

## SUMMARY OF MOTT CC DATA MIGRATION

6/2003	COGNOS Business Intelligence system selected to replace the existing Access Databases maintained by IR office to perform report analysis – prior to the selection, all institutional data were produced from the Access Databases.
6/2004	Reports were built for internal and Federal/State Reporting purposes using COGNOS 6 Suite of products.
2005	COGNOS 6 migrated to COGNOS 7
2005	COGNOS Power User Group was established and started receiving COGNOS training.
6/2005	Reports were produced from the Access Database in IR with the primary data getting extracted from COGNOS 7
9/2006	<p><b><u>Data Management Task Force (DMTF)</u></b> was formed by the President.</p> <p>There were four charges issued:</p> <p><b>Charge 1 - Identify college entry points where primary data is entered</b></p> <p><b>Charge 2 – Establish a process that ensures the certification that primary data is accurate</b></p> <p><b>Charge 3 - Identify areas, departments, etc., that combine primary data to form secondary data</b></p> <p><b>Charge 4 - Establish a process to list the primary and secondary data that make up summary data or reports</b></p>
8/2006	<p><b>Charge 1 - Identify college entry points where primary data is entered</b></p> <ul style="list-style-type: none"> <li>➤ Identify files containing essential data elements</li> <li>➤ Define data elements contained within each file, identify screens for entry, and identify departments/individuals responsible for information</li> <li>➤ Identify primary transactions that use these data elements</li> <li>➤ Meet with departments/individuals responsible for information and validate entry points, Datatel screens, and data elements used</li> </ul> <p>This charge included the development of the <b>Key Transactions Table</b>, that recorded the Datatel Mnemonic Screens and the key contact person(s).</p>
8/2006	<p><b>Charge 2 – Establish a process that ensures the certification that primary data is accurate</b></p> <ul style="list-style-type: none"> <li>➤ Work with departments responsible for primary data to create processes and documentation that will ensure consistent input</li> <li>➤ Identify existing/create new methods for identifying incorrect data entered into key transaction fields</li> <li>➤ Establish a process to ensure ongoing quality of data</li> </ul> <p>Priorities were established from the Key Transaction Table, which helped to</p>

	<p>identify which <b>Datatel Job Aids</b> were Priority 1 – 3.</p> <p>The first set of job aids was created. At the time one IS staff and one IR staff worked on the Job Aids between 10 – 20 hours a week. CRSE and NAE were the first two completed.</p>
2/2007	COGNOS Powerusers were given formal training by SON Systems in the use of COGNOS 8.
12/2007	COGNOS Poweruser started getting in-depth module based training in COGNOS 8 from both IS and IR staff
	<p><b>Charge 3 - Identify areas, departments, etc., that combine primary data to form secondary data</b></p> <ul style="list-style-type: none"> <li>➤ Determine what offices manipulate primary information for reporting and for what purposes</li> <li>➤ Determine what standards are being used to manipulate and produce the reports</li> <li>➤ Create procedure for defining standard if none exists</li> </ul> <p>All departments were surveyed to identify the Datatel Custom Reports &amp; Menus that were used in Datatel Release 17 (Unidata) ,</p> <p>The decision to migrate from Release 17 to Release 18 occurred after a DMTF meeting where it was pointed out that the fact that some users were in the character based entry screens and the windows based entry screens showed our inconsistent use of Datatel across the institution. It was brought to the CFO’s attention that without migrating from 17 to 18 we were no longer going to have Datatel Support in the future. This prompted a swift plan to be developed to migrate from Release 17 to Release 18 and move from a Unidata platform to Oracle.</p> <p>It was identified that the Envision product was not going to be able to build the custom “X” reports like they existed in the past. With the Migration from 17 to 18 a new report methodology needed to be developed. COGNOS was identified as the best option to complete the task of Report Development and Integration. The plan was set in motion to begin to migrate from 17 to 18 and start to build reports in COGNOS. All of the X reports were prioritized and re-prioritized. The final list of reports included over 540 reports, with only 10% of them being able to be written in Envision. The balance would have to be written in COGNOS.</p>
5/2008	<p><b>Charge 4 - Establish a process to list the primary and secondary data that make up summary data or reports</b></p> <p>A comprehensive Report Taxonomy was completed by IR staff. The report identifies all of the college’s reporting obligations including timelines and key contact staff.</p>

6/2007	<b>COGNOS</b> user training was conducted for approximately 220 Mott Staff/Faculty during the summer.
6/2007	Expanded institutional system User Groups – the development of CUG – COGNOS User Group. Participation DUG – Datatel User Group, and MUG – Michigan Datatel User Group
2008 - forward	<p>Continuing challenges and opportunities for improvement:</p> <p>The conversion process with Datatel highlighted the additional need to rebuild all of the extract applications that populate the warehouse with data.</p> <p>Since the available documentation from Datatel was is still being developed, the process for building the extracts was slowed down.</p> <p>Our original goal was to have the Warehouse live, with the new year’s data as of July 1, 2008. Due to new staff hiring, converting the Datatel application, and revision to the COGNOS software, the project was not completed on the original timeline – work is ongoing.</p> <p>A three-year Datatel Action Plan has been developed for 2009-2011 and expanded use of Datatel Colleague is a key feature of the plan. Cross-functional team training and conference attendance will supplement this plan.</p>