

SEER*DMS Migration Checklist

The SEER*DMS migration consists of three dependent phases – each phase must be completed before the next phase can be started.

Phase	Description	Estimated Completion Time
1	Complete steps required prior to the transfer of data for migration.	3 months
2	Data migration and system configuration.	12 months
3	Registry training and testing.	3 months

Phase 1 – Prerequisites for Data Migration

The following deliverables will be completed at the end of phase 1:

- Identify the registry transition team. This would be relatively small group with representatives from registry management, IT, and operations.
- Execute legal agreements:
 - A legal agreement must be executed between the registry and IMS.
 - The registry must provide a data use agreement for individuals. This will be signed by all IMS staff with access to the data (development, systems, and support teams).
- Provide database documentation to IMS.
 - Identify the type of database currently used (PostgreSQL, Microsoft SQL, etc)
 - Provide a list of all database tables that will be migrated from the current central data management system to SEER*DMS.
 - Provide a list of tables that the registry does not expect to migrate; include a brief description that explains why the table does not need to be migrated.
 - For all tables that will be migrated, provide detailed field documentation. Provide a spreadsheet for each table that contains each of these fields:
 - Registry DB Table Name
 - Registry DB Field Name
 - NAACCR Item Number
 - NAACCR Name
 - If it is a NAACCR data item but the registry stores values that differ from the NAACCR standard then include a description of those differences.
 - If it is not a NAACCR data item then describe the field and the way it is used.
 - A column indicating whether the field is collected, derived, or both.
- Work with IMS to define and establish a VPN connection between the registry and IMS. This will be used to transfer data for migration and to provide registry staff with access to the registry's instance of SEER*DMS.
- Define the file format for registry migration files and confirm these file formats with IMS. Comma separate values (CSV) format is the most commonly used format for migrations. There would be one file per registry database table.
- Successfully transfer migration files to IMS.
- Establish a repeatable process for creating and transferring migration files.

Phase 2 – Data Migration and System Configuration

- Participate in scheduled calls with IMS for the purpose of requirements analysis.
- Provide timely response to all requests from IMS.

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- Periodically, provide new versions of the migration data to IMS upon request. This must be completed using the repeatable process defined in Phase 1.

Phase 3 – Registry Training and Testing

- Work with IMS to define a beta-testing plan for testing the data migration and system.
- Participate in recurring webcasts with IMS staff (one hour sessions conducted 2 to 3 times per week). The purpose of the webcasts will be to train registry staff and to review issues identified by registry staff.