**Hand-over Plan**

**on**

**Data Management System**

**for**

**Buildings Energy Efficiency Ordinance**

**for**

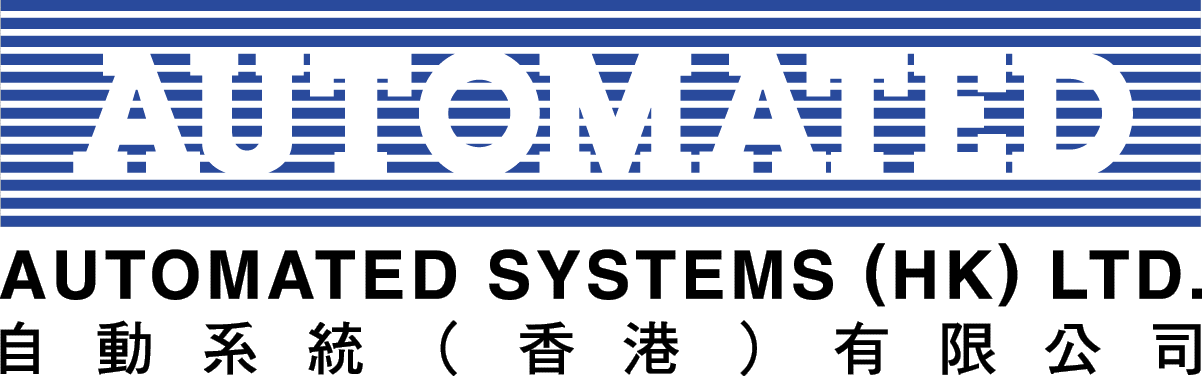
**Energy Efficiency Office**

**of**

**Electrical and Mechanical Services Department (EMSD)**



By



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# Introduction

## **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.

## **Scope**

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

## **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

## **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 |

# Handover Plan

## **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.

## **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 |

## **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 | * Overall planning and monitoring of handover activities * Update the system documentation for handover |
| Application Handover | | |
| ASL Project Team | Lewen LAM | * 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 | * 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 | * 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 | * Review relevant hand-over documentations from ASL Project Team * Discuss with ASL Project Team on the system handover items whenever needed |

# Handover Materials

The handover items are listed in below table:

| **Handover Items** | **Documentation** |
| --- | --- |
| DMS-BEEO System Documentation | * 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 | * Program Source Codes |
| Non-production System Account Password | * Application Server User Account Note 1 * Database User Account Note 1 |
| Program Review Environment | * Development and testing environment for program review by ITD Team |

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

# Software Source

## **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.

# 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 |