|  |  |  |
| --- | --- | --- |
|  | **Model Specification** |  |
|  | **Process Procedure** | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | | --- | --- | | **Company Name** |  | | **Company Address** |  | | **Email Address** |  | |  |  | | **Print Date** | Thursday, February 11, 2010 | |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
|  | **Scope** |

|  |  |
| --- | --- |
|  | The process procedure translates a modeled process diagram into a series of procedural steps. Each activity in the process is represented as a uniquely identifiable step and each step identifies its relative sequence within the flow. Only the activities in the top level process are reported on, for example, the activities inside a local subprocess will not be considered by this report. |

|  |  |
| --- | --- |
|  | The process procedure also identifies information and model elements that are associated with the selected process. This includes, the Catalog in which the process is contained, a description of the process, roles, sub-processes, inputs, outputs, and the other processes referencing this process in the same project. |

|  |  |
| --- | --- |
|  | **Process Information** |

|  |  |
| --- | --- |
|  | **Process:** |

|  |  |
| --- | --- |
|  | Migration Validation as of Feb5 '10 |

|  |  |
| --- | --- |
|  | **Catalog:** |

|  |  |
| --- | --- |
|  | a. Migration validation 3Q '10 |

|  |  |
| --- | --- |
|  | **Description:** |

|  |  |
| --- | --- |
|  | The Migration Validation Process is triggered by the need of Sales Operations to validate their clients in the Migration Tool. This can only be done once the Migration tool is populated with the necessary client structures. This process will be utilized during Phase III of the client validation work.  In order to begin the validation of their Clients, a Sales Operations (SO) resource or an International Sales Operations (ISO) resource will logon to the Migration Tool. At this point their authorization to use the tool will be determined and if they are authorized they would proceed to search for a Client to validate.  If the search performed does not return the Client that is being sought user can choose to search again on different criteria or search for a different client.  If the search is successful and the Client is returned then the ISO resource can proceed to validate the Global Buying Groups (GBG) as found within the Migration tool. (The Global Buying Groups will not be assembled in the first wave and as such are not in plan for the initial deployment) If the GBG is satisfactory, the process can end. If the ISO resource would like to make a change to the GBG then he can proceed to use the Migration tool to move Global Clients into or out of the GBG.  If the search was performed by the SO resource then he or she can proceed to validate the client as it appears. If it appears correctly, the SO resource would set the Validation Flag indicating that this Client is correct and the process can stop. If it does not appear correctly, the SO has the option of performing the following changes within the Migration Tool • Create Global Ultimate Client • Assign legal hierarchy to white space for Global Ultimate Client • Change name of Global Ultimate Client • Delete Global Ultimate Client • Assign an org or site to Global Client • Change name of Global Client • Delete Global Client • Move orgs or sites to Global Client • Assign an org or site to Domestic Client • Change name of Domestic Client • Delete Domestic Client • Create Sub Client • Assign an org or site to Sub Client • Delete Sub Client • Change name of Sub Client • Create a Global Buying Group • Assign a global client to Global Buying Group • Move global client between 2 Global Buying Group • Remove global client from Global Buying Group • Assign an org or site to Global Buying Group • Delete Global Buying Group • Assign an org to a Domestic Buying Group • Delete a Domestic Buying Group • Change name Domestic Buying Group  Once the changes have been made to the satisfaction of the ISO or SO resource, an Approver must be notified. The Approver will check the changes as found within the Migration Tool and if the changes are not approved, the SO resource will be notified so that the Client can be modified correctly.  If the changes are approved then the SO or ISO resource will trigger the generation of an output file. This output file will then be provided to the Data Maintenance Center, who will in turn, use this file as input to the File Driver.  Once the File Driver is run, the DMC will determine if the file was processed completely, partially or not at all. Depending on the outcome the Data Maintenance Center will notify the requester in order to alert them to the status of the request. If the file completed partially or failed, the SO resource would be responsible for determining the changes needed and resubmitting the request. If the file is loaded completely, the Data Maintenance Center will notify the SO or ISO resource in order to validate the clients within the tool until such time as they appear the way the SO or ISO resource wants them to appear. Once the Clients are satisfactory, the Validation Flag is set and the process is complete. |

|  |  |
| --- | --- |
|  | **Other Processes Referencing This Process:** |

|  |  |
| --- | --- |
|  | High Level e2e |

|  |  |
| --- | --- |
|  | **Inputs:** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  |  | | --- | --- | | **Associated Data** | **State** | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Outputs:** | |  |
|  | | |  |  | | --- | --- | | **Associated Data** | **State** | | |

|  |  |
| --- | --- |
|  | **Connection Steps For Process** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Procedure** | **Step** | **Role** | **Type** | **Next** | **Description** | | 1 | MV5: Logon to Migration tool | Sales Operations ISO | Human task (local) | 2 |  | | 2 | MV 10: Authorized to use Migration Tool? |  | Decision (exclusive) | 3 |  | | 3 | MV15: Search on criteria | Sales Operations ISO | Human task (local) | 4 |  | | 4 | MV 20: Search criteria met? |  | Decision (exclusive) | 5,7 |  | | 5 | MV 25: Search again? |  | Decision (exclusive) | 6 |  | | 6 | MV 26: Change search criteria |  | Human task (local) | 3 |  | | 7 | Decision |  | Decision (exclusive) | 8,29 |  | | 8 | MV30: Review Client for satisfaction | Sales Operations ISO | Human task (local) | 9 |  | | 9 | MV 35: Is Client OK? |  | Decision (exclusive) | 10,28 |  | | 10 | MV 40: Identify what must change | Sales Operations ISO | Human task (local) | 11 |  | | 11 | MV 50: Complete changes in Migration Tool | Sales Operations ISO | Human task (local) | 12 |  | | 12 | MV 55: Notify Approver | Sales Operations ISO | Human task (local) | 13 |  | | 13 | MV60: Review and Approve | Approver | Human task (local) | 14 |  | | 14 | MV 65 Approve of 4.0 Clients in Migration Tool |  | Decision (exclusive) | 15,27 |  | | 15 | MV 75: Trigger the generation of output | Approver | Human task (local) | 16 |  | | 16 | MV80: Generate output for File Driver | Migration Tool | Task (local) | 17 |  | | 17 | Is DMC required? |  | Decision (exclusive) | 18,26 |  | | 18 | MV85: Provide output to DMC | Approver | Human task (local) | 19 |  | | 19 | MV90: Run output thru File Driver | Data Maintenance Center | Human task (local) | 20 |  | | 20 | MV95: File driver results |  | Decision (exclusive) | 21,21,25 |  | | 21 | MV 100: Determine cause for failure | Data Maintenance Center | Human task (local) | 22 |  | | 22 | MV 105: Notify requester of failure | Data Maintenance Center | Human task (local) | 23 |  | | 23 | MV110: Evaluate reasons for failure | Sales Operations ISO | Human task (local) | 24 |  | | 24 | MV 115: Resubmit | Sales Operations ISO | Human task (local) | 1 |  | | 25 | MV120: Notify requester of completion | Data Maintenance Center | Human task (local) | 1 |  | | 26 | Run File thru File Driver | CCMS System | Task (local) | 20 |  | | 27 | MV70: Notify requester; Clients not approved | Approver | Human task (local) | 10 |  | | 28 | MV 36: Set validation flag |  | Human task (local) |  |  | | 29 | MV 21: Review Global buying groups | ISO | Human task (local) | 30 |  | | 30 | MV 22: Buying groups okay? |  | Decision (exclusive) | 28,10 |  | |