



**SCOPING STUDIES FAQ
FOR
PROFILING, CLEANSING, TRANSFORMATION,
MIGRATION & INTEGRATION SERVICES**

Datalynx – Agile Data Management
www.datalynx.com.au

Context:

The information in this document relates to the provision of services to support data profiling, cleansing, migration, transformation and integration. These are critical elements of business activities such as implementation of new software applications and rationalisation or integration of systems.

Q. What is a Scoping Study?

A: A Scoping Study is a systematic analysis of the range of factors and variables that need to be considered when developing options for scope, approach, effort, duration and costs associated with a particular data-related business initiative.

The types of factors that are reviewed as part of a Scoping Study include:

- current situation
- business and technical environment
- business needs, objectives and priorities
- problems that need to be solved
- constraints (resources, costs, timeframes)

A Scoping Study is a precursor to the actual (larger) data management initiative.

Q: What are the Benefits of a Scoping Study?

A: A Scoping Study is a powerful risk management tool that assists clients and Datalynx to quantify the magnitude of the work to be undertaken and arrive at a common understanding.

The key benefits the Scoping Studies provides are:

- opportunity to identify and consider options relating to the key project variables
- relevant information to support decisions on the appropriate options
- clarity and agreement on a baseline of what needs to be done
- an understanding of the costs and obligations the company is committing to
- development of a blueprint to guide subsequent project and business activities
- early identification of critical risks and their mitigation

A Scoping Study also provides an initial view of potential issues such as data quality and complexity of data transformation and data migration activities that need to be factored into forward planning.

Q: What are the Deliverables of a Scoping Study?

A: The deliverables of a Scoping Study can vary by project, but typically include a costed Scoping Study Options Report and a number of the following items:

- Project Strategy
- Project Management Plan and Initial Project Schedule
- Business Requirements Specification
- Initial Solution Design
- Comprehensive profiling / analysis results report

Q: What are a Client's Commitments during a Scoping Study?

A: Our experience has shown that greater business representation during a Scoping Study results in more comprehensive and accurate outcomes. A client is expected to provide access to business representatives and business / technical Subject Matter Experts to work with our team.

Client resources are generally only required on a part-time basis during the Scoping Study, to supply documentation, attend meetings and workshops and review the results of our analysis.

Q: What Approach does Datalynx Follow for Undertaking a Scoping Study?

A: Datalynx has extensive experience in undertaking Scoping Studies for data-related activities. We utilise a combination of the Datalynx data management technology and expert resources to analyse your business needs, review all relevant factors and quickly develop a range of options that will inform subsequent decision making.

Working closely with your business and technical teams we can identify and analyse your in-scope datasets to obtain a range of metrics and quality status information. By understanding your objectives, we can present viable solution alternatives for effectively addressing your requirements.

Our process encompasses:

- Review of available relevant business and technical documentation
- Interviews and workshops with business representatives and business / technical Subject Matter Experts.
- Installation of the Datalynx data management products.
- Automated analysis of your in-scope datasets.
- Production of profiling results reports
- Presentation of a costed Scoping Study Options Paper (with recommendations) for management consideration
- Development of additional deliverables as required / agreed, for example Project Management Plans and Business Requirements Specifications

At the conclusion of the Scoping Study, the client and Datalynx have a very good understanding of what is needed to ensure the success of any subsequent data-related activities. Furthermore the client can be confident that this component of their upcoming project is under control and will not present any significant unexpected issues.

Q: How long does a Scoping Study Take to Complete?

A: The duration of a Scoping Study is a factor of the size and complexity of the in-scope dataset(s) and the business objectives that are to be addressed. Typically Scoping Studies range from 3 weeks up to 6 weeks (for large, complex initiatives).

Datalynx can quickly provide an estimate of effort and duration for a Scoping Study following a meeting / workshop with the appropriate client representatives.