		

The Following Decision(s) Have Been Made
<p>Decision: Team decided to meet via conference call on a weekly basis beginning on Wednesday, May 28 to discuss and plan for data conversion. Team agreed to teleconference meeting for now and if face to face is needed, SFS and OGS will alternate back and forth on meeting location.</p>

The Following Decision(s) Are Pending
<p>Decision:</p> <p>Staff Assigned (first and last name):</p> <p>Due Date:</p>

This is a meeting regarding planning for Data Conversion.
 The Real Estate Management reschedule from April to October in order to retire RealNet will affect our approach.
 SFS assumes that the conversion would occur in two phases. Example:
 April - Conversion of all data from PAM to SFS.
 October – Conversion of all data from RealNet to SFS.

OGS is concerned with this approach as they have been reporting up to their Management that RealNet data associated to PAM Assets would also transition in April and that functionality would be retired in RealNet at the same time.

Dan: I may regret this later but if this is to be delayed it may not have a huge impact for manual input to keep the systems in sync. Currently PAM updates feed RealNet. If not together, data will not line up. The data from RealNet to include is related to Physical Assets not Lease.

An example of data impact: In RealNet there is a key indicator of Region and PAM doesn't store that information. This information may need to convert at the same time as PAM.

Need to develop the plan for conversion.
 Objective for April is to retire PAM and bring functionality into PS.
 Transfer of the Asset Data in two rounds of conversion
 1st round to pull PAM All data without touching RealNet
 2nd round in October to bring over RealNet,

PeopleSoft would be able to operate without having the data that is existing in RealNet as it isn't needed for depreciations and then blend in the additional data that is in RealNet and the Lease info later.

Eliel – Migrated data to be the data of record. Elements needed are file in RealNet.
Maintenance would be needed in PS based on RealNet updates
Convert information

Phased approach where all from PAM into PS. Real Property still needs info from PAM or SFS so that the Inventories are in sync.
Is there a way to manually keep them in synch?

Chystie: OGS can pull the Asset data stored in RealNet and include in the conversion files provided to SFS. Lock the data from PAM to keep in into RealNet so when the links are broken, data still there and then do a manual process to maintain the updates from that point until the next conversion.

SFS needs to realize that there are jobs that run and data reconciliation occurs all the time. This is Static data – could be added on?

If data can be pulled and then provided in an input file for April and then the data will have to be maintained until the remainder of the RealNet data is provided in October.

1st Conversion: Bring in all PAM Asset Data
Bring in additional data from RealNet and match against PAM to have consistency in the records. Then in October bring in the remainder of the RealNet data in and match it against what has already been loaded in SFS for accuracy.

Vic is the Conversion Lead for SFS.
Each conversion should bring in the same type of information.

Leases aren't part of the PAM system and wouldn't be included in the initial data load. OGS is responsible for providing the data to be loaded into SFS, why couldn't the RealNet info be included in the conversion file?

Technical staff will need to identify file layouts for each side.

Don: This is just the beginning of the conversations.
SFS will do validations on the data prior to loading into PS. And then load in from that time.
SFS can store all Asset related data regardless of where it comes from.

We should Determine what is coming from PAM and what is coming from RealNet
OGS provide fields needed and SFS match up
Who is the technical Lead for RealNet and PAM. Table and file description items from each side.
Eliel and Crystie and Ralph are the technical leads from OGS side and Vic from the SFS side related to conversion.

OGS wants to know from an application standpoint that the system is working the way it is anticipated. The conversion is dependent on testing and system validation by the user.

Don: Conversion first and then integration testing and then User acceptance testing.

Do you have a final requirements document for the PAM conversion? Not yet. We added additional requirements (57). Asset in SFS relates to different Modules.

Aren't there requirements from each module separately? Yes, there are two separate lists of requirements.

Don: PAM doesn't map directly with a one to one to PS and RealNet doesn't map one to one with PS so we anticipate that there may be a bit more of a complicated conversion.

SFS has concerns about data quality. Based on comments made during requirements sessions, we have the impression that the data may need updating prior to conversion. OGS responded that the data is in sync between the two systems.

Don: Remember this is a fact finding meeting, not necessarily a decision meeting.

SFS concerns where Decisions are needed:

What do we do with the info in RealNet tied to Assets pulling from PAM. Asset data in RealNet that is not required in Asset Management?

Crystie: When you say Asset Management in PS? Are you talking about just financial data related to the asset? No, PS has an Asset repository that stores all Asset data and relates that data to all Asset management modules.

REM and AM are the focus for EE1. Asset Management primary focus is related to financial information such as depreciation.

PAM has more info related to the asset. More Real Estate fields are part of the current PAM system. All Assets are going in as attribute data. In PAM you have the building and then the roof as a different asset related to the original asset.

PS would use the parent child relationship to meet this requirement. Most of the data is in PAM per Dan.

Eliel: We need to Map data from PAM into a corresponding PS field.

Don: We are not there yet. Data Mapping will occur later in the project. Configuration is going on now. We did have a step back to pick up more requirements involved with the RealNet retirement in October. Keep in mind the original scope for ALM was to convert any assets over \$40,000 in value over from PAM to PS but OGS identified that there are other assets in PAM that fall under the \$40,000 criteria that would need to be converted as well in order to retire the PAM system.

Are you planning to put Real Estate in a separate area? No, our Database repository doesn't break out the type.

SFS understanding was that PAM and RealNet were both stand-alone systems. Our concern was related to bringing RealNet in October was there a need to worry about conversion data and timing related to the six month window in between conversions. Now we understand that there is Asset data in RealNet that is dependent on updates from PAM to keep the two systems in sync.

OGS has been communicating with the Governor's office related to an initiative for NYS to have Real Property and Buildings all in a Central Repository for the first time in SFS. If SFS is not taking on RealNet in April, OGS (Bruce) can go back to their boss and say that isn't the case and the Center of Excellence will not be recognized.

Is there a reason to go with RealNet conversion in April to retire the system? Does RealNet need to be retired in April? This would be a decision above this team.

Separating PAM data and the associated RealNet data would be more difficult than keeping the related data together. Leases are going to have to be tracked as Assets, even non state owned.

Adam: Sounds like there is logic in rolling out at one time instead of the two different time frames. Does OGS think that a delay in the PAM conversion to convert in October with the RealNet conversion is the preference?

OGS: We wouldn't have any problem with adding an additional six months of testing and training. A negative for the PAM piece in October is that the year-end coincides with April. OGS would need to do in both systems to add an additional six months for training and testing.

DON: At this time a recommendation on either side to delay conversion of PAM to move to October would be premature. This team needs to focus on data migration. Technical leads can get all fields needed for conversion and match to SFS fields.

A good approach would be to get the two Technical teams together to determine what is involved and then come back and report to their Program Areas and then this team can get back together.

ACTION Items:

- Set up a standing meeting weekly to meet for one hour; series to begin two weeks from today (5/28/14)? Team agreed to teleconference meeting for now and if face to face is needed, SFS and OGS will alternate back and forth on meeting location. (Chris Solomon)
- SFS and OGS Technical teams to meet prior to the next meeting that will be scheduled for 5/28 and then report back to the entire group at the that meeting. (Vic, Eliel and Crystie)
- Melinda to provide contact info for technical staff use in communications.