Your Company Name

Conversion Plan

Date

Revision History

Date	Version	Author	Change

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1 Introduction

This document is a Conversion Plan that describes the strategies involved in the conversion of <Name of System or Data>.

1.1 Purpose and Scope

Provide information about the purpose and scope of this conversion plan, including information about the system undergoing conversion.

1.2 Referenced Documentation

Provide information about all documentation referenced in this document, e.g., number, title, version, and date.

Document Number	Version	Date	Document Name

2   Conversion Information

Provide an overview of the conversion project or activity.

2.1 System Overview

Provide an overview of the system to be converted, e.g.,

- *Type of system*
- *System processes it is intended to support*
- *Type of data maintained*
- *Operational sources*
- *Uses of data.*

2.2 System Conversion Overview

Provide an overview of the planned conversion.

2.3 Conversion Description

Provide a description of the system structure and major components, e.g.,

- *Specific components that will be converted (indicate those out of scope).*
- *Conversion phases and components in each phase..*
- *Hardware, software, and data affected (include charts, diagrams, and graphics).*

2.4 Types of Conversion

Describe the type of conversion project or activity, e.g.,.

- *Conversion between different versions of the same computer language.*

- *Conversion of different versions of a software system, e.g., a database management system (DBMS), operating system, or local area network (LAN) management system.*
- *Conversion from one computer language to another or from one software system to another.*

2.4.1 Conversion Strategy

Describe the strategies to convert system hardware, software, and data.
- *Hardware Conversion Strategy: Includes the new hardware environment.*
- *Software Conversion Strategy. Includes the software conversion strategy to be used.*
- *Data Conversion Strategy. Includes the strategy for data conversion, data quality assurance, and the data conversion controls.*
- *Data Conversion Approach. Includes data preparation requirements and the data that must be available for the system conversion. Provide a detailed description of the data handling, conversion, and loading procedures if data will be transported from the original system.*
- *Interfaces. Includes the new or affected interfaces. For a hardware platform conversion, e.g., mainframe to client / server, provide information about affected interfaces and their revisions.*
- *Data Quality Assurance and Control. Includes assurance for data quality before and after all data conversions, e.g., approach to data scrubbing and quality assessment of data before they are moved to the new or converted system.*

Strategy Topic	Description
Hardware	
Software	
Data Conversion	
Data Conversion Approach	
Interfaces	
Data Quality Assurance and Control	

2.4.2 Conversion Risk Factors

Describe the major risk factors in the conversion and strategies for their control or reduction, e.g.,

- *Technical performance of the converted system*
- *Conversion schedule*
- *Costs*

- *Backup and recovery procedures.*

2.5 Conversion Tasks

Describe the major tasks associated with the conversion, including planning and pre-conversion tasks.

2.5.1 Conversion Planning

Describe planning for the conversion, including related issues, e.g.,

- *Project conversion workload, performance, and capacity requirements can be handled adequately.*
- *Data processing growth rate projection for the current and future years has been validated.*
- *Missing features identified in the new hardware and software environment that were supported and used in the original environment / system*
- *Strategies for reprogramming or redesigning system components not supported in the new hardware and software environment but were in the original system.*

2.5.2 Pre-Conversion Plans

Describe tasks that are separate from the conversion project or activity but that must be completed before initiation, development, or completion, e.g.,

- *Type of conversion to be used.*
- *System hardware installation changes to new computer or communications hardware.*
- *Implement changes to the computer operating system or operating system components, e.g., new LAN operating system or a new windowing system.*
- *Install other software, e.g., new database system.*

2.5.3 Major Tasks and Procedures

Provide information about the major tasks associated with the conversion and the procedures associated with those tasks.

- *Major Task Name. List each task with a brief description. Include sub-tasks required to perform the conversion, data preparation, and to test the system.*
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- *Procedures. Provide the procedural approach for each major task.*

Task	Procedure Description

2.6 Conversion Schedule

Provide conversion schedule information. Include information about pre-conversion tasks and major tasks for all hardware, software, and data conversions.

Activity	Start Date	End Date	Comments

2.7 Security

Provide an overview of the system security features and the security during the conversion.

3 Conversion Support

Describe the support necessary to implement the system.

3.1 Hardware

Provide hardware equipment information that will be used during the conversion.

Equipment	Description

3.2 Software

Provide information about the software and databases required to support the conversion, e.g.,

- *Automated conversion tools-software translation tools for translating different computer languages, data storage formats, compiler release versions or databases.*
- *Automated testing tools for quality assurance and validation.*
- *CASE tools for capturing system design information and presenting it graphically.*
- *Commercial off-the-shelf software and software written specifically for the conversion effort.*

Equipment	Description

3.3 Facilities

Provide facilities information required during the conversion period.

Facility	Location and Special Accommodations Needed

3.4 Materials

Provide materials information that will be used during the conversion.

Material	Description

3.5 Personnel

Provide personnel requirements, proposed staffing, and training for the conversion.

Personnel Type or Skills	Names	Length of Time	Training Needed

4   Glossary

The following table includes a glossary of all terms and abbreviations used in the plan.

Topic	Description

5   APPENDIX