Office for National Statistics

Lotus Notes BDB on FA1APP003

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Public

Title: Redesign of Record Management Process - Implementation Planning - Meeting 4/3/15
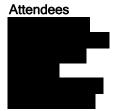
Categorisation
Systems\ERMS\Redesign 2015\Everything Else

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Implementation Planning

Date 04/03/15 Newport

Attendees

Agenda

Actions
Need to inform KIM team when the dates for implementation are known. ███████
Hide the "Move documents" action on the current design. ███████
ERMS Management Db - need to investigate design refresh requirement ███████
BDB Holding Db - need to investigate design refresh requirement ███████
Identify the number of BDBs and documents to get a rough idea of how long transition could take ███████

Consider stopping any new BDBs being created. Need to talk about this with ERMS ███████
Plan testing. Initial talk between ███████
Inform Notes Admin so that they are aware ███████

Decisions
Communications - KIM will take a lead on this.
Agreed scope
The Move action that moves documents and records will be hidden until the implementation is complete. ERMS team will manage the requests.

Notes
Implementation will be a considerable piece of work. Allowed 25 days.
Meeting is to establish principles and next steps.

Scope
Replace design of all existing BDBs on live and archive servers. This excludes anything that is stored on backup tapes/discs.

Requirements
Wanted to gather requirements or issues that need to be considered.
We will need to replace the design
The replacement will need to be staged because of the number of BDBs and the number of documents that will have to be changed.
As this will need to be staged the migration needs to be managed along with any issues that might

arise.
Will need to replace and add metadata
How will the process that restores documents from the Holding database work? Managing old and new design
How will the process of moving documents and records between databases work?
ERMS Management Db - need to investigate design refresh requirement and decide when this will take place
BDB Holding Db - need to investigate design refresh requirement and decide when this will take place
Synchronisation - this will need some investigation as the design will need to be replaced on a selection of databases and then the agents to update all the metadata and fields on the documents. Not sure how this could be managed as there needs to be some sort of trigger.
How many agents will run concurrently
Need to identify how many BDBs there are and potentially how many documents to see if we can get a rough idea

<u>Test</u>
Need to test agents/declarations etc with an old and new design so that we have an understanding of how things will behave during transition.
We need to have a think about how we're going to plan this
Dependent on having tools/agents in place to do update/transition

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