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**TARIFF BILLING CODE**

**CUTOVER STRATEGY & PLAN**

**ATCO GAS LTD.**

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# 1 Introduction

This cutover plan specifies the details required to execute a cutover to a live environment.

## 1.1 Purpose

This document will provide market participants an insight into ATCO Gas's cutover to processes that meet the Tariff Billing Code (AUC Rule 004).

## 1.2 Approach

The approach used in determining the cutover strategy and plan was to discuss the conversion with the senior technical developers within ATCO I-Tek, who are responsible for executing the system changes. Numerous meetings occurred until ATCO Gas was satisfied that the plan mitigated all the risks that could be foreseen. Based on this information, ATCO Gas summarized the plan by way of this document.

## 1.3 Intended Audience

The prospective audience for this document includes all market participants in the Alberta de-regulated natural gas market.

# 2 Cutover Strategy

In order to ensure that the transition to the new process is smooth and seamless, ATCO Gas will transition during a weekend, starting the cutover immediately after the last monthly bill cycle has been run in May. From that point on, all tariff bill files will follow the format and processes specified in version 1.4 of AUC Rule 004. Should there be problems, ATCO Gas will attempt to back out the new programs and revert back to the old process. As a contingency to address process and/or data issues, ATCO Gas will consider delaying the issuance of the initial Tariff Bill Files.

## 2.1 Cutover Criteria

Table 2-1

Ref #	Criteria Description
1	*Must cut over on a weekend.
2	*Must cut over prior to the start of a monthly bill-cycle
3	*Must have successfully completed all testing as specified in the Distributor Stand Alone Test Plan.
4	*Must have AUC's approval of this document.
5	*Must not impact the schedule of any business processes.

## 2.2 Assumptions, Dependencies and Additional Constraints

- Assume no failures pertaining to the computing system infrastructure that causes an extended outage during the cutover weekend.

## 2.3 Phasing

There will be no phases involved in the cutover to the TBF.

## 2.4 Contact List

The primary project contact for ATCO Gas is the standard call center accessed as follows:

Transition Support

Deregulation Services

Phone: 1-780-420-3587

Email: I-Tek Gas Brokers.com

General Inquiries

Customer Assistance Centre

Phone: 310-5678

Fax: (780) 420-7511

## 3 Market Communication

Communications to the market have been dealt with under separate cover.

## 4 Cutover Data

### 4.1 Data Conversion Overview

A conversion will not be required for this implementation.

### 4.2 Sequences, Dependencies and Milestones

The implementation process is expected to run from Friday to Sunday of the cutover period. Once the processes have been initiated, technical personnel will monitor the progress, and assess the success of the conversion by carrying out scripted data checks. It is anticipated that this process will take most of the weekend, with activities and processes going on throughout the night and day.

## 5 Cutover Processes

The cutover process is expected to run from Friday May 30 to Sunday June 2. The first TBF published under the new process will be cycle 01 on June 5. The decision points noted below are assumed to be successful.

Thursday May 29

Execute last billing process for cycle 19 under old billing process

Friday May 30:

Execute last billing process for cycle 20 under old process.

Friday May 30:

Begin elevation to production all new applications/processes.

Verify changes.

Saturday May 31:

Elevate all code table changes to production.

Continue elevation of programs to production. I thought this occurred on the 30<sup>th</sup>?

Verify changes.

Sunday June 1:

Complete elevation of programs to production.

Elevate window changes to production.

Start verification of application functionality.

Monday June 2:

Complete verification of application functionality.

Decide go/no-go based on the success of the verification.

The no-go decision would result in reverting to the current production system.

Monday June 2

Publish Tariff Bill Files for cycle 19 through Dropchute

Cycle 19 was created prior to this elevation and will be published under the old process

Tuesday June 3:

Publish Tariff Bill Files for cycle 20 (published under the old process)

Generate and verify cycle 01 charge records.

Wednesday June 4:

Generate and verify Tariff Bill Files for cycle 01.

Generate and verify cycle 02 charge records.

Thursday June 5:

- Publish Tariff Bill Files for Cycle 01 through Dropchute (new process)
- Generate and verify Tariff Bill Files for Cycle 02
- Generate and verify cycle 03 charge records.

Friday June 6:

- Generate Invoice for cycle 01
- Publish Tariff Bill Files for Cycle 02 through Dropchute (new process)
- Generate and verify Tariff Bill Files for Cycle 03
- Generate and verify cycle 04 charge records.

## **5.1 Maintaining the Cutover Plan**

In the unlikely case of a fundamental change, this document will immediately be updated and re-issued.

## **5.2 Manual Procedures**

All Tariff Bill Files created in June will be subject to manual verification prior being released to Dropchute, to ensure quality. The manual verification will include spot checks of key data and structural elements.

## **5.3 Transactions Occurring during Downtime**

No transactions will be put on hold for this elevation.

## **5.4 Contingency Plans**

As a contingency to address process and/or data issues, ATCO Gas will consider delaying the issuance of the initial Tariff Bill Files. Any delay in the release of files will be communicated to affected market stakeholders.

## **5.5 Execution Process**

Please refer to the start of section 5 for specification of decision points in the process.

## **5.6 Post Go-Live Tracking**

The same processes as used prior to the cutover for tracking progress and resolving issues with the Retailers will continue to be used.

## **5.7 Legacy Shutdown**

This section is not applicable since ATCO is making changes to its active system, not building a replacement.

## 6 Go-Live Support

The support process will be the same for support as is prior to cutover. Initially, there will be additional business and technical resources available in order to handle the possible increase in volume of calls.