UKLC

Technical Transition Update
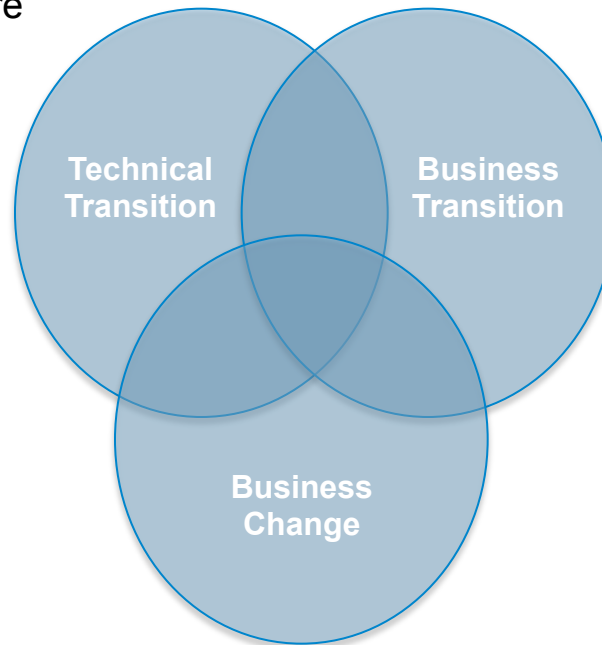## 12th February 2015

Dene Williams

Transition Definition

Technical Transition

The transition of IT infrastructure and applications (e.g. implementation and cutover).

Business Transition

Business Transition is to identify the differences between the As Is and the To Be processes, and agree technical solutions. Identify Business Cut Over requirements and highlight area for discussion with the industry.

Technical Transition

Business Transition

Business Change

Business Change

Business readiness to operate on day 1 (e.g. training needs analysis, training content and delivery, business readiness criteria and checkpoints).

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Scope & Key Activities

Technical Transition is responsible for the planning, managing and execution of the final implementation and Cutover from an 'As-Is' to a 'To-Be' state.

Technical Transition involves identifying and executing steps that are required specifically for enabling the Implementation/Cutover of all impacted systems (i.e. UK-Link, Gemini, CMS, DE and IP Reporting)

The key activities of Technical Transition are (please see Glossary in Appendix 1 for definitions):
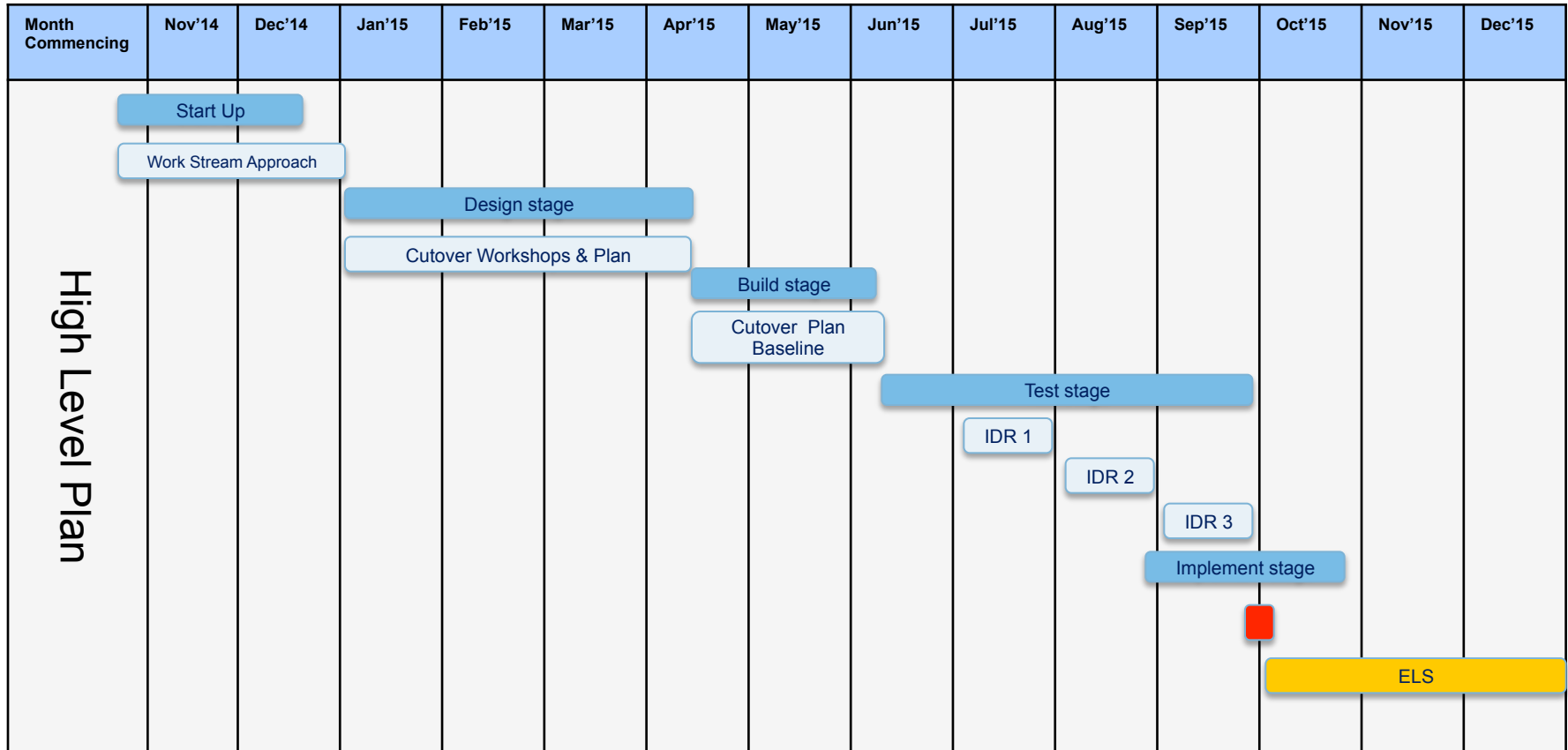
- Workshops to define and produce the implementation/cutover plan
- Detailed Implementation/Cutover Planning
- Definition of Xoserve System & Business 'Go/No Go' criteria
- Co-ordination of Industry communications for the Technical Transition work stream
- Implementation Dress Rehearsals
- Implementation/Cutover Execution

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Technical Transition Timelines

Month Commencing	Nov'14	Dec'14	Jan'15	Feb'15	Mar'15	Apr'15	May'15	Jun'15	Jul'15	Aug'15	Sep'15	Oct'15	Nov'15	Dec'15

High Level Plan

- Start Up
- Work Stream Approach
- Design stage
- Cutover Workshops & Plan
- Build stage
- Cutover Plan Baseline
- Test stage
- IDR 1
- IDR 2
- IDR 3
- Implement stage
- ELS

Technical Transition Timelines

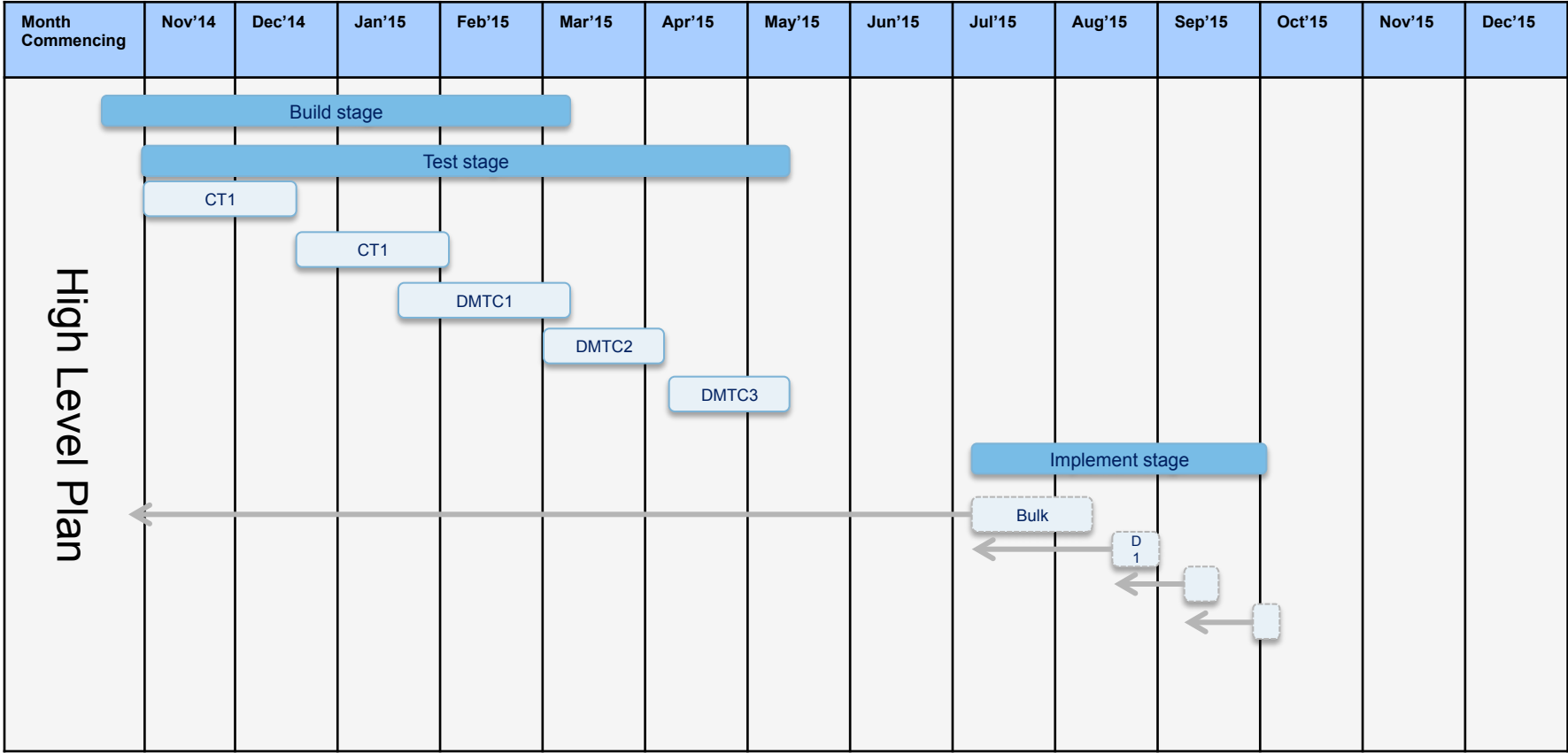| Activity	Status	Description	Dates
Technical Transition Strategy		Complete	Sep-2014
Work Stream Approach		Complete	Dec-2014
Workshop Planning		Complete	Nov-2014 to Jan-2015
Cutover Workshops		A sequence of internal workshops to support the build & baseline of the implementation/cutover plan.	Jan-2015 to Apr-2015
iDRs		Three iDRs are currently scheduled. The initial rehearsal is planned to be held in early July 2015.	Jul-2015 to Sep-2015
Implementation		The completion of the required activities to physically implement the new SAP ISU system.	Sep-2015
Go-Live		Changes to be effective as of the 1st October 2015.	Oct-2015

Guiding Principles - Data

- Any impacts & downtime on the current UK-Link system will be kept to a minimum during all Data Migration activities

- A bulk data migration will be undertaken as part of the implementation/cutover activities followed by a series of deltas

- As the September 2015 processes complete, data between the current UK-Link system and the new SAP ISU system will be transferred via a series of deltas. This will continue post the 1st October 2015

- The delta between the data in the current UK-Link system that is required by the new SAP ISU system for the October processes will be transferred

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Data Migration

Month Commencing	Nov'14	Dec'14	Jan'15	Feb'15	Mar'15	Apr'15	May'15	Jun'15	Jul'15	Aug'15	Sep'15	Oct'15	Nov'15	Dec'15

High Level Plan

- Build stage
- Test stage
- CT1
- CT1
- DMTC1
- DMTC2
- DMTC3
- Implement stage
- Bulk
- D 1

CT = Component Testing
DMCT = Data Migration Test Cycle

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Guiding Principles – Plan/Outage (1)

- The Implementation/Cutover will be via a single release for the UK-Link system

- The entry & exit criteria for the implementation phase will be defined in advance to enable progression to the cutover stage

- Where possible Implementation/Cutover activities will be performed during out of hours/weekends to ensure that disruption to existing processes etc. are kept to a minimum

- It is expected that any required outages will take place between the 25th September 2015 and the 27th September 2015*

- The implementation activities are due to commence from the 26th September 2015*

- An additional smaller outage may be required on the 30th September/1st October 2015 to invoke any final changes (e.g. routing)*

- Any processing of in-flight transactions required on non-effective days will need to be agreed with industry forums prior to IDR activities

* actual timings and duration to be defined during the cutover planning workshops.

Guiding Principles – Plan/Outage (2)

- The new SAP ISU system and the new Data Enquiry system will Go-Live on the 1st October 2015*

- Existing UK-Link Shipper files will cease to be accepted from the 30th September 2015*. Files that are received prior to this will continue to be processed to complete the transaction within the current UK-Link system and will then be data migrated into the new SAP ISU system

- All Gemini & CMS consequential changes will be effective as of the 1st October 2015

- Regular internal cross work stream engagement is being undertaken with all consequential change project teams

- There will be a detailed and fully tested back out and business continuity plan in place

- The Implementation/Cutover plan will contain decision criteria and a point in time which will enable Xoserve to determine whether to continue (and fix whilst moving forward) or roll back

- There will be a point in time within the plan where the only option will be to proceed and fix forward

*actual timings still to be confirmed - subject to final planning & MOD approval

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Guiding Principles – Current UK-Link System

- Current UK-Link systems including Gemini processes (where required) will be maintained post Go-Live to close out activities up to September 2015

- There will be no parallel running of existing and new processes – current UK-Link file formats will cease from the 30th September 2015

- Process continuation in the current UK-Link system post Go-Live will be kept to a minimum

- Any current systems used to support Business Transition post Go-Live will continue to be supported by Xoserve's IS Operations team until the point at which current UK-Link systems are decommissioned

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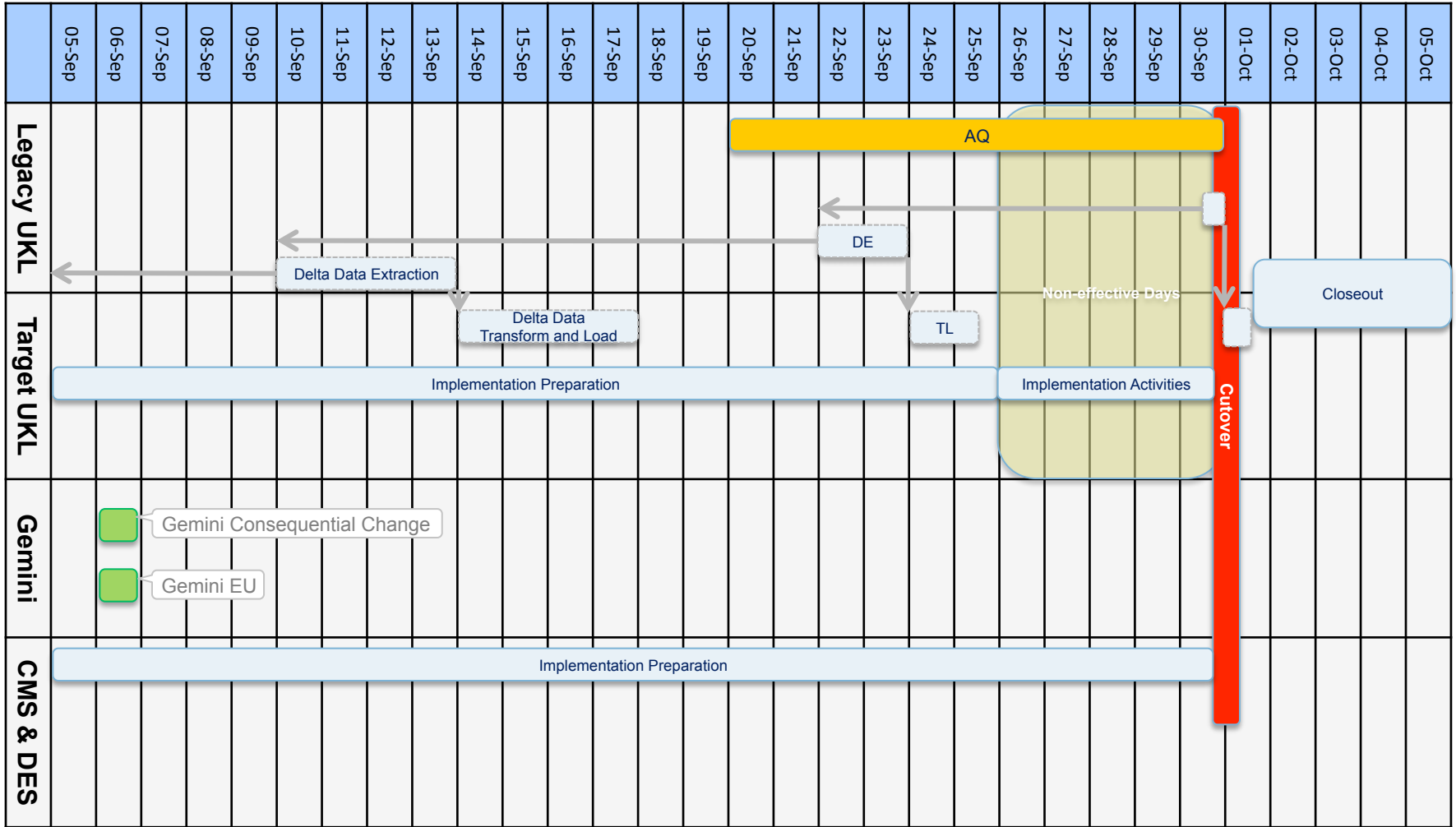respect 〉 commitment 〉 teamwork

Guiding Principles – Operational

- New file formats in relation to the new SAP ISU system will become effective as of the 1st October 2015

- Only the target solution functions will be built within the new SAP ISU system

- Transitional solutions will look to minimise the impact to service delivery for all stakeholders

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Proposed High Level Implementation

Communication Timetable

Technical Transition Deliverables	Date to be Presented/ Communicated to Industry	Industry Forum
• Plan for a Plan (Timelines for Future Comms) • High Level Implementation Plan • Outage & Non - Effective Days Thinking	• 10/02/2015 • 12/02/2015 • 20/02/2015	• PNUNC • UKLC • UKLIEF
• Outage Notification For Approval	• 12/03/2015 • 18/03/2015	• UKLC • UKLIEF
• High Level Implementation Plan Update	• 09/04/2015 • 24/04/2015	• UKLC • UKLIEF
• Medium Level Implementation Plan	• 14/05/2015 • 20/05/2015	• UKLC • UKLIEF
• Implementation Approach	• 14/05/2015 • 20/05/2015	• UKLC • UKLIEF
• Low Level Implementation Plan	• 11/06/2015 • 19/06/2015	• UKLC • UKLIEF
• Implementation Go/No Go Update	• 13/08/2015 • 21/08/2015	• UKLC • UKLIEF
• Go Live Update	• 10/09/2015	• UKLC

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Next Steps

- Continue with the internal cutover planning workshops to enable the development of the Implementation/Cutover plan

- Use the cutover planning workshops to design and develop the outage notification – Target March 2015 UK-Link Committee

- Submission of UNC Modification requesting 'non-effective' days where required

- Continue with regular contact with the Industry through already established forums against schedule outlined above

Please direct questions through your Stakeholder Business Partner if you require any additional information.

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Questions

Glossary

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Technical Transition Glossary

Implementation: A sequence of tasks that lead to the delivery of an amended or new system.

Cutover: The shut down of the old system and the switching on of the new system according to the agreed plan.

Implementation Dress Rehearsal: The practice, in a near production environment, of the activities base-lined in the cutover plan, for the release of an amended or new system

Back out Plan: A back out plan, or rollback, is an approach that specifies the processes required to restore a system to its original or earlier state, in the event of failed or aborted cutover.

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