

Appendix

Oracle Financials Overview Template

Information Request Form

Weekly Status Report Form

Tasks to be Complete for Each Subject Area

Failure Recovery

Execution Sequence

Error Explanation Spreadsheet

Oracle Financials Conversion

<i>Interface Table Definition</i>	
<i>Work Table Definition</i>	
<i>Data Source</i>	
<i>Work Table Load Tool</i>	
<i>Interface Table Load Tool</i>	
<i>Interface Table Load Status</i>	
<i>Oracle Financial Table Load Status</i>	
<i>client Functional Contact</i>	
<i>Client Technical Contact</i>	
<i>Functional Contact</i>	
<i>GL Considerations</i>	
<i>Timing Considerations</i>	
<i>Conversion Steps</i>	

Comments:

Request for Information

Requested by: _____

Date requested: _____ Date received: _____

Request given to: _____

Date required: _____ Date provided: _____

Conversion Project: (check applicable areas)

A/R Cust	
A/R Open Inv	
A/P Open	
INV Master	
BOM	
O/E Price	
O/E Open	
GL Accts	
GL Bal	
Assets Fixed	
HR Empl	

Information requested:

Conversion Project Weekly Status Report
MM/DD/YY

Planning

Who	Topic	Note	Hours

Research

Who	Topic	Note	Hours

Documentation

Who	Topic	Note	Hours

Overhead

Who	Topic	Note	Hours

Accomplishments

- Accomplishment

Plans

- Plan

Tasks for each subject area

Have you completed the program flowchart?
Intermediate code review template completed?
Final code reviewed completed?
Final code review template completed?
Any open or new design issues?
Any change requests?
Is your staging load code ready?
Is your staging load code reviewed?
Tested the staging load scripts?
Have you written failure recovery procedure steps for the staging load?
Have you completed writing your staging load count scripts?
Have you tested your staging load script?
What privileges do you need on APPS?
Which schema would you use to run the validation scripts?
What privileges would you need on APPS?
Have you identified the indexes on the staging tables?
Have you created the index creation scripts?
Have you ensured nologging and the correct tablespace in the creation of the indexes?
Have you estimated the staging table index creation timings?
Can you ensure that you're using synonyms to the source tables in the staging load scripts?
Have you written 11i validation scripts (count match etc.)?
Has your 11i validation script been reviewed?
Have you executed 11i validation scripts?
Do you need to disable any base 11i indexes (only non unique) for your inserts?
What is the max volume you've tested for the staging load?
Do you have expected execution timings for the staging load?
Do you have the total tablespace sizing information defined (for data and index)?
What is your performance test plan?
What is the largest volume test you've performed?
Have you registered your concurrent programs?
Have you completed concurrent request groups?
What are your risks in terms of code quality?
What are your risks for the execution?
What is the level of your confidence in your unit tested code?
What other scenarios do you need?
What is your plan for processing for error records?
Do you see a need for backup during your migration?
Can your migration handle backup (or any other downtime) during migration?
Is your staging load code ready?
Generate trace file for your staging load.
Generate trace file for your 11i load.
Review / Validation of the trace file.
Code changes completed based on trace review?
Validated the performance tuned code execution timings?
Place your validation scripts in PVCS, update PVCS document
Have you reviewed your code for Snapshot too old error (ORA-1555)

Failure recovery spreadsheet example

ID	Conversion Step	Expected # of Threads	Recovery Steps	Maximum Expected Recovery Time
1	Create stage table	1	Rerun script	1 min
2	Create stage table id index	1	Rerun script	1 min
3	Load stage table	1	Rerun concurrent program; duplicate keys will be ignored; total stage time est is 24 hours. However, because the time is determined by the size of the join that occurs after the cursor starts, the total time for a complete run is 24 hours	24 hours

Execution sequence spreadsheet

% Complete	Completion Date	Owner	Step ID	Exec Sequence	Pre-requisite (Col E Step ID)	Conversion Item	Migration Step	Method
			1	1		Setup	Create database links; verify db links in APPS	SQL*Plus
			3	1		Setup	Create User ID lookups package	
			85	6		Setup - SA	Pull SA ids into temp	
			86	7	85	Setup - IB	Pull IB ids into temp	SQL*Plus
			10	1		HR	Staging	
			20	3.1	10	HR	Count matching	
			30	3.2	20	HR	Staging / 11i index creation	
			40	3.3	30	HR	HR 11i Load	
			50	3	2,3	CCO	Staging	
			60	3.1	50	CCO	Count matching	
			70	3.2	60	CCO	Staging / 11i index creation	Toad
			80	3.4	70	CCO	11i Load (Non Employee)	Conc program
			90	3.3	40,70	CCO	11i Load (Employee)	Conc program
			95		90	JTF setup	Request jtf roles for IB display for specific users	
			81	3.3		TZ	Staging	SQL*Plus
			82	5.1	81	TZ	Count matching	SQL*Plus

Error explanation spreadsheet

ID	Business Entity	Example Business Key		Error Summary
	Contracts	bill_to_address_id	1334633, 129650	active end date 6/28/2003, 8/18/2003, 8/41/2003 (28 occurrences)
	Contracts	instance_id	122423407, 73041552,73365382	missing value in csi_ip_accounts
	Contracts	instance_id	14061, 33907, 33923...	status 10002,10005,10007, ...