**OPMS to IT Platform – High Level System Documentation Approach**

**Step 1**

For each database - document the input screens and outputs (built in queries and reports) which are accessed via an Account Technician’s role and a Manager’s role.

Each OPMS Database Description document will include:

**Front End Description:**

* A summary of each database and its business purpose.
* Brief descriptions of the workflow related to each database, if known.
* Reference to other data source inputs, such as Salesforce, if known
* A list of linked tables for the database
* Screen shots of each input and output screen
* A list of fields for both input screens and output/query views
* Explanations of how the screen or query is used from a business standpoint, if known.
* Identification of calculated fields on queries and reports.
* Embedded objects of each query and report, for additional quick reference.

**Back End Description:**

A PDF description of each database, which includes details about the tables and fields, will be attached as an object to each OPMS Database Description document. The PDF’s have been provided by Arvind Gopalakrishnan, IBM, and derived directly from each Access database.

Step 2

The OPMS Database Description documents will be reviewed by the Business SMES during the UAT preparation phase. Any corrections or additional information would be provided to Sally Drew for document revision. Updates may be provided via phone calls or e-mails, depending on the Business SME’s preference.

Step 3

Final versions of each OPMS Database Description document will be updated in the OPMS SharePoint site for IBM to use for future reference.