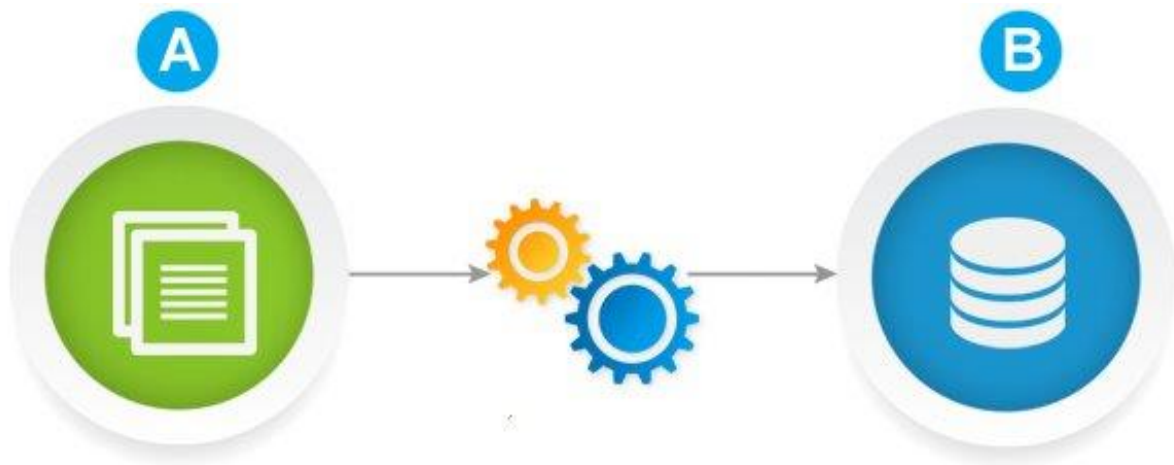


Data Reconciliation Checklist



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Data Reconciliation Definition

The purpose of a **Data Reconciliation (DR)** exercise is ensure that the **Data Migration** has achieved the expected outcome, namely that the **Target Data** has migrated successfully from the **Source System** into the test Bromcom system.

Method

This document guides **Users** through a **Manual** check of the **Migrated Data** using the **Customer Interface** of SIMS and Bromcom, to ensure **Data** has **Migrated** as planned.

The **Migration** may identify problems relating to the quality of **Data** in the legacy system that prevent or hamper the **Migration**. It is unusual for **Data** to be in such a poor way but when this does happen, **Users** can take the opportunity to accurately enter correct **Data** into this new system.

Test Requirements

- The **Data Migration** process has completed with no errors during the **Migration** process. If at any point the **Migration** has reported an error you will need to inform migration@bromcom.com of the error and they will investigate.
- **DR** exercise will take place against **Source Dataset** in SIMs and unchanged Bromcom **Dataset**
- The **Migration Tool** can only be run once – it cannot be run multiple times
- The **User** must have sufficient access to both the Bromcom MIS and SIMS.net interface

Checking data totals

The following table can be completed for each year of **Migration**.

Check condition	SIMS.net	Bromcom	Equal?
Total number of Current Students			
Number of Tutor Groups			
Number of Current Staff			
Number of Rooms			

Detailed Data Check

Users should look at 10% of the data in both Bromcom and SIMs.

Staff

Click **Staff**, select a percentage of **Staff** to check. Click **View Staff Details** use the areas on the list to navigate to the **Staff** page to check the key items below.

	Data Area	Checked	Notes
Staff	Staff Details		
Staff	Previous Names		
Staff	Personal Information		
Staff	Absences		
Staff	Addresses		
Staff	Car Information		
Staff	Next of Kin Details		
Staff	Professional Details		
Staff	Staff Training		
Staff	Staff Qualifications		
Staff	Employment Details		
Staff	Checks		
Staff	Contract Details		
Staff	Service Term Payments		
Staff	Service Term Pay Scale		
Staff	Contract Pay Scale		
Staff	Staff Allowances		
Staff	Roles		
Staff	Service Agreements		
Staff	Meal Patterns		

Students

Click **Students** select a percentage of **Students** to check Click **View Student Details** use the areas on the list to navigate the **Student** page to check the key items below.

	Data Area	Checked	Notes
Student	Basic Details		
Student	Registration Details		
Student	Siblings		
Student	Contacts		
Student	Contact Relationships		
Student	Meal Patterns		
Student	Free School Meals		
Student	Medical Details		
Student	Surgery/Agency Details		
Student	Doctor/Medical Practices		
Student	Medical Conditions		
Student	Medical Events		
Student	Ethnicity and Religion		
Student	Languages		
Student	Passports		
Student	Additional Details		
Student	Routes		
Student	Welfare Details		
Student	School History		
Student	CTF Attendance History		
Student	Parental Consent		
Student	Application Basic Details		
Student	Application Registration Details		
Student	Application Family/Medical Details		
Student	SEN Needs		
Student	SEN Provisions		
Student	Gifted/Talented		
Student	Exclusions		
Student	Educational Funding's		
Student	Pupil Premium		
Student	Prior Attainments		
Student	Post-16 Planned Learning Hours		
Student	Student English Proficiency		
Student	Student Stage Assessment		
Student Behaviour	Behaviour/Achievement		
Student Behaviour	Behaviour/Achievement Events		
Student Behaviour	Behaviour Action/Awards		
Student Behaviour	On Report		

Attendance

Click **Modules > Attendance > Registers > Manage Attendance.**

	Data Area	Checked	Notes
Attendance	AM/PM Attendance		

Curriculum

Click **Modules > Curriculum**

Use the **Reports** to check the items below

	Data Area	Checked	Notes
Curriculum	Rooms (Locations)		
Curriculum	Groups and related information		
Curriculum	Student Learning Aims		
Curriculum	Class QANs		
Curriculum	Non-Teaching Timetables		
Curriculum	AM/PM Timetables		
Curriculum	Student Bands		