One Washington
Data Conversion Plan

August 2020

Table of Contents

Version Log

Date	Update By	Comments
April 2020	Tech team	First release
August 2020	Tech team	Modified to include chosen software vendor

1.0 Introduction

1.1 Overview of the Conversion Strategy and Approach

The data conversion strategy defines an approach for data conversion from the legacy application(s) into the One Washington Workday ERP software solution. This document addresses the conversion plan for the implementation of the ERP business functions for finance, procurement, budget, human resources and payroll functionality. It also defines the scope of conversion, the methods to be used, and the timespan(s) within the data sets which the conversions are planned to occur. This plan will be modified after review with the chosen System Implementor (SI).

The conversion scope for finance, procurement, budget, HR and payroll in this document will be further refined during the chart of accounts design phase for the ERP software solution implementation. Any legacy data that is not converted may be available for inquiry purposes only, for a time to be determined by the legacy application owner and state/agency record retention policies and requirements. Decisions will need to be made regarding how much data needs to be converted into the ERP software solution. While there may be a desire to convert all applicable legacy data, it may not always be the best approach.

Master data is a key part of the data conversion strategy. The strategies mentioned in this document also apply to master data. Detailed information on master data can be found in the master data management section 2.6 of the OneWa program blueprint.

1.2 Roles and Responsibilities

Based on Workday's ERP software solution and the SI recommendation, respective expert resources will be assigned. Significant support will be required from legacy application technical resources for conversion activities. Continued involvement of subject matter experts (SMEs) will be needed for consultation and reviews throughout the design, development, and testing efforts.

1.3 Preliminary Conversion/Migration Criteria

At a minimum, converted and migrated data may include:
- Current biennium GL, accounts receivable, accounts payable
- Open projects and grants
- Active assets
- Current biennium purchase orders
- Open contracts
- Statewide Vendor file
- Active employees

Final criteria recommendations will come from the business owner, with input from the SI. Because conversion efforts can affect scope, schedule and budget, final decisions will be made by the OneWa Business Transformation Board and the Executive Steering Committee.

2.0 Document Scope

The primary objectives of the data conversion strategy and approach are listed below and will be described in the following sections:
- Assumptions
- Conversion methodology
- Data cleansing strategy
- Data conversion validation and reconciliation
- Roles and responsibilities
- Finance data conversion scope

- Procurement data conversion scope
- HR data conversion scope
- Payroll data conversion scope
- Budget data conversion scope

3.0   Assumptions

The table below outlines the major assumptions made in the conversion strategy and approach. These are critical to both the approach and the indicative timeframes in this section. They should be validated during the consultation / review period for this document.

Assumptions
1. Agencies will follow best practices for data conversions and extracts from legacy applications to maintain consistency.
2. Whenever possible, the ERP software solution's recommended conversion program(s) will be leveraged.
3. Prior to implementation and conversion activity, agencies will perform legacy application data clean up, reconciliation and any data extraction required for conversion.
4. When data clean-up requirements and issues are discovered and reported during conversion, all data clean-up activities will be performed by legacy application resources within the legacy applications. These resources will be required to perform one of two possible actions: 1) Clean up the identified data within the legacy database(s) and provide an updated extract to repeat the process. 2) Determine the data quality is an acceptable level to begin the conversion process.
5. The OneWa program will work with agencies prior to conversion to resolve data content issues for mapping.

4.0   Conversion Methodology

In this section, the data conversion methodology is discussed and the key activities to be performed during conversion are defined. Converting data into the OneWa finance, procurement, budget, HR, and payroll applications is a multi-step process.

The steps involved in a typical data conversion process are listed below:
1. **Data conversion approach**: define data conversion approach and identify data that needs to be converted.
    a. Gather agency application information to identify standardized conversions.
    b. Define the activities that occur throughout the integration implementation lifecycle.
    c. Create business rules to define what data can be converted and loaded into the ERP software solution.
2. **Data conversion design**: design an automated data conversion package.
3. **Data cleansing**: begin cleaning the data to ensure it is ready for conversion.
4. **Data conversion build and test**:
    a. Build the automated data conversion package.
    b. Unit test the automated data conversion package.
5. **Mock conversion**:
   a. Assess the results of the mock conversion and:

  i. Refine the automated data conversion package.
  ii. Further clean the data within the legacy application.
  iii. Repeat steps above several times or until mock conversions yield results that indicate that the legacy data and the automated data conversion package are ready for final conversion into the production environment.
6. **Production conversion**: conduct final data conversion in the production environment(s).

Detailed descriptions of the major components of these steps are included in sections 4.1 – 4.6.

Figure 4.0.1 below outlines the general steps involved from end-to-end during the data conversion process.

Figure 4.0.1: End-to-end data conversion process
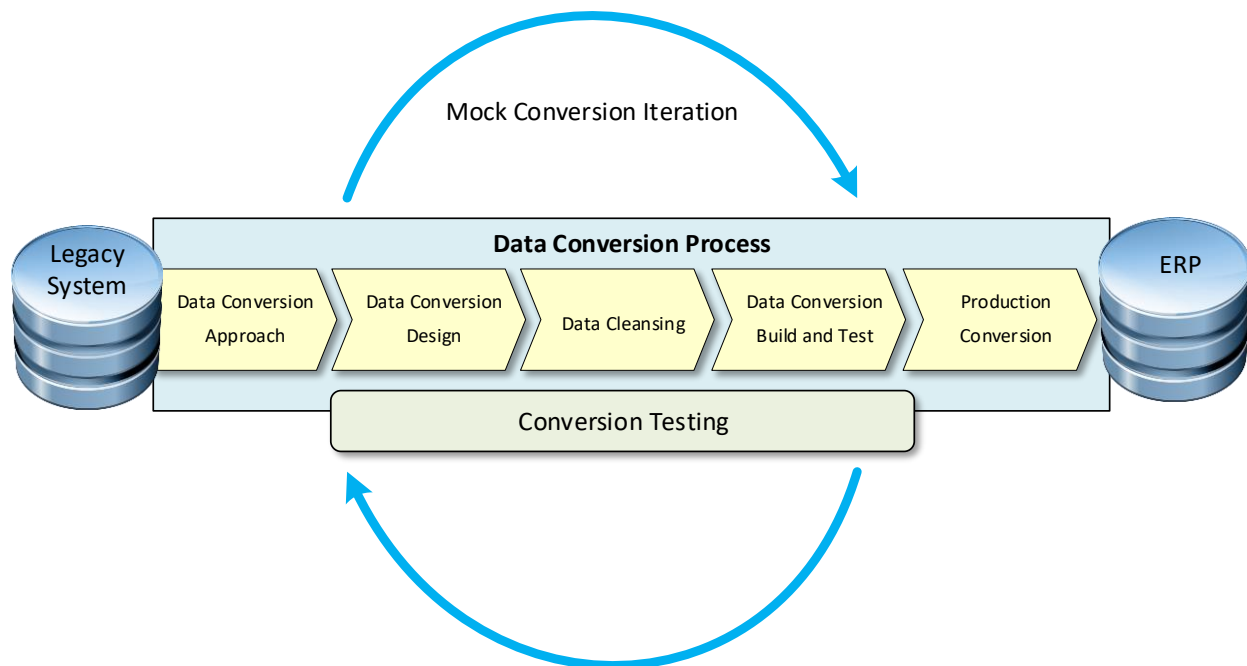
4.1 Data Conversion Approach

Defining the data conversion approach involves establishing a conversion strategy and guiding principles that shape data conversion. Moreover the data conversion will be used to structure and deliver a successful data conversion from the legacy data sources to the new Workday ERP software solution. This will be performed within the framework of the project scope, execution environment, resourcing constraints and the implementation schedule.

The conversion approach for the OneWa program will include the following activities:
1. Designation of a "business owner" for each legacy application data source
2. Determination of the conversion method for each data source (manual versus automated conversion)
3. Determination of the types of data that need to be converted
4. Discussion regarding criteria and timespan of data to be converted, approved by proper governance boards
5. Establishment of conversion rules to govern data that fails validation edits or contains only partial information
6. Determination of the methods for extracting data from source applications

7. Determination of manual steps needed to complete the conversion process
8. Definition of the data cleansing rules, scope and metrics to measure the data cleansing effort
9. Definition of roles and responsibilities for resources involved in the conversion process
10. Definition of a data retention policy and reporting needs for unconverted historical data

Determining Method of Conversion

The conversion method will define how limited data is converted into the ERP. The methods selected will be driven by the data requirements, conversion complexity, volume and business processes. Listed below are the three main methods of conversion:

Automated conversion – an automated conversion involves the creation of scheduled batch processing programs, APIs, web services, etc., from legacy applications to the Informatica integration layer and then into the Workday ERP software solution.

Manual conversion – this conversion is best suited for complex, low volume and non-time sensitive data. A manual conversion is accomplished by a user or multiple users entering data into the live production application. The timing of this data entry will be driven by the business functional requirements for the data conversion.

To execute both automated and manual conversion, the following considerations must be accounted for in the go live plan:

- **Resources -** resource needs are identified during go live planning. In addition, business functional staff may need to be available to provide support to these resources during data entry. Resources must also complete any training that may be necessary to execute the conversion.

- **Procedures -** the conversion needs to be scheduled so that entered/uploaded data meets business functions and is completed to allow downstream processing, if necessary.

- **Technical specifications -** the appropriate user IDs, security software solution and infrastructure must be in place. In addition, workstations for users may need to be made available if the conversion will take place in a central location or web access enabled to perform the conversion from an approved remote location.

Determining Types of Data for Conversion

Data conversion selection involves deciding which data and/or how much data to convert. These decisions can greatly enhance the overall speed of the data conversion process and contribute to the cleaning of data before it enters the new Workday ERP software solution.

There are four basic types of data:

Table 4.1.1: Data types

Data Type	Description	Example
Active	Data that is actively used at the time of the conversion, not necessarily dated.	Outstanding receivables, payables, ledger balance for end of fiscal year, active employees, etc.
Inactive	Data that is not used at the time of the conversion and has not reached records retention dates for destruction.	Inactive vendors or customers, etc.

Current	Data that has a recent date in the application. (Recent date is relative to the organization.)	Payables, bills, receivables, journal vouchers, etc., in the current accounting period.
Not current	Data that has been in the application for a long while.	Historical data from prior fiscal period.

Typically, active and current data are converted. However, the decision to convert inactive and not current data is subject to determination of the business owner and the OneWA BTB and ESC. Likewise, deciding whether inactive data has the potential to be reused should also be considered. After data conversion decisions are final (based on data type), the conversion volume can be estimated in the current legacy source applications during the data conversion design phase(s).

Defining Data Retention Strategy for Unconverted Historical Data
There are three basic strategies for retaining unconverted historical data, as listed below:

1. Convert all historical data. Identify the data that does not need to be retained in the Workday ERP software solution and move that data to a data warehouse. Ideally, this option is the best because:
   • Having one ERP software solution govern both the in-use data and non-use data is very convenient,
   • Only one ERP software solution would need to be maintained.
   • Data can be easily accessible via the ERP software solution.
   • The data will be consistent.

   The drawback is the costly time and effort required for this strategy.

2. Keep the data in the current legacy application and use that legacy application as a data warehouse. This is a common practice. The advantage of this option is that the data is readily available in a familiar format application. The drawbacks are:
   • It requires maintenance of legacy applications.
   • The legacy applications do not provide the same functionality as the ERP.
   • Knowledge and expertise of the legacy applications dwindle with time.

3. Create a unified data warehouse to store legacy data and standardized interface(s) to access the data. This may be considered a hybrid of the two options listed above because data can remain in the same format as it currently exists within the legacy applications, yet remains accessible to the new ERP software solution. The advantages are that comparatively little effort is required and all data can be collated and analyzed in one location. The disadvantages are that this strategy potentially requires a lot of data analysis and development to create the data warehouse and the data access interface(s). Existing business intelligence tools may potentially be used in place of a developed interface to save some time, but template views may still need to be developed in the BI tools to simplify access.

4.2   Data Conversion Design

The OneWa program's detailed conversion specification will be defined in design specification documents that will include:
   • Extraction requirements to indicate which data can be pulled from source applications to be converted into the finance, procurement, budget, HR, and payroll functions.
   • Data mapping template and required translations.
   • Processing rules and load sequences.
   • Data validation requirements.

Functional design phase - during the business(s) functional design phase, the OneWa program and the legacy application business owners will create functional design specifications that outline each in-scope conversion. The functional design document will capture detailed functional specifications for data extraction, data mapping and data loading rules. Expected output for this phase will include complete functional design specifications.

Technical design phase - during the technical design phase, the OneWa program and the legacy application technical owners will create technical specifications that can be executed by conversion developers and include details such as processing logic, table structures, pseudo-code and identify other custom application objects or modified delivered objects. Expected output for this phase will include complete technical design specifications.

4.2.1 *Design Data Extraction*

Data extraction design defines types and timespan of legacy data to be converted and provides database table level specifications for extraction. The OneWa program and legacy application technical owners will be responsible for designing the methods and tools for extracting data out of legacy applications. After the data extraction criteria is defined, the legacy application business and technical owners will define legacy data fields and tables from which the conversion data will be extracted to maintain the record and retention on that line item.

4.2.2 *Design Data Transformation*

Data transformation design defines the business rules that transform data to reflect the data structure in the Workday ERP. Designing data transformation requires knowledge about value translation, business logic and understanding of both the source and target applications. Four mapping methods are commonly used to match legacy application and ERP data:

1. **Direct move –** legacy application fields map directly to an ERP field (reformatting maybe required).

2. **Translation rules –** legacy application data requires logic or translation rules before moving it into the corresponding ERP field.

3. **Defaulting –** in instances where the ERP software solution requires a data field that is not available in the legacy application, the ERP field will be populated with an appropriate valid value.

4. **Crosswalk tables –** where there is a one-to-many or a many-to-one relationship between the legacy application data fields and the ERP software solution data fields, business functional team(s) must assist in defining crosswalk tables to be used in the conversion process. Crosswalk tables should be designed to map to the integration middleware Informatica with data provided by the business functional team(s). The conversion process should refer to these tables during processing to derive the correct new value.

Where new numbering schemes are being created (e.g.: vendor conversion and vendor IDs), the conversion process should create a crosswalk table to map the new Workday ERP software solution data elements to the corresponding legacy application elements to assist the functional users after go live (e.g.: old vendor ID and the new vendor ID).

OneWa's data mapping process will be performed during the conversion design phase. The output of the data mapping process will display the mapping of legacy application data element structures to the Workday ERP data structures, including the following:
- The identification of Workday's ERP business objects and data fields
- The identification of the data types of each field (e.g., character, number)
- The maximum length of each field
- The identification of the related Workday ERP prompt values
- The default value for the field (if required by Workday ERP)

- Description of field
- The source legacy application
- The source legacy application objects and data fields
- The file name for file-based conversions
- The valid values for prompt fields
- Validation rules
- Cross-reference tables: how does each legacy application data element relate to a Workday ERP data element
- Miscellaneous comments

This data mapping is expected to yield many scenarios for legacy/ERP data alignment:
- One legacy element to one ERP element (no issue)
- Zero legacy elements to one or many required ERP elements (potential issue)
- One legacy element to zero ERP elements (potential issue)
- Many legacy elements to one ERP element (potential issue)
- One legacy element to many ERP elements (potential issue)

Potential strategies for accommodating each of the potential issues noted above are explained below. Additionally, other issues related to the data mapping process are also explained.

Potential issue #1:
ERP required data element does not exist in the legacy application (zero legacy elements to one or many required ERP elements) – there are scenarios where the ERP requires a specific data element that does not exist within legacy applications. In these scenarios, the technical team should collaborate with the functional team(s) to determine the appropriate value to be inserted into the data field.

Potential issue #2:
Legacy application required data element does not exist in the ERP (one legacy element to zero ERP element) – sometimes data elements are tracked in the legacy application but do not exist in the ERP. In these scenarios, business decisions need to be made by the functional team(s) as to whether the data element needs to continue to be tracked in the ERP software solution. If it is decided that the element is required for conversion, then the technical team should discuss with the functional team(s) to determine whether the data element will be mapped to an alternate field accordingly in ERP software solution).

Potential issue #3:
Many legacy elements map to a single ERP element (many legacy elements to one ERP element) – in the scenarios where multiple legacy data elements map to a single data element in the ERP, the technical team should work with the functional team(s) to determine the appropriate concatenation / translation rules to apply to the conversion.

Potential issue #4:
Many ERP elements map to a single legacy element (one legacy element to many ERP elements) – where a single legacy data element is converted into multiple ERP fields, the conversion program should be structured to handle the appropriate processing based on input from the functional team(s).

In addition to the potential issues described above, there may be scenarios where similar data elements may exist in multiple applications and all may need to be converted into the ERP. This creates a challenge when determining the authoritative source (or system of record) of data in case of duplicate values. In these scenarios, it is advised that the functional team seeks inputs from both the state functional team(s) and legacy application representatives to arrive at a solution.

4.2.3 *Design Data Load*

Data load design defines validation rules and processing logic for loading data into the Workday ERP. The conversion design specification includes technical validations and business validations on data extracted and transformed from legacy applications.

Validation rules include:
- Technical validations (example: character value in numeric value field)
- Business validations (example: dollar amounts are rounded to 2 decimal places)
- Data dependency validations (example: vendor conversion is completed prior to those vendors' purchase orders)

A combination of the methods listed in Table 4.2.1 will be used for OneWa's data conversion. Conversion design specifications will define how each of these methods will be used to load converted data into the new Workday ERP.

Table 4.2.1: Details of tools and methods to convert data

Method	Description	Features	When to Use
Custom data conversion programs utilizing middleware or ERP capabilities	A custom data conversion program to load data from legacy application extract files into staging and ERP tables.	• Apply validation edits to the data in source application extract files • Generate counts for records loaded successfully and records rejected • Capture and report redundant and inconsistent data • Ability to code complex translation rules or merge files • Ability to pinpoint errors and their causes	• Loading conversion files into staging tables • Merging / translating / loading large volume of data with medium complexity and/or high volume
Delivered processes	ERP delivered processes to load data.	• No or minimal coding required • Minimal program testing required • Defined process • Apply standard data entry validation rules	• Whenever a delivered program exists and meets requirements
SQL	Custom SQL scripts to manipulate data.	• Standard language	• Ad-hoc updates when appropriate

4.3   Data Cleansing

Data cleansing is an iterative process of altering legacy application data to ensure it is of the highest quality prior to extraction. It is vitally important that all cleansing activities are performed by the assigned dates to avoid loading of poor-quality data into the ERP. Throughout this process, legacy data should be reviewed and cleaned in the source applications prior to the extract step of the conversion process. Data cleansing should begin prior to the first mock conversion and will continue through mock conversions until the final production data conversion.

Described below are the two categories of data cleansing:

- **Required -** these are data elements which must be cleansed so that the state's finance, procurement, budget, HR, and payroll application(s) function without errors. For example, certain fields within the Workday ERP solution are required for the application to function. If records within the legacy application data set do not specify values for these fields, a data cleansing solution will be required for the Workday ERP to function properly.

- **Recommended -** in addition to the required data cleansing tasks, there are other tasks that are highly recommended prior to conversion. These tasks help confirm that the state's finance, procurement, budget, HR, and payroll application(s) go live with the most accurate data possible. An example of a recommended cleansing task is cleansing of the existing data for format consistency (e.g.: case correction for names, phone numbers matching XXX-XXX-XXXX format and address corrections).

The options for dealing with the unclean data include:
- Altering the data in the legacy application, either by using a program or manually, prior to executing the conversion process. This is the preferred option for OneWa.
- Addressing the issue in the extract or load translation rules. This should only be done where the nature of the agency data and data definition is incompatible with inputs required by the Workday ERP.
- Converting the data and resolving the issue in the Workday ERP. This should only be done when it is absolutely necessary and there is a clear cost/benefit advantage. Permission from the appropriate business owner in consultation with the Project Office will be required to use this process.

The data should be cleansed in the source applications whenever possible. However, it must be noted here that there may be data cleansing issues raised during the production conversions that were not identified during the mock conversion phase. These could be due to last minute changes were made to data in the legacy applications that were not incorporated in a prior mock conversion or where data was converted with the expectation that some manual clean-up would be required.

Common data cleansing issues that may arise and would need to be resolved include:
- Correcting inaccurate data (e.g.: date is out of range)
- Merging / deleting duplicate records
- Ensuring the presence of necessary parent records or other missing records
- Correcting references to non-existent codes
- Eliminating nonsensical data
- Identifying required data where legacy data sets are incomplete

OneWa's process for identifying all data cleansing criteria will be a collaborative task performed by all teams. The execution of the data cleansing tasks will be the responsibility of the legacy application technical staff and business owners with support, guidance and oversight from the OneWa program and governance structure.

OneWa will use the following process for the communication and resolution of data quality issues throughout the data cleansing activities.

1. OneWa will work with the strategic partner and state agencies to identify data cleansing opportunities throughout the project via routine data validation and conversion testing activities. Data cleansing will start during the design phase and continue through the final conversion cutover.

2. OneWa's functional team will manage and maintain a data-cleansing log. The intent of the data cleansing log is to:
   - Provide a detailed summary of data cleansing items
   - Maintain estimated / actual counts of records affected and track progress
   - Identify who is responsible to resolve data cleansing issues and when
   - Drive weekly reviews with business owners responsible for cleansing legacy data

3. OneWa's functional team will work with functional and technical project team members, business owner and key stakeholders to determine *how* and *when* to address data cleansing issues:

How to Address:

Manual (key-in solution by hand) is a good choice for:

- Small volumes
- Source documents that might need to be reviewed to determine the correct action
- Very complex decision-making processes

Automated (write code) is a good choice for:

- Large volumes
- Code-able decision-making rules

When to Fix:

Before conversion is a good choice when:

- There are available legacy resources.
- There is sufficient lead-time.
- The fix poses no significant risk to day-to-day legacy business processes.

Note: this option can reduce complexity of conversion programs because legacy data is cleaner when converted.

During conversion is a good choice when:

- Automated - conversion programs can readily handle the data cleansing resolution.
- Manual - critical backbone data must be right and cannot be reliably automated.

Immediately after conversion is a good choice when:

- Conversion execution can proceed without fixing data point.
- Critical converted data needs to be fixed in the ERP software solution before go live.

Sometime after conversion is a good choice when:

- Go live can proceed without fixing data point.
- There is no urgency to fix converted data in the ERP software solution.

4.4   Data Conversion Build and Test

During OneWa's data conversion build phase, conversion developers will build the conversion package based on the technical design specifications and requirements. OneWa's conversion package will execute data extract, transformation and load processing logics. Crosswalk tables, objects and data that are needed for data transformation will also be built during this phase.

OneWa's unit testing will be performed to test each procedure in the conversion program that has more than one possible outcome, including error processing. It will verify that each conversion program satisfies test conditions and expected results according to the design specifications.

4.5   Mock Conversion

Mock conversions are trial runs that will allow the OneWa business functional team to test the conversion processes and assess the progress of the data clean-up efforts. This iterative process will provide an opportunity to verify converted data so that any necessary adjustments can be made to the conversion processes prior to the final production conversion. In addition, mock conversions allow more accurate assessment of the actual time necessary for final conversion into the production environment. The goal of the mock conversions is to make the final production conversion as smooth as possible. Additionally, the mock conversions enable continuous improvement of the quality of the converted data.

Detailed activities for OneWa's mock conversion plan will be defined during the final production conversion. This plan will then be tested during mock conversions to verify its accuracy and completeness. The plan will include necessary steps to execute the conversion, as well as the scripts that should be executed to verify the automated data conversion application.

The program's mock conversions will be executed in a production-like environment. Prior to each mock conversion, a gold copy configuration including the latest crosswalk tables will be migrated into this simulated production environment.

The OneWa functional team will receive guidance from the strategic partner and state functional and technical teams during the mock conversions to run delivered Workday ERP processes to perform online data validation of converted data and to review conversion reports to assess the quality of converted data.

For manual conversions using Excel templates, legacy application technical staff and business owners will need to extract relevant data using existing reports, queries, or paper documentation. In the event they are unable to do so, legacy application and business owners will be required to create new reports or queries to extract the relevant data.

OneWa's mock conversions will follow the steps below:

1. **Extract data -** during the extraction stage, legacy application technical staff and business owners will execute their data extract procedures. Data extract should conform to the legacy data criteria defined in design specifications.

2. **Transfer and execute data conversion -** the extracted data will be formatted in the defined method for the load and transferred to the functional team. The technical team will stage the data in the appropriate locations and execute the conversion processes. Reports for validation and reconciliation will be run after the execution of the conversion processes.

3. **Validate converted data -** after the conversion processes are executed, the data validation procedures for the conversions will be run. The procedures will include running validation and reconciliation reports, SQL queries, online transactions or other required validations. The results of the validation procedures will be compiled and identified exceptions will be documented. Legacy application technical staff and business owners will be provided feedback on the results of the conversion. This feedback will include reports and data cleansing recommendations. For exceptions resulting from application or system issues, critical conversion defects will be created, tracked and resolved prior to the next round of conversion testing.

OneWa will have planned mock conversions for each implementation phase.

Entry and exit criteria are items that signify when an iteration of testing can begin and when it can be considered complete. In some cases, entry criteria for the current iteration of testing can coincide with the exit criteria of a previous iteration. The detailed entry and exit criteria should be outlined before the mock conversion test results deliverable for each of the planned mock conversions is complete.

4.5.1 Mock Conversion Data Transfer

For OneWa's file-based conversions, one or multiple files will be created that will contain the specified data to be converted from the legacy applications and transported to a secure landing area where the new ERP software solution can access it. Confidential and sensitive data will follow the state of Washington's data protection standards for transmission and storage.

4.5.2 Mock Conversion Data Validation and Reconciliation

A major factor in a successful conversion is the resolution of conversion errors, as well as the validation and reconciliation of converted data. Several types of errors may occur during the conversion process. Different validation methods exist to identify and resolve errors.

Data integrity testing verifies that no front-end Workday ERP rules were violated during conversion execution. For example, the OneWa functional team will verify that no parent-child relationships are violated during conversion (e.g. vendor data [parent] is moved before purchase order data [child] because purchase orders are dependent on the vendor data). Any discrepancies found will be logged and communicated to the appropriate party for resolution. Programs and/or custom SQL scripts should be used to validate the integrity of converted data. These scripts and programs mimic the front-end ERP rules to verify that the converted data is valid and usable in the new ERP software solution.

The OneWa functional team will also create data reconciliation reports to compare the data extracted from the legacy applications to the data loaded into the Workday ERP. These reports will reconcile the information loaded into the Workday ERP at a macro level.

In addition, functional team resources (strategic partner and state) will perform online data validation on individual converted items. This validation will occur during the mock conversion process and will be used as an exit criterion for moving on to the next phase of the conversion. Additional testing will be carried out during the application test cycles using converted data to verify that data can be processed successfully by the new Workday ERP software solution.

Validation Tools

Conversion programs provide automated output reports and log files which will be designed to provide processing results to validate the conversion, including transaction processing and control totals. In addition, these reports provide error reporting on data and feedback to the source application owners for data cleansing activities. SQL queries and delivered Workday ERP software solution reports can be used as a validation tool as well.

Online data verification and visual inspection of converted data is an additional layer of quality control that decreases the likelihood of systematic errors introduced or overlooked by automated audit mechanisms.

The completion of delivered Workday ERP business processes is a third data validation tool. This has the benefit of validating both converted data as well as configuration data. In addition, it ensures that both types of legacy and new data are present, in the proper format and are populated correctly. An example of this process validation would be completing the entire purchasing process, from requisition to payment. As each step of this process is completed, the appropriate delivered reports should be run to review that the transactions have executed as expected.

4.6   Production Conversion

Prior to entering production conversion, a series of production readiness validation tasks must be completed to assess the results of the mock conversions. To confirm the readiness for production conversion, the OneWa team will develop a checklist to verify that these production-readiness items are complete and that production conversion can begin. At a minimum, the production readiness checklist should include the following:

- Verification that the legacy data clean-up has reached an agreed upon level
- Verification that the conversion packages are all working correctly
- Verification that the appropriate configuration data has been loaded

After completion of the final mock conversion cycle and once the final project go/no-go decision has been made, the production conversion activities will be executed.

5.0 Roles and Responsibilities

This section details the responsibilities of key groups involved in the conversion effort.

The OneWa program and the strategic partner along with functional (business) and technical resources from state agencies will be responsible for the design, building, testing and deployment of the conversion of data from legacy applications to the Workday ERP software solution.

Below are some of the key roles and areas of responsibilities:

Table 5.1: Conversion roles and responsibilities

Role	Responsibilities
Functional team (One Washington)	• Functional and technical designs of the conversions into the ERP software solution. • Define the file layouts and will be responsible for the loading and testing of the data in the Workday ERP software solution. • Identify data elements that require data cleansing and provide that information to the legacy application and business owners. • Create a move to production readiness checklist.
Functional team (agencies)	• Functional and technical designs of the conversions into the Workday ERP software solution. • Define the file layouts and will be responsible for the loading and testing of the data in the Workday ERP software solution. • Identify data elements that require data cleansing and provide that information to the legacy application and business owners. • Create a move to production readiness checklist.
Technical team (agencies)	• Producing data extract files and any design documents associated with the extract effort. • Responsible for any data cleanup activities required in the legacy application.