IT EURO PREPARATIONS ROADMAP:
SELF-ANALYSIS QUESTIONNAIRE

Purpose

This roadmap-aligned questionnaire is intended to help organizations carry out a self-assessment of overall IT progress?

What the answers should tell you

There are no right or wrong answers but the answers to these questions should help you identify what further work should be done and what approach you might select.

QUESTIONNAIRE

BOX   Programme Initiation

1   Are management and personnel familiar with the consequences of the euro for the organization?

2   Have you formulated your policies with regard to implementation of the euro and cascaded them throughout the organization in the form of Business Guidelines*?*

3   Has a Senior Responsible Owner (SRO) been made responsible for the implementation of the euro programme in your organization?

4   Is there an agreed division of responsibilities between the business and IS communities?

5   Has the organization conducted a scoping exercise to identify all currency related objects (information systems, contracts, forms etc.)?

6   Has the organization conducted a risk analysis for the implementation of the euro?

7   Has it been agreed that a standard project/programme management methodology will be employed?

8   Is skilled planning resource available supported by appropriate software tools?

BOX 2   Inventory and Allocation of Responsibilities

1   Have you conducted an inventory of all IT systems and business processes?

2   Have you identified items on your inventory with a euro impact (the remaining systems being defined as 'exempt')?

3   Have you allocated, ownership and responsibility wherever a euro impact has been identified?

4   Have you prioritized your systems to a predefined category of criticality (i.e. each system could be allocated a ranking of 'Immutable', 'High', 'Medium' or 'Low')?

5   Have you enhanced your systems inventory to show details of each system's key components and interfaces?

6   Have you identified those systems/processes that are closely linked (clusters) and could possibly be addressed at the same time, probably within a single project?

7   Have you identified external interfaces and agreed how they will be managed?

BOX 3   URs By System
1   Have you produced User Requirement (UR) documents for all key systems?

2   If not, have you considered issuing a UR template to ensure the document includes certain key information?

BOX 4   Technical Solutions
1   Have you drawn up a clearly defined technical solution for closely linked systems/processes to ensure that the euro changes for these systems/processes are done in a consistent manner?

BOX 5   Business Requirements and Migration Strategy
1   Have you developed your Business Requirements and Migration Strategy?

BOX 6   Test Strategy and Generic Test Plans
1   Have you formulated a test strategy to document the approach to be taken throughout the testing lifecycle for systems changed in preparation for the euro?

2   Have you identified what test environments are required and how long they will need to be available?

3   Have you identified any specialist skills required for testing or any outside assistance required?

4   Have you ascertained if any independent third parties such as auditors are required to witness the testing?

5   Do your test plans include the testing of all interfaces to and from each system?

6   Have you made plans to document all tests and make a record of all changes in a change-controlled environment?

7 Have you documented the various features of any of your systems that may not need to be tested?

BOX 7 Explore Technical Options / Prototyping
1 Are you undertaking any prototyping to build and explore options / solutions based on emerging user requirements?

2 Have you employed a project methodology, such as DSDM (Dynamic Systems Design Methodology), to encourage users and technical staff to work together?

BOX 8 Tools Evaluation Exercise
1 As part of your strategy for euro conversion, have you considered a tools evaluation exercise to ascertain whether or not to utilize conversion tools?

BOX 9 Consider Common Issues
1 Have you identified common issues (such as screen design & printed outputs), which may impact upon numerous systems or clusters issues in order to develop standards that can be implemented across the organization?

2 Have you considered how customers are to notify your organization that they wish to deal in euro?

BOX 10 Estimates for System Application Changes
1 Have you produced high-level estimates for all applications requiring modification for the euro?

2 Have you considered training requirements for any tools being utilized?

3 Have you identified all currency related fields for all systems to enable effective field sizing?

4 Have you considered carrying out any future proofing work in parallel with euro work?

BOX 11 Data Conversion Estimates
1 Have estimates been prepared for data conversion?

BOX 12 System and Data Conversion Plans
1 Have you drawn up system and data conversion plans to provide high level planning information for the euro conversion of your organization's systems portfolio?

BOX 13 Change Specifications at Program Level and Test Plan for Systems
1 Have you considered issuing standard document templates for the Business Requirements and Migration Strategy, User Requirements, and the Technical

solutions documents to ensure these documents are written to the required standard?

2   Have you considered how work on independent tasks such as prototyping, tools evaluation, screen design and trader recognition will feed into the specifications?

3   Do your test plans cover all components and interfaces that comprise the system and/or service as well as the testing of the system as a whole?

4   Do your test plans set out how the testing is going to be completed, who is responsible, what criteria are to be used for success and failure and how you are to handle problems?

5   Have you circulated test plans to all stakeholders so they are aware of their roles and responsibilities?

BOX 14   Data Conversion Specifications and Test Plan for Conversions
1   Have you drawn up system and data conversion plans which detail what data is to be converted and when the work is to be undertaken?

2   Have you taken steps to ensure that all data conversions carried out adhere to the European Council of Ministers conversion and rounding rules using the pre-defined fixed conversion rate - The data conversion specification should reflect these rules?

3   If your strategy requires that you hold data in both sterling and euros, have you tested that the stored data can be retrieved in the correct/expected currency?

4   Have you made plans to carry out tests to ensure that data items stored on the database are consistent, are stored in the correct currency and are retrievable by the system?

5   Have you made plans to carry out tests to ensure that data stored rounded amounts residing in a database are as expected and are represented correctly when they are retrieved?

6   Have you made plans to check that database fields are large enough to store euro amounts and that no truncation can have taken place?

7   If your solution requires database conversion from sterling to euro then have you made plans to check that before and after images to ensure that the currency conversion has been applied successfully?

8   Have you made plans relating to what test data is to be made available or how such data is to be created?

BOX 15   Code and Data Conversions
1   Are your system plans, data conversion plans and program specifications well written and sufficiently detailed to enable efficient and effective code and data conversion to be carried out to a pre-determined timetable?

BOX 16   Test
1   Have you created an appropriate test environment to test system changes?

2   Have you considered regression testing to enable the maximum amount of time for testing to be taken?

3   Have you made plans to establish a configuration management system to monitor the process of auditing, fixing and testing?

4   Have test scripts been written for all differing scenarios?

5   Do your test scripts document the test and the expected result?

6   Have you considered testing electronic or manual interfaces between systems and between differing modules of the system?

BOX 17   Certification Process
1   Have you made plans to establish a certification process that enables those who have been assigned with euro responsibility to certify the euro compliance of their system?

BOX 18   Release
1   Have measures been taken to ensure that the product tested and assured is exactly the same as the one that is to be deployed in the live environment?

BOX 19   Monitor
1   What plans have been made to ensure that systems operate as anticipated when they go live?

2   Are procedures in place so that any errors found can be addresses and rectified accordingly?

BOX 20   Developing Systems
1   Can release be delayed until the euro becomes the standard currency in the UK?

2   Has the system been designed as currency neutral?

3   Are threshold amounts to be passed to the program via external parameters or tables and not hard-coded?

4   Does the specification dictate that euro glyphs and £ signs should not be hard-coded?

5   Are field sizes big enough to accommodate euro amounts*?*

6   Have your specifications or contracts for new systems got euro compatibility built in?