

Member Impacting Project Overview:

Engineering File Sharing GlobalScape Migration

Version 3.0
~~1.0~~

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Version Control

Version	Date	Author	Change Description
1.0	7/11/2017	Josh Monroe	Initial version
2.0	9/15/2017	Josh Monroe	Update to the Summary Timeline and Testing Details
<u>3.0</u>	<u>10/19/2017</u>	<u>Josh Monroe</u>	<u>Update to the Summary Timeline and Retention Period</u>

Executive Summary

This project is in place to ensure the successful and timely migration of all Engineering file sharing efforts from the TrueShare tool to GlobalScape. The GlobalScape solution is hosted in-house at SPP and allows for greater security and control over information shared with members.

Business Impact

The business drivers for migrating Engineering file sharing from the current TrueShare solution to the GlobalScape solution are three-fold:

1. TrueShare is hosted externally. Due to information security concerns, SPP has decided to bring the file sharing solution in-house by utilizing the GlobalScape product which is already hosted internally. This will allow greater control and security of the information shared and housed on SPP's file sharing platform.
2. As part of the migration from TrueShare to GlobalScape, SPP will perform an audit of user access to ensure access levels are correct, remove expired user accounts, and simplify the folder structure on GlobalScape to enable future user access audits.
3. As part of the migration to GlobalScape, documents will adhere to a strict ~~twelvesix~~ month expiration period; documents loaded to GlobalScape will be removed from the site automatically at the ~~twelvesix~~ month mark.

Users Impacted

Users will be required to access a new site for file sharing with SPP at the following link: <https://sppdocushare.spp.org>. New log-in information will be required for the new site and a ~~twelvesix~~-month expiration will be applied to each document uploaded to the site. New log-in information will be sent to the users once the new accounts are created. This is an automated process that will execute ~~twelvesix~~ months from the date the document is uploaded to the GlobalScape site.

Business Functions Impacted

Basic business functions will remain the same as with the TrueShare file sharing solution with the exception of the ~~twelvesix~~-month expiration period. The GlobalScape site provides a more user friendly interface and is able to handle large files, whereas, the TrueShare site had limits on document file sizes. All NDA access levels in place for TrueShare will be ported from the TrueShare site to the GlobalScape site.

Technical Impact

Users will have to adapt processes and procedures to begin using GlobalScape instead of TrueShare. Users will also need to access a new web address and login with a new set of credentials (which will be supplied once the accounts are created).

SPP Systems/Processes Impacted

None.

Anticipated Member Systems/Processes Impacted

Any process that includes uploading or downloading Engineering documents from SPP's [TrueShare](#) site will need to be modified to access, upload, or download files from the GlobalScape site instead. The link of the GlobalScape site is <https://sppdocushare.spp.org>.

Member Requirements

Members will be required to access the GlobalScape site instead of the TrueShare site for the exchange of Engineering documents. At the point of the cutover from TrueShare to GlobalScape, the TrueShare site will be converted to a read-only site for a period of time during and following the migration to the GlobalScape site. This measure is being taken to ensure business processes are not adversely impacted. Members will need to be on the lookout for an email from "eftadmin" sometime during the ~~10/9/198~~ – ~~11/9/3023~~ date range. This email will contain login credentials for the new GlobalScape site. Please retain this email.

Testing

Testing is planned for 10/23/2017 – 11/6/2017. The testing portion of this project will consist of three activities:

Testing Details

1. A test document will be uploaded to GlobalScape and the location will be indicated to the point of contact (POC) at each company. The POC will verify that they can open/download the document.
2. A test document will be emailed to the POC at each company with instructions to upload that document to a specified folder in GlobalScape, and SPP staff will verify that they can open/download the document.
3. A test document will be sent to the POC using the GlobalScape send-a-link tool, and the POC will verify that they were able to open/download the document.

Training

Training will consist of a series of WebEx conferences where use of the GlobalScape tool is demonstrated. In addition to the WebEx conferences, a document will be made available to all users with instructions for how to use GlobalScape.

Training Assumptions:

- All member companies will identify personnel to receive project-related training and/or documentation.
- Training will be provided by the project team.

Implementation/Back-out Plan

The TrueShare site will be converted to a read-only site for a period of time to ensure business processes are not adversely impacted. If issues occur during the migration and for a period of time following the migration, the TrueShare site will be converted back to allow read/write access to both SPP staff and its external users.

Summary of Timeline

Date	Responsible Party	Action
7/13/2017	SPP	Publish MIPO to CWG site (Complete)
7/20/2017	SPP	Review MIPO w/ CWG (Complete)
9/11/2017	SPP	Publish MP Testing details via MIPO revision (remains in progress – not expected to impact the training start of 10/3)
9/18/2017-10/2017	SPP	Migrate files from TrueShare to GlobalScape (Complete)
10/3/2017-10/23/2017	SPP / Member	Training
10/23/2017-11/6/2017	Member	Testing phase
11/ 30 7/2017	SPP / Member	Migration Complete

Project Assumptions

- Files are stored on stakeholder or SPP sites since GlobalScape is a temporary file transfer solution.
- All NDA access levels will be ported from the TrueShare site to the GlobalScape site.

Risks

No risks have been identified.

Additional Documentation

GlobalScape Online Help Files: <http://help.globalscape.com/help/>

Communication Plan

Josh Monroe (jmonroe@spp.org) will be the point-of-contact for this project.

Communications related to the project will be handled via conference calls (as needed for training and testing) and via email with individuals that have an established TrueShare account and the appropriate NDA.

Questions or requests for more information related to the project are to be submitted via SPP’s Request Management System (RMS). This will aide in tracking requests and ensure a timely response (See the More Information Section of this MIPO for details).

Liaisons

- The liaisons for this project will be users of the GlobalScape site. All communications will occur via email.

MIPO and Project Documentation

All project communication and information will be posted to the SPP Change Working Group Project Documentation folder: [Engineering File Transfer Migration \(TrueShare to GlobalScape\)](#).

This MIPO will be updated upon change or with any new information, and according to the Member Project Touch Points and Deliverables. With any update, a redline version will be posted to the project documentation folder, and the CWG will be notified.

Next Steps

Action	Assignee	Status & Due Date
Distribute the background information and link to the MIPO document to stakeholders via impacted working group distribution lists.	SPP	Completed Completed
Submit MIPO questions and feedback via the RMS.	Member	Completed Completed
Complete member training Distribute the background information and link to the MIPO document to stakeholders via impacted working group distribution lists.	SPP	Due: 107/23 24/2017
Submit MIPO questions and feedback via the RMS. Complete the buildout of user accounts	Member SPP	Due: 118/30 25/2017

FAQs

The GlobalScape Online Help Files are available [here](#).

More Information

At any time, members can ask questions or get more information by completing an RMS ticket using "Project Inquiries" Quick Pick and this project's subject option.

RMS link: <https://spprms.issuetrak.com/login.asp> .

If a new user ID is needed for RMS, click on that link and follow the directions for "Register Now".

- My SPP RMS
- Submit Request**
- Search Requests
- Lookup Request #
- Unassigned Requests
- Calendar
- Knowledge Base
- Reports
- Closing Requests (NEW!)
- RMS Metrics
- SPP Website

Submit Request

Submit Request

Quick Pick: Request Globalscape Access

* Class: Customer Relations

Request Status: Open