

HAND-OVER PLAN

ON

DATA MANAGEMENT SYSTEM

FOR

BUILDINGS ENERGY EFFICIENCY ORDINANCE

FOR

ENERGY EFFICIENCY OFFICE

OF

**ELECTRICAL AND MECHANICAL SERVICES
DEPARTMENT (EMSD)**



By



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**HAND-OVER PLAN ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY
EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND
MECHANICAL SERVICES DEPARTMENT (EMSD)**



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1. INTRODUCTION

1.1 Objective

The purpose of this document is to provide detailed tasks for the handover of the first line support for the Enhancement of Data Management System (DMS) for Buildings Energy Efficiency Ordinance (BEEO) for Energy Efficiency Office (EEO) of Electrical and Mechanical Services Department (EMSD) from the ASL Project Team to EMSD Infn Technology Dev (ITD) Team.

The handover plan defines the handover activities, schedule and resources required to handover the first line support for the DMS-BEEO from the ASL Project Team to EMSD ITD Team.

The handover documentation specifies DMS-BEEO related documents which will be handover to the EMSD ITD Team for reference.

1.2 Scope

This document is to define the handover plan and procedure for DMS-BEEO.



1.3 References

The following documents have been submitted to EMSD for reference.

1. Current Environment Description (CED)
2. Requirement Specification (RS)
3. System Specification
4. Interface Specification
5. Selected Technical System Option (Selected TSO)
6. System Manual (SM)
7. Program Manual (PM)
8. Data Manual (DM)
9. Application Operation Manual (AOM)
10. User Procedure Manual (UPM)
11. Computer Operation Procedure Manual (COPM)
12. Business Continuity Plan and Backup Plan

1.4 Definitions and Conventions

This section defines the definitions and conventions used in this document.

Definition	Descriptions
ASL	Automated Systems (HK) Limited
EMSD	Electrical and Mechanical Services Department
ITD Team	Infn Technology Dev Team
BEEO	Buildings Energy Efficiency Ordinance
EEO	Energy Efficiency Office
DMS	Data Management System



2. HANDOVER PLAN

2.1 Handover Tasks

The following handover activities will be performed:

1. Prepare Handover Plan.
2. Handover the system documentations listed in Section 1.3 above.
3. Share ASL Project Team's experience to ITD Team during the handover period. Arrange ad-hoc discussion meetings with ITD Team if necessary.
4. Handover the first line support for the system to ITD Team along with the necessary support documentation and manuals.

2.2 Handover Schedule

The table below lists the estimated effort required of each task to handover the first line support for the system to the ITD Team.

Task No.	Description	Est. Effort (man-day)	Responsible Parties
1	Prepare handover plan	3 day	ASL Project Team
2	Review and finalize handover plan	5 day	ASL Project Team, EMSD ITD Team
3	Handover system documentations	0.5 day	ASL Project Team
4	Handover first line support for the system	0.5 day	ASL Project Team, EMSD ITD Team



2.3 Responsibilities of relevant parties

The roles and responsibilities for each relevant party are defined in this section.

Team/Role	Name	Responsibilities
Overall		
ASL Project Team	Joe LAM	<ul style="list-style-type: none"> Overall planning and monitoring of handover activities Update the system documentation for handover
Application Handover		
ASL Project Team	Lewen LAM	<ul style="list-style-type: none"> Brief EMSD ITD Team on the application architecture, business logic, source code compilation procedure, deployment procedures and software configuration management
EMSD ITD Team	Anderson CHAN Carlos CHEUNG Amy WONG	<ul style="list-style-type: none"> Review relevant hand-over documentations from ASL Project Team Discuss with ASL Project Team on the application handover items whenever needed
System Handover		
ASL Project Team	Lewen LAM	<ul style="list-style-type: none"> Brief EMSD ITD Team on the system architecture, system operation, system administration, backup/restore scheme and health check
EMSD ITD Team	Anderson CHAN Carlos CHEUNG Amy WONG	<ul style="list-style-type: none"> Review relevant hand-over documentations from ASL Project Team Discuss with ASL Project Team on the system handover items whenever needed



3. HANDOVER MATERIALS

The handover items are listed in below table:

Handover Items	Documentation
DMS-BEEO System Documentation	<ul style="list-style-type: none">• Current Environment Description• Requirement Specification• System Specification• Interface Specification• Selected Technical System Option• System Manual• Program Manual• Data Manual• Application Operation Manual• User Procedure Manual• Computer Operation Procedure Manual• Business Continuity Plan and Backup Plan
Source Codes	<ul style="list-style-type: none">• Program Source Codes
Non-production System Account Password	<ul style="list-style-type: none">• Application Server User Account ^{Note 1}• Database User Account ^{Note 1}
Program Review Environment	<ul style="list-style-type: none">• Development and testing environment for program review by ITD Team

Note 1: Please refer to [Appendix A](#) for the account information.



4. SOFTWARE SOURCE

4.1 System Software & Application Software

The required system software and application software are listed in the Section 5.4 System Software Environment of the Computer Operating Procedures Manual.



5. SYSTEM BACKUP

The system backup of the servers will be stored in the Backup server and LTO tapes. System backup can be invoked manually when the system configuration is changed. On the other hand, the ESXi Host Server, make use of the Veeam tool to perform scheduled backup. The data is stored into Backup server and LTO tapes.

The operator should check the backup log file after the scheduled backup job to ensure everything is fine.

The backup schedule is defined in the Business Continuity Plan & Backup Plan.



APPENDIX A NON-PRODUCTION SYSTEMS ACCOUNT

B.1 Application Server Account

Application Server	Windows Account	Description
BEEODMSDEV	administrator	Development user account for development, and execution of DMS-BEEO database and application

B.2 MS SQL Server Account

SQL Server	Login Account	Description
BEEODMSDEV	sa	SQL Server administrator account