Project Charter

Project Name: Mainframe Decommission Project

Project Manager: Renee Snedecor

Project Sponsor: Randy Shelley

Date: March 01, 2018

Revision History

<table>
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<th>Version</th>
<th>Author</th>
<th>Date (MM/DD/YYYY)</th>
<th>Comments</th>
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<td>1.0</td>
<td>Branch</td>
<td>12/03/2014</td>
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<td>2.0</td>
<td>Bauer</td>
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<td>Updated objectives</td>
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<td>2/23/2017</td>
<td>Added picture, updated resources, impact areas</td>
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<td>Hawkins</td>
<td>3/2/2017</td>
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<td>03/01/2018</td>
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INTRODUCTION

Project Summary

The objective of the Mainframe Decommission project is to systematically decommission the mainframe by January 2020. Currently the mainframe incurs $2,000,000 annually in maintenance and related support costs. The mainframe hardware and storage media are years beyond their supportable lifecycle which carries a significant risk in loss of applications and data critical to university business functions. Another significant risk is the liability involved in data loss should we experience an irrecoverable system failure.

In this project, the Division of IT (DoIT) will provide technical resources to:

- Identify and document data, software, and other critical dependencies on the mainframe and associated owners
- Develop a plan to ensure essential components of decommission are addressed
- Develop a communication plan to inform stakeholders of plan
- Develop a support plan to ensure operational stability during course of project
- Implement plan for the physical shut down of system components

BUSINESS OBJECTIVES SUMMARY

Business Objective 1

- Create an inventory of data, software, and critical dependencies on the mainframe and associated owners

Business Objective 2

- Develop a comprehensive plan including support and communications to ensure essential mainframe decommission components are addressed
SCOPE

In Scope

- Identify and migrate enterprise data for stakeholders
  - Enterprise data is production data used to support business operability and records retention requirements
- Assist stakeholders with visibility of the migrated data until project completion

Out of Scope

- Identity Management Redesign
- HR/Payroll Conversion
- PeopleSoft HCM Implementation
- Post-project Enterprise Application Support
- Migration of Departmental/Individual/Test Data

Impact Areas

- All University departments using mainframe (data, applications, users)
- Microfiche owners/users
- Backup tape owners
- OnDemand Reporting
- Content Manager Imaging
- Data Security

PROJECT DETAILS

Strategic Fit

The university is committed to building and maintaining a dynamic technology infrastructure that supports and enhances the academic and business functions of the university. The mainframe, housed in the DoIT Data Center, has serviced the university for many years having been state of the art when initially deployed.

With the implementation of newer technologies, the mainframe is no longer sustainable financially or practically. The mainframe needs to be removed from service.
Assumptions and Constraints

Assumptions

1. DoIT will provide technical resources to facilitate removal and/or migration of enterprise data currently stored on the mainframe.
2. Funding will be available to meet the needs of the project.
3. Organizational units will have resources to participate.
4. Enterprise Application and mainframe support resources are available as needed.
5. Existing data repositories will be leveraged when possible.
6. Enterprise Applications currently housed on the mainframe may be migrated in separate projects.

Constraints

1. Mainframe technical resources may not be able to convert all data.
2. Loss of existing mainframe staff may cause project delays.
3. DoIT cannot guarantee the quality of the data.
4. The loss of data may impact the ability to deliver business objectives.

Feasibility and Financial Information

DoIT will provide technical resources to effectively plan and project resources to track necessary costs related to the mainframe. Funding for projects outside of this scope will be the responsibility of the organizational units.

Risk Assessment

Reference Mainframe Risk Assessment Report January 2017 for complete risk assessment which is included below.

[Image: Mainframe Risk Assessment Report]
# Project Roles and Responsibilities

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<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Resource Assignments</th>
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| Project Sponsor               | • Develop and communicate the project strategy with USC leadership.  
• Assist with implementation of communication plan with leadership as needed.  
• Serve as escalation point for actions and decisions.                                                                                                 | Randy Shelley (5%)            |
| Project Manager               | • Work with Project Sponsor to define clear strategy and communication plan.  
• Work with team to define and implement plan.  
• Define resource requirements to meet goals.  
• Escalate issues, risks, and decisions to Project Sponsor.  
• Track status and provide updates to Project Sponsor and team.  
• Work with vendors to ensure timelines are realistic and then met.                                                                                   | Renee Snedecor (75%)         |
| Business Analyst              | • Determine data and application owners.  
• Document/validate enterprise data requirements.  
• Assess requirements and assist in definition of solution.  
• Validate solution with customer and track signoffs.                                                                                                   | Renee Snedecor (25%)  
Warren Cope (75%)              |
| Data Migration - Warehouse Architect | • Help validate requirements for IMS, DB2, and flat file migration.  
• Evaluate data migration tools and services available.  
• Recommend solutions for data migration and data presentation to the user.  
• Develop implementation plan.  
• Work with Business Analyst to validate solution with customer.                                                                                     | Stan Putnam (100%)           |
| Enterprise Application        | • Define requirements with stakeholders regarding conversion of document images and reports  
• Develop conversion plan/schedule  
• Work with users to test and validate; provide results and signoffs to the PM.  
• Report status of migration to Decommission project team on semi-monthly basis.                                                                      | Enterprise Application  
Support (TBD)                   |
| Mainframe Team Manager        | • Provide mainframe technical resources.  
• Responsible for vendor management.  
• Assist with procurement requirements.  
• Direct mainframe support operations until project completion.                                                                                         | Betty Hawkins (30%)          |
| Mainframe Admin / Support     | • Provide installation, configuration, and assistance with mainframe tools.  
• Provide mainframe reports and metrics.                                                                                                               | Warren Burnett  
Jerry Allen  
Windy Beauchemin  
(As Needed)                |
| **Mainframe Programmer** | • Assist with vendor inquiries. | Lauren Bowers  
Mike Duffie  
Cliff Whisnant  
Windy Beauchemin  
(As Needed) |
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<td></td>
<td>• Provide Cobol programming knowledge and support.</td>
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<tr>
<td></td>
<td>• Provide knowledge of IMS &amp; DB2 data structures and Cobol copybooks.</td>
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<td></td>
<td>• Assist Data Migration Architect in defining mapping between IMS/DB2 and Oracle.</td>
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<td><strong>Communications</strong></td>
<td>• Implement Communication Plan.</td>
<td>Michelle Foster (&lt; 5 %)</td>
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<tr>
<td><strong>Data Security</strong></td>
<td>• Provide security recommendations and mandates.</td>
<td>Anthony Ryan (&lt; 5 %)</td>
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ACCEPTANCE CRITERIA

This project will be considered closed when the following are completed:

- An inventory of data, software, and critical dependencies on the mainframe and associated owners has been created
- Enterprise data has been migrated to Oracle platform
- Migrated data is viewable and verified by stakeholders
- Mainframe has been shut down

The undersigned acknowledge they have reviewed and approved the project charter and authorize the project team to begin work on the project.

SIGNATURES

[Name/Title]  Date  [Name/Title]  Date

[Name/Title]  Date  [Name/Title]  Date