

DATA MAPPING STRATEGY

Definition

Data Mapping is:

- The identification of Brandeis legacy data elements to be continued,
- The identification of Brandeis legacy data to be converted,
- The mapping of the Brandeis legacy data elements and data to PeopleSoft's data elements, and
- The establishment of data conversion rules.

Purpose

Data Mapping is done in order to ensure that:

- Each Brandeis legacy data element is identified and earmarked to be -
 - continued in an existing PeopleSoft data element,
 - continued in a newly created Brandeis data element, or to be
 - discontinued;
- All Brandeis legacy data is identified and earmarked to be -
 - converted directly into an existing PeopleSoft data element,
 - converted directly into a newly created Brandeis data element,
 - converted manually into PeopleSoft tables via data entry, or
 - not converted at all;
- All of PeopleSoft's requirements are met -
 - by accounting for all tables that are required by PeopleSoft, and
 - by converting or continuing all data and data elements to PeopleSoft specifications;
- We produce documentation (data definitions, data dictionaries, conversion rules, etc.) that supports -
 - the conversion process,
 - training for PeopleSoft users, specifically with Brandeis data elements,
 - maintenance and tracking of Brandeis data elements and processes,
 - the establishment of guidelines for changes in the documentation itself, and
 - further Brandeis data administration projects, including data warehousing (a centralized space for storage and maintenance of archived electronic data).

Process

Identification

The data mapping effort will include:

- the identification of PeopleSoft (PS) tables (records),
- the identification of columns (fields),
- the identification of attributes (char, num, etc.)
- the length of each field,
- whether the data element is required, and by whom (PS, Brandeis, or external),
- the identification of prompt table or Xlat (translate table),
- the default value (if required by PS),
- the source Brandeis legacy system,
- the field name from the Brandeis legacy system,
- the valid values for Xlat tables or prompt tables,
- cross reference tables – laying out how each legacy data element maps to a PS element,
- grouping of data by functional areas for project planning and scheduling, and
- comments – identification of any special conversion rules.

Possible Data Mapping Issues

A legacy-required data element has no corresponding PeopleSoft data element.

Possible solutions:

- We can use an existing PeopleSoft element that can be user defined and clearly document this. But this carries the risk that PeopleSoft might delete this element in a later release or change its intended use.
- We can choose to no longer track this element unless it is legally or otherwise externally required.
- We can build our own data element and document that fact, but we must -
 - ensure that the upgrade path is not in jeopardy,
 - use all standard naming conventions as outlined in the naming convention document,
 - build it on our own table with a key structure that supports the table that does not have this required data element,
 - establish if the field can be updated or is view only,
 - develop panels for updating or viewing,
 - determine what menu bar item allows you to update or view,
 - establish security.

The danger is that PeopleSoft can choose to delete this in a later release.

A Legacy data element is split into two or more PeopleSoft data elements.

We can develop a value-specific mapping/matrix table using appropriate mapping criteria.

A PeopleSoft required data element has no corresponding legacy data element.

Depending on the default value it may be possible to leave the field blank or null. If this is impossible document the rules for filling or converting this field include any legacy fields that will be used to determine PeopleSoft value include the name of the system where the legacy fields can be found.