



TRA Implementation Consultancy Outline

Objective

To assist a customer in successfully implementing TRA in a manner suited to their particular requirements that will assist them in realising maximum ROI from both the DataMirror Constellar Hub and TRA. It is intended that at the conclusion of the consultancy the customer will have a clear understanding of how to implement TRA in an effective manner within their unique operational context and possess a practical vision of the way ahead in terms of TRA use.

Activity Outline

The following table contains a brief outline of the activities to comprise a two day TRA implementation consultancy.

Table 1: Activity Outline

Task	Duration (hours)	Timeframe	Notes	Dependencies / Personnel
Review of Activity outline, TRA purpose and contents	1	Day 1	Involves a quick review of TRA contents and how it might be used in a perfect world. This provides a background against which unique site requirements can be placed.	Project manager, key project staff / team leaders, intended key users of TRA.
Review of site requirements - Current and Future	2	Day 1	Involves looking at what requirements relating to the Hub and the use of TRA currently exist and what is planned for the future. This will focus on what holes currently exist in documentation, process controls etc.	People with knowledge of what requirements it is that TRA will be meeting. This will likely include the PM as well as key development, testing, documentation and change control people.
Review of current site processes and documentation	2	Day 1	Involves a review of what currently occurs, either with or apart from the Hub. This provides some context for the environment within which TRA will be used.	This session will require the presence of a person or persons who has a thorough understanding of the system development processes currently in use for the Hub and for software development projects in general.
Implementation Planning	2	Day 1	Where and how to implement so that requirements are met.	If possible, the people who are or will be responsible for implementing and

			Decide what documents are required, how they will be developed and controlled down to a detailed level.	managing software development and change control processes should attend. Generally this session will require the same people involved in the review of requirements.
Installation	2	Day 1 / 2	Includes creation of change control processes and any supporting structures.	This session will require the key user or users of TRA and people with adequate system access on the intended installation platform to both install TRA and create directory structures etc as required.
Tailor TRA docs for site - work some examples	6	Day 2	Selecting key documents, work with key users of TRA to tailor document templates to the unique site requirements and complete some examples. Effectively this is a TRA training session for key users.	Key TRA users must be available for this session.
Review Implementation	1	Day 2	Includes taking notes on what can be added to TRA and what the way ahead will be for using TRA at the site.	This session should involve the PM and key project staff.

Assumptions

The timing and order of the activities outlined above is dependant on the following assumptions:

- That the appropriate personnel are available in order to facilitate each task at the appropriate time.
- That the appropriate computing resources are available for the installation of TRA.

Pre-requisites

People

Prior to the consultancy beginning, it would be useful if people could be nominated for attending the sessions detailed in the activity outline above so that they can set aside the appropriate time to attend and adequately prepare any necessary information. The "Dependencies / Personnel" column in the table above provides some guidance as to who should attend and the knowledge they should possess.

Software and Computers

A licensed copy of TRA either already installed or ready to install will be required as well as access to the installation directories for all intended users.