Data Conversion Approach for the Central Wave

Overview

Florida PALM will require data from legacy source systems (e.g., FLAIR and other business systems) to support ongoing business operations. While most data will come from FLAIR, data such as asset records or accounts receivable may come from other business systems. Data will be extracted from source systems, transformed to an appropriate format, and loaded into Florida PALM. These activities are referred to as data conversion. The Florida PALM conversion approach establishes how data conversion will be analyzed, designed, developed, tested, and implemented.

The Florida PALM Team will manage and complete conversion activities following a conversion delivery methodology consisting of a five-step process (Figure 1) to convert data into Florida PALM. Corresponding activities for each step are outlined in Table 1.

Figure 1: Conversion lifecycle

Activities for Central Wave

The following table contains planned activities along with their associated descriptions and timing. Existing Change Champion Network activities, including recurring Readiness Touchpoints and Master Readiness Workplan (MRW) tasks, may be leveraged to address questions or provide updated information on conversion activities.

Table 1: Conversion activities for the Central Wave

Activity	Timeline	Description
Analyze: Share and Review Conversion Layout(s)	August – October 2020	Applicable legacy system owners, review conversion layouts to understand data conversion needs (MRW task TECH80)
Design & Build: Share and Review the DFS Data Management Approach to Understand Data Cleansing Activities Prepare for Data Cleansing Activities	October 2020 – February 2021	Agencies will be engaged by the DFS team as needed to review or correct data issues identified during Florida PALM conversion activities (MRW task TECH89)
Test: Prepare for and Participate in Mock Conversion Testing	March 2021 – June 2022	Mock Conversion simulates the actual conversion process and includes the following activities: • **Extraction**: extract data from legacy and/or source systems to be included for conversion

		• **Transformation**: transform extracted data to align with the Florida PALM format • **Load:** execute conversion programs to load extracted data to Florida PALM • **Validation**: verify conversion results based on data accuracy, integrity, consistency, and completeness through the review and distribution of reconciliation reports and control logs • **Cleansing**: removal of invalid, outdated, or corrupted data throughout the life of the wave as determined through validation activities Agencies will be engaged by the DFS team as needed to review or correct data issues identified during Florida PALM mock conversions.
Deploy: Deploy Conversion	June 2022 – July 2022	Deployment is the final step in the conversion lifecycle wherein data is converted and deployed in support of the Florida PALM.