Migration Working Group (MWG) Terms of Reference (Level 4)

The MWG Terms of Reference ("ToR") sets out the role, membership and mode of operation.

1.1 MWG Role

The MWG is established as a working group under the auspices of the MHHS Testing and Migration Advisory Group.

The definition of "migration" and "transition" are as follows (taken from the Design Working Group Recommended Transition Approach of August 2019:

- **Transition** - the end to end process of getting from the current state to the Target End State for the TOM;
- **Migration** – Moving the servicing of MPANs from current Market Roles to servicing them under the TOM Services.

The MWG's role is to:

- Define the migration strategy and processes from an operational viewpoint and based on the E2E MHHS Design regarding migration;
- Define the approach to testing the migration processes in terms of roles/responsibilities, resourcing, governance, test management, entry/exit criteria, test stubs, assurance and test scenarios;
- Monitor the execution and assurance of the strategy and testing, raising any risks and issues in a timely manner;
- Make recommendations to TMAG on migration-related issues; and
- Support the BSC PAB on issues of mutual interest such as transition activities like data cleansing.

Note that it is not the role of the MWG to:

- Execute the defined strategy by managing the migration process (this will be carried out by the MHHS SI team);
- Assure the migration process (this will be carried out by the MHHS SI team);
- Execute transition-related activities (which are the responsibility of the PAB); the successful completion of the migration will be dependent on the initial data quality having been adequate.

1.2 Purpose and Duties

The MWG's purpose is initially to develop migration deliverables, including:

- Migration, Cutover & Data Strategy
- Migration Testing Approach & Plan
- Further migration documentation as appropriate.

Duties shall include:

- Clarifying the scope of the MWG regarding the Migration approach and the testing required to prove the migration process, including liaising with any relevant MHHS governance groups
- Recommending options for the Migration approach and the testing of them
- Supporting the definition of test data required to support the migration testing.

1.3 Decision-Making

The MWG will report their output to the TMAG for approval. This will occur on an ongoing basis and may require engagement with other programme participants. Where the MWG is unable to reach a consensus on a decision delegated to them by TMAG the matter will be escalated to the TMAG.

1.4   Membership

MHHS Test Architect (Chair).

MHHS Client Test Manager.

MHHS Programme Management Office (PMO).

The MWG meeting is open to all and MWG attendees should be a test migration or industry subject matter expert.

1.5   Objective

MWG will initially define the scope of the Migration, Cutover & Data Strategy and then develop the artefact to the point where the MWG recommends approval of the Migration, Cutover & Data Strategy by TMAG.

MWG will then define the scope of the Migration Testing Approach & Plan and then develop the artefact to the point where the MWG recommends its approval by TMAG

1.6   Scope, Deliverables, Roles and Responsibilities

MWG's scope is to develop and maintain the Migration, Cutover & Data Strategy and the Migration Testing Approach & Plan and to monitor the execution of this strategy and plan.

The MHHS Test Architect will chair the meetings.

The MHHS PMO Secretariat will provide all meeting management services and deliver all regular and ad hoc meetings.

MWG attendees will review relevant papers and actions prior to meetings and will attend meetings with relevant updates or discussion point.

MWG members will be expected to actively contribute to the development and review of collateral required to achieve the deliverables, this is likely to include completing tasks and actions outside of the MWG.

Matters pertaining to the Migration, Cutover & Data Strategy and the testing of the migration process are within scope of discussions at MWG. The MWG will liaise with other relevant governance groups regarding any issues arising from these discussions.