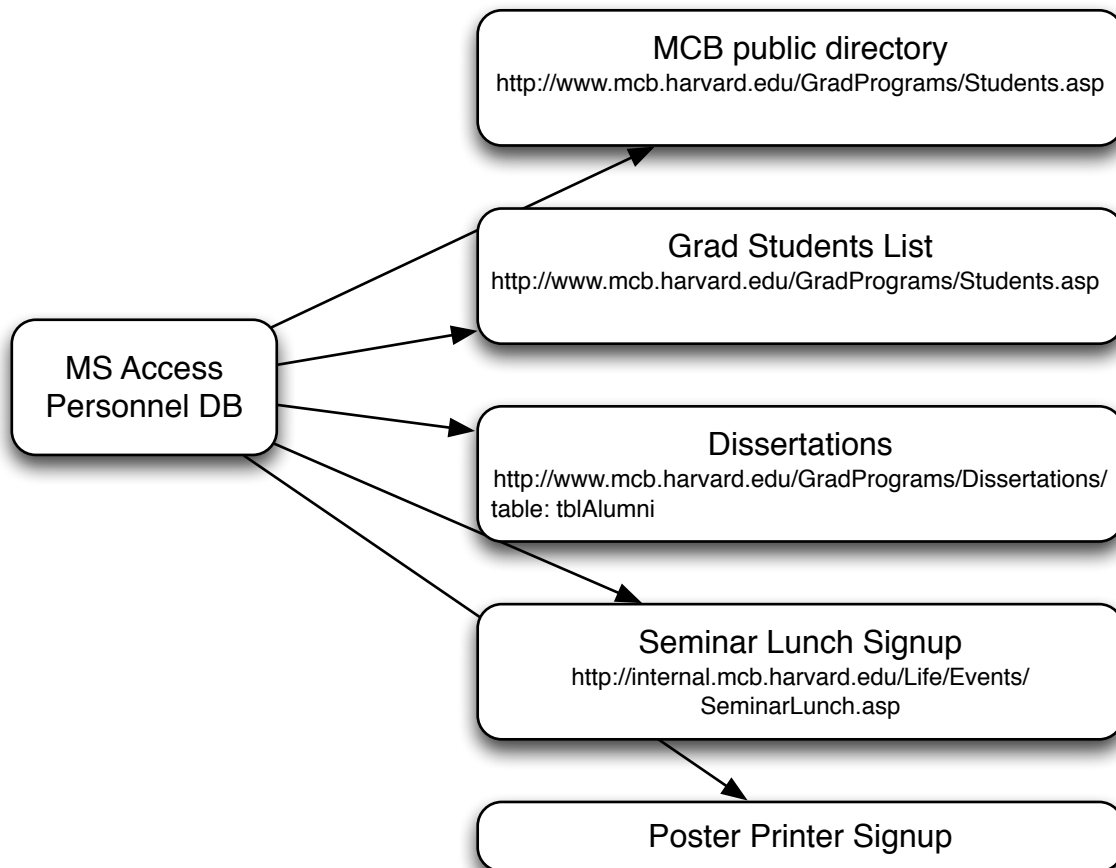


Current Personnel Database and Dependencies

Existing MCB Applications on live websites

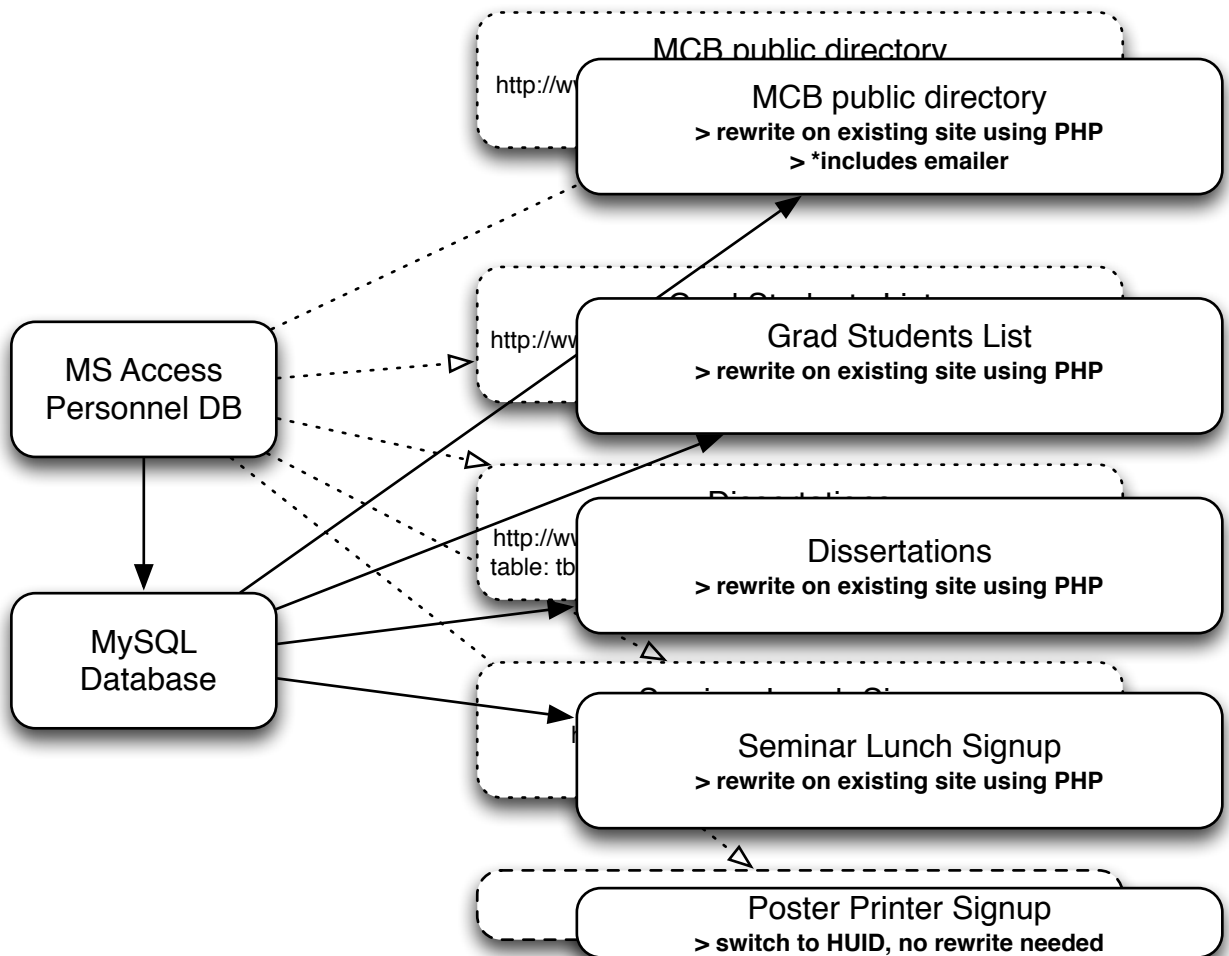


Notes

- Data only available via MS Access database
- Hard to integrate with newer CMS's or other sites
- Limited to current server & older Microsoft language (.asp)
- Current server needs major upgrade

Migrating to New Personnel Database

Existing MCB Applications on live websites



Migration

Step 1

- Verify MySQL database structure / data to move / etc
- Create migration script to move data from MS Access to MySQL
- Rewrite existing applications in PHP
- Create web form to administer new database
- Make list of web application links to change/redirect

Step 2

- Run migration script
- Test all applications/database

Step 3

- Run migration script (for final time)
- Change links

Questions About New Personnel Database

Data Specific

(1) Clarify: Personnel Category, Appointment Type, Position

Currently in the migration database:

23 - appointment types

110 - appointment categories

80 - positions

(a) Which fields should have "controlled vocabularies" (e.g. drop down list with limited choices)

(b) Who should have access to add to these lists? (We can give people the same login to administer the site--but some will have the ability to add these lists and others will not.)

(2) Should "Research Summary" and "Research Description" be in a separate table? Or is it common enough to leave in the same table? (The database is so small that it will not take too much space or decrease performance.)

Process

(1) Maintaining the Database

- Who will be maintaining the database?

- What types of user access levels/restrictions will be needed? (e.g. certain people may only modify specific appointment types; some people can only edit, not delete, etc.)

Currently in the migration database:

23 - appointment types

110 - appointment categories

80 - positions

(2) Removing a person / Accidental deletion

- The database is backed up.

- Do you want to keep old records in a separate table? Or have a separate weekly backup?

Migration (Technical)

Step 1

- Verify MySQL database structure / data to move / etc
 - > **need to clarify several fields** (with Kim/Kirsten?)
(Personnel Category, Appointment Type, Position)
- Create migration script to move data from MS Access to MySQL
 - > **Initial script written.** Moves data from single MS Access table to 9 MySQL tables
- Rewrite existing applications in PHP
 - > **to do**
- Create web form to administer new database
 - > **Initial version completed.** Need to add User/Role based restrictions
- Make list of web application links to change/redirect
 - > **to do**

Step 2

- Run migration script
- Test all applications/database

Step 3

- Run migration script (for final time)
- Change links

Migration (Communication)

- Talk to / Meet with Staff responsible for Personnel database
- Create 'cheat sheets'/instructions
 - print out as well as make available on the intranet