SAMPLE - Discovery, Assessment and Recommendation Phase
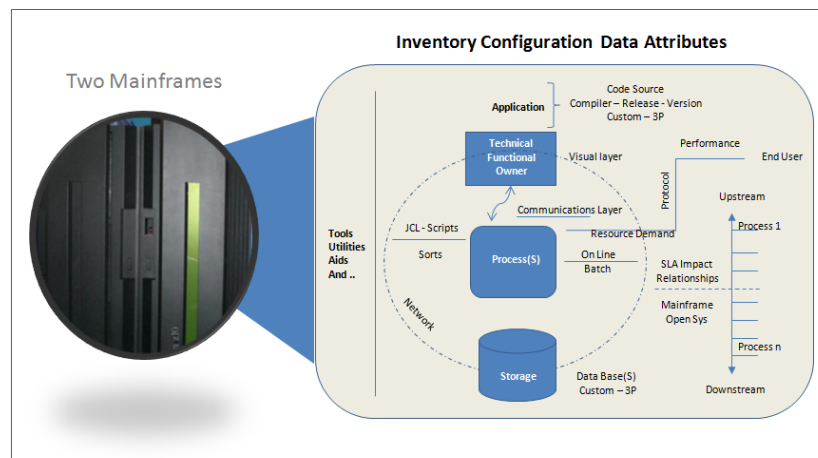
Task One: 1 - 2 Day Workshop Kick Off:

- Review and Validate Submitted SOW and Work Plan
- Revisit and Finalize Objectives
  - CUSTOMER
  - Service Provider
- Team Makeup - List names, titles, e-mail addresses, telephone and fax numbers of key persons to be involved with the assessment (Interviewed, Technical Support, SME…)
  - Assign Roles and Responsibilities
    - Applications and Processes
    - Storage
    - Performance
    - Network
- Establish Communications, Escalation Plan
- Identify
  - Mainframes be Inventoried
  - Automated tools available to assist in Inventory

Task Two: Week 1 - 2: Discovery

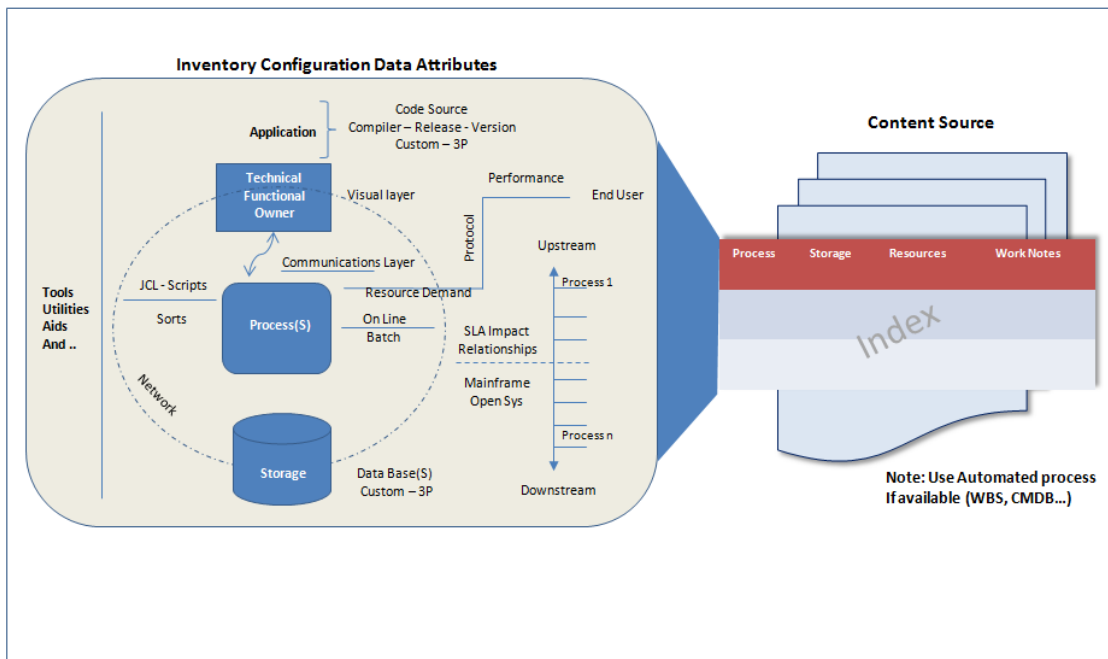- Discover and Document Inventory for Two Mainframes

Application and Process Discovery

- Use both manual (Logs, Interviews, Questionnaires and Existing Documentation) and automated (available tools from CUSTOMER and/or Service Provider, or ..) process to discover each application and all of the applications related attributes on both CUSTOMER Mainframes.
- Use the process, forms and …. Provided
- Review with both Business and Technical owner to document constraints, objectives and expectations
- This information will be provided to Step 2

Task Three: Week 3 – 4: Assemble and Group Detail for Each Application and Process
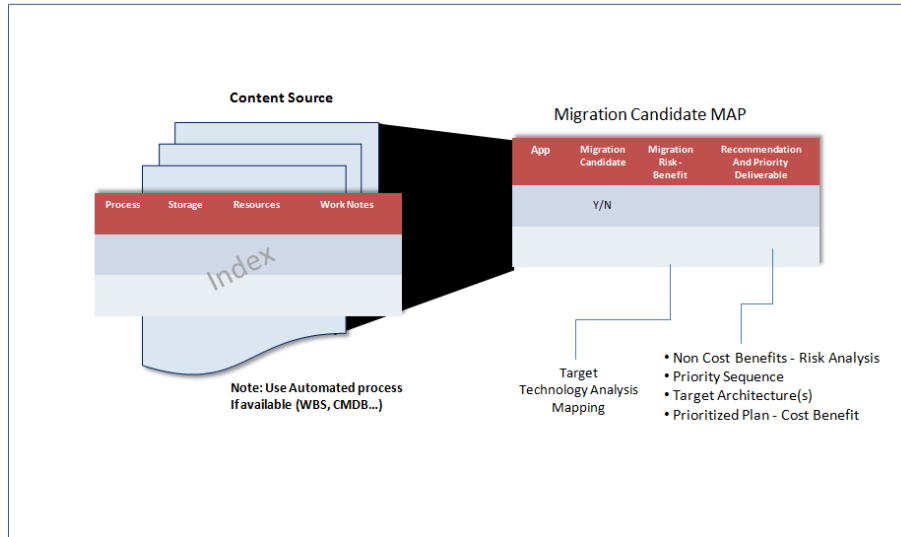
Application and Process Detail

Using the Application, Process and Other Inventory list from task two gather specific detail for each attribute and/or associated relationship(s):

- Configuration (Source, Release, Rev Level, Performance (App, Access…), Relationship(s)….. data
- Tool Sets, Sorts, Utilities, Aids….. used by Application
- Resource Demand (MIPS, Storage, Administration….)
- Owner information, SLA(s),
- And …..

Task 4: Week 5 – 8 Application and Process Capability Mapping

Application and Process Capability Mapping
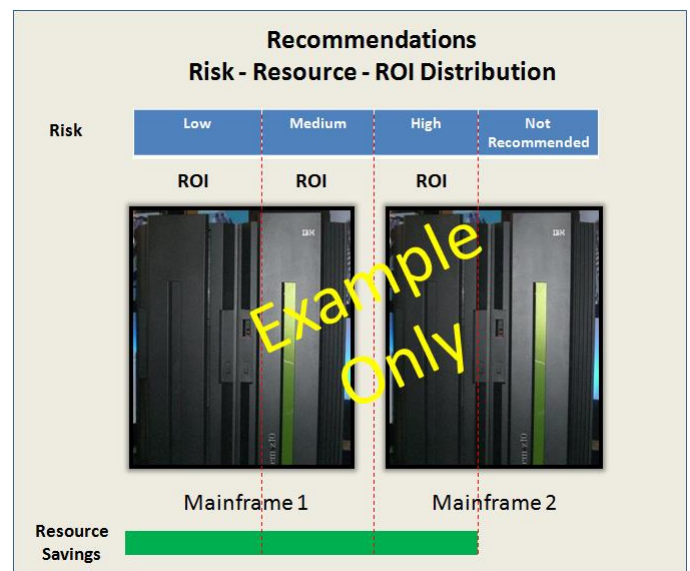
Using input from Task Three, the team will:

- Research potential migration target(s) - existing assets and potential refresh
    - Mid Range Hardware
    - Software: Compatible, 3P, Custom or Not Available
    - Storage
    - Aids
    - Utilities
    - And…

Team will build the recommendations as shown in the chart above for each Application and/or Process

Task Five: Week 9 – 10 Build final report for Service Provider to present to CUSTOMER:

- Cost and Non Cost Benefit Analysis
- Recommendations and Rationale
- Prioritized Preliminary Plan (Resource and Schedule)Risk – Resource and ROI Distribution Detail and rationale

Recommendations Risk - Resource - ROI Distribution

Preliminary Resource Level of Effort

Preliminary Level of Effort Estimate - Assessment Phase

.5 FTE P Series SME **TBD**

.5 FTE Open Systems SME **TBD**

Week 5 – 10: 1 FTE

Chaim

Chaim

Week 1 – 5: 1 FTE

Week 5 – 10: 1 FTE

Five Week @ 40 Hours = 200

Five Weeks @ 80 Hours = 400

Estimated **600 Hours** *

*Plus – Minus 25% based on availability
of automated tools
No PM/EM time – not sure it will be needed