

# Table of Contents

## STUDENT INFORMATION SYSTEM IMPLEMENTATION

### Data Migration

May 28, 2019

	Page Number
<b>BACKGROUND</b>	<b>2</b>
<b>OBJECTIVE, SCOPE AND METHODOLOGY</b>	<b>2</b>
<b>ASSESSMENT RESULTS</b>	<b>2</b>
<b>RECOMMENDATION</b>	<b>3</b>

## **BACKGROUND**

Several years ago Orange County Public Schools embarked on a project to upgrade the Student Information System. The new system is designed to consolidate and replace several key systems. A vendor was selected and the work began, but it was cancelled well into the project. A second vendor was chosen and a new project team assembled. At present, the project is underway with a target go live date in July of this year.

The Internal Audit Department has undertaken to perform a series of strategic assessments designed to focus on specific areas of risk or concern where we could bring value to the district on this project by highlighting risks or suggesting improvements that would help achieve a successful project. By focusing on smaller areas, we can perform and complete our work and submit our findings in a timely manner while the project is still underway.

The third area of our focus addresses the data migration process to transfer the data from our current system<sup>1</sup> into the new system. As defined by Tech Target<sup>2</sup>, data migration is the process of transferring data between data storage systems, data formats or computer systems. A data migration project is done for numerous reasons, which include replacing or upgrading servers or storage equipment, moving data to third-party cloud providers<sup>3</sup>, website consolidation, infrastructure maintenance, application or database migration, software upgrades, company mergers or data center relocation. The process that was done here consisted of extracting the current SIS data, transforming it into the new data format and loading it onto the new system.

## **OBJECTIVE**

Our objective was to determine, from the OCPS SISP Team, the accuracy and completeness of the Data Migration process.

## **SCOPE AND METHODOLOGY**

To meet our objective, we performed the following procedures:

- 1) examined if any OCPS Policies and Procedures were used for the data migration process;
- 2) observed whether project team members were appropriately involved in the process;
- 3) verified whether a preliminary analysis of the data migration was performed to understand required resources, time parameters and applicable findings;
- 4) observed whether the data migration process was performed at an optimum level and on-time; and,
- 5) determined whether the post-data migration process was performed;

---

<sup>1</sup> SMS

<sup>2</sup> <https://searchstorage.techtarget.com/definition/data-migration>

<sup>3</sup> Skyward SIS Project

## **ASSESSMENT RESULTS**

- 1) Although the SISP Team was using best practices to ensure all the tasks they were doing were done in a secure manner, there was no evidence that these best practices were written or formally adopted/approved by management. Also, per the ITS Department, there were no approved Policies and Procedures regarding transferring files or defining a Data Migration Process that includes such tasks as Pre-Data Migration Testing, Overall Change Control, applicable IT Operations, related Application Administration and Post-Data Migration Testing.
- 2) The historical data<sup>4</sup> of the current SIS system will not be migrated in its entirety and, as of this date, the SISP Team is still deciding where to store it so that it is accessible in the future.

## **RECOMMENDATION**

We recommend that the OCPS SISP Team find a place for or migrate the historical data of the current SIS system to safeguard it and for future reference and usage, if needed by the District.

We wish to thank the staff of the OCPS Student Information System and Projects Department for their cooperation and assistance during the assessment.

Luis E. Aponte Santiago – IT Internal Auditor  
Jan N. Skjersaa, CPA – Internal Auditor

---

<sup>4</sup> All student data for students who graduated in 2014 and before



**MEMORANDUM**  
ITS  
Chief Information Office

---

Date: July 1, 2019

To: Linda Lindsey, Sr. Director, District Internal Auditor

From: Robert Curran, Chief Information Officer

Subject: Management Response to Recommendations for the SIS Data Migration Draft Assessment Report

**Recommendation 1 :** Find a place for or migrate historical data of the current SIS system to safeguard it and for future reference and usage, if needed by the District.

**Management Response:** Historical data of the current SIS system will continue to be housed on SMS as read-only.