Project Charter

Project Name: Mainframe Decommission Project

Project Manager: Wade Bauer

Project Sponsor: Stan Lawrimore

Date: February 2017

Revision History

<table>
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<tr>
<th>Version</th>
<th>Author</th>
<th>Date (MM/DD/YYYY)</th>
<th>Comments</th>
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<td>12/03/2014</td>
<td>draft</td>
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<td>Bauer</td>
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Introduction

Project Summary

The objective of the Mainframe Decommission project is to systematically decommission the mainframe by January 31, 2020. Currently the mainframe incurs $2,000,000 annually in maintenance and other related support costs. The mainframe hardware and storage media are years beyond their supportable lifecycle which carries a significant risk in loss of data critical to university business functions. Another significant risk is the liability involved in data loss should we experience an irretrievable system failure.

In this project UTS will provide technical resources to:
• Identify and document data and software housed on the mainframe and its associated owners.
• Develop and document processes using a Decommission Planning Guide to ensure all components of decommission are addressed.
• Develop and implement a communication plan to include:
  o university VPs, department heads and deans,
  o users, stakeholders and data/software owners.
• Facilitate transition of retention of enterprise administrative data and/or software components on suitable hardware as required by owners.
• Identify contracts/maintenance agreements in order to plan for physical and virtual shut down of system components.
• Identify and communicate with owners of department data, and provide consultation to owners as they move departmental data and applications to their departmental locations.
• Identify staffing plan for UTS Mainframe team members during and after the transition of the project.

Business Objective 1
Develop, execute and update the Decommission Planning Guide specific to the university environment that ensures all mainframe decommission components are addressed.

Business Objective 2
Identify and communicate to functional process owners, both enterprise and departmental data on the mainframe platform. Develop and execute a plan for removing, or transferring data/software by January 31, 2020.

Business Objective 3
Facilitate functional data and software removal and/or transfer for enterprise administrative areas as agreed upon by data/software stakeholders.

Business Objective 4
Identify all hardware, software contracts and staffing issues in order to implement financial ramp down plan of physical and virtual components of the mainframe.
**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 UTS Annex, has serviced the university for many years having been state of the art when initially deployed.

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

**Assumptions and Constraints**

**Assumptions**
1. UTS will provide technical resources to facilitate removal and/or transference of data and software currently stored on the mainframe.
2. Organizational units desiring to retain data and/or software resources will fund necessary hardware and professional services for retention and transfer of said resources.
3. IBM and UTS resources are available as needed.
4. Intention is to use existing and supported applications whenever possible.

**Constraints**
1. UTS technical resources are not able to provide services related to conversion of data or implementation of newer technology systems.

**Feasibility and Financial Information**
UTS will provide technical resources to effectively plan and implement decommissioning of the mainframe. Organizational units maintaining business software and storing data
and/or images will be expected to fund any data conversions and/or software transfers to include associated hardware and storage costs.

**Impact Areas**

- Institutional Research (research data)
- Registrar (transcript images)
- Microfiche owners/users
- CMS users
- Identity Management system
- Carolina Card
- SAS users
- OnDemand Reporting (all departments)
- Imaging (Records, Admissions, Financial Aid, HR, Arts & Sciences)
- Others yet to be identified

**Risk Assessment**

**Project Schedule Requirements**
This project will require extensive resources and man hours to thoroughly address all components of the mainframe decommission within the allotted time frame. Cooperation from stakeholders is a necessity to ensure meeting the January, 2020 deadline.

Executive support will be critical in ensuring that all functional and data components that need to be retained are adequately accounted for and transferred to a suitable environment.

**Planning Phase Plan (Estimated March – May 2017)**
- This is a proposed high-level concept for the UTS PMO Project Methodology Planning Phase of the project, and will be used for decisions and schedule for the balance of the project.

**Planning Phase I – Data Migration**
- Resources will re-evaluate requirements, and recommended a solution.
Planning Phase I - Key Deliverables - Planning
- Recommended Solution for Data Migration / Presentation
- Updated Decommission Planning Guide

Planning Phase II – Archive and Retrieval – OnDemand and Content Manager
Phase II is the continuation of the extraction and validation of the Content Manager and OnDemand by IBM using the Integritie tools installed and configured in the previous effort.

- IBM Enterprise Applications is already going through an effort to migrate Content Manager to BDMS, (Student areas). We expect this effort to continue within this project.

- Project will recommend Document Imaging solution for HR, Payroll, Finance and any other areas not currently scheduled to go to BDMS.

- Project will recommend solution for OnDemand Reports extracted from Mainframe.
  - Integritie tool will be used to extract OnDemand Reports to a Staging Server, but final solution needs to be clarified.

- Project will extract and migrate report data from the mainframe OnDemand application to another source available to the users.

- Project will also re-evaluate customer requirements and data owners for this phase and update Decommission Planning Guide with the results and approvals.

Planning Phase II - Key Deliverables - Planning
- Content Manager images migration Plan, (continued), (IBM Enterprise Applications)
- On Demand migration solution design and plan
- Updated Decommission Planning Guide

Planning Phase III - Departmental Applications and Data
- Phase III will evaluate the requirements for Departmental owned applications and data and produce a plan for communicating to the departments as to what is happening with their applications and data, and set a timeframe for them to relocate to an alternative source.
### Planning Phase Resource Requirements /Roles and Responsibilities

These are the known Roles/Responsibilities required during the PMO Methodology Planning Phase. Resources for Execution Phase will be estimated during Planning.

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<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Resource Assignments</th>
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<tbody>
<tr>
<td><strong>Project Sponsor</strong></td>
<td>• Develop and communicate the project strategy with USC leadership.</td>
<td>Stan Lawrimore (5%)</td>
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<td></td>
<td>• Assist with implementation of Communication Plan with leadership as needed.</td>
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<td></td>
<td>• Communicate strategic direction through USC leadership.</td>
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<td></td>
<td>• Escalation point for actions and decisions.</td>
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<tr>
<td><strong>Project Manager</strong></td>
<td>• Work with team to define and implement plan.</td>
<td>Wade Bauer (30%)</td>
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<td></td>
<td>• Work with Project Sponsor to define clear strategy and communication plan.</td>
<td></td>
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<tr>
<td></td>
<td>• Define resource requirements.</td>
<td></td>
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<tr>
<td></td>
<td>• Escalate issues and decisions to Project Sponsor.</td>
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<td></td>
<td>• Work with UTS IBM Relationship Manager and Project Sponsor for vendor issues.</td>
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<tr>
<td><strong>Data Warehouse Business Analyst / Architect</strong></td>
<td>• Validate requirements for IMS and DB2 Migration</td>
<td>Janet Teuber (100%)</td>
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<td></td>
<td>• Evaluate tools and services available.</td>
<td>Stan Putnam (100%)</td>
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<td></td>
<td>• Define and recommend solution(s) for data migration, and presentation to the user.</td>
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<td>• Implement solution after decisions on recommended solution, and procurement if needed.</td>
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<td>• Work with Business Analyst to validate solution with customer.</td>
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<td><strong>Business Analyst</strong></td>
<td>• Evaluate / Validate departmental data requirements / owners</td>
<td>Laurel Eddins (100%)</td>
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<td></td>
<td>• Update and validate list of data and application owners.</td>
<td>Warren Cope (100%)</td>
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<td>• Define and Implement Communication Plan</td>
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<td></td>
<td>• Specifically, user / department head interaction</td>
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<tr>
<td>IBM Enterprise Applications</td>
<td>Phase II</td>
<td>IBM / EA (variable)</td>
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| • Provide evaluation assistance to Data Warehouse Business Analyst / Architects  
  • Assess requirements for Human Resources, Finance and Payroll data needs, and assist in definition of solution. | | |

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<tr>
<th>Mainframe Admin</th>
<th>Phase II</th>
<th>(10%)</th>
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<td>• Provide Mainframe assistance for the evaluation of data migration tools. This may include installation and configuration assistance.</td>
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| | Phase II | |
|-----------------------------|----------| |
| • Develop plan and schedule for Content Manager / OnDemand.  
  o Include plan / actual dates  
  o Include user communications  
  • Provide contingency plans for areas whose users are not moveable from the mainframe.  
  o This includes long-term target dates and action plans.  
  • Communicate plan and work with users to test and validate.  
  • Perform extraction of Content Manager, OnDemand using Integritie toolset, and merge into document imaging solution.  
  • Report status of Phase II plan to project team on weekly basis according to plan, and show roadblocks and action plans for resolution.  
  • Provide user test and validation results and user approvals/sign-offs to project team according to plan. | |
Closure Criteria
This project will be considered closed when all components currently residing on the mainframe are effectively removed and either deleted or transferred to suitable hardware such that the mainframe is shut down and disposed of in a fiscally responsible manner.