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DOCUMENTATION NAVIGATION

Project Status

Objectives and Tasks		Status	Effort Estimate / Duration	Result
Activity stream: Policy Migration				
1	Preparation of Data Architecture <ul style="list-style-type: none"> • Application access • Data access 	COMPLETED	~4 work-weeks (160 hrs) + UAT	F8F confirmed
2	Setting up Permissions <ul style="list-style-type: none"> • Define permissions • Procedures Documentation 	COMPLETED		Permissions defined and documented here .
3	Data migration and system maintenance <ul style="list-style-type: none"> • Policy Data Migration • Maintenance Procedures Documentation • UAT Plan / Checklist creation 	COMPLETED		<ul style="list-style-type: none"> • Data has been copied over and formatted per requirements provided by LU team. • Implemented System configuration documented here, here, here, and here • UAT plan / checklist can be found here
Activity Stream: Post-migration assistance				
4	Post Migration assistance and knowledge transfer <ul style="list-style-type: none"> • Acceptance walk-through • Data and formatting error correction 	ONGOING	30 calendar days upon data migration completion	

Template

Name	Purpose
Policy Template	Policy layout
Policy Change Form v1	Change request - format 1

Metadata sets

Name	Purpose
Change Proposal	Capture metadata specific to Change request

Search Index

Type	Purpose
Label search	Label search is available for policy users and admins - on page feature

Policy Template	Capture metadata standard for active, new, and retired policies
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Metadata search	Metadata search is available for Admins of confluence pages only
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