ANNEXURE A: RFI SCOPE STATEMENT

Project Name: **Data Archiving Solution**

Project Number: **K.**

RFI SCOPE OF REQUIREMENTS

INTRODUCTION

In an intelligent enterprise, data is translated into action across all lines of business, driving process automation and innovation, unlocking new areas of growth and delivering exceptional experiences. To keep up with the speed and complexities of data today, Transnet needs a comprehensive information lifecycle management (ILM) tool.

Moreover, there is a growing need to manage systems that consume ongoing storage and maintain costs. These systems pose a legal risk because the data they hold must be accessible, for example, to auditors and to the shareholder. As knowledge of old systems fades and old hardware is removed, data accessibility becomes unpredictable.

The management and retention of information has become so important that an effective ILM strategy is now an essential part of an enterprise's overall strategy for dealing with the challenges of compliance and risk. For example, privacy regulations are forcing personal data to be deleted when it is no longer has a valid business purpose.

RFI PURPOSE & OBJECTIVES

The purpose of this RFI is to gain insight and knowledge from vendors in the market on the various aspects and currently available tools and platforms to consider when undertaking the below project activities:

Business Goal:

To provide a solution that will enable the execution of the removal of data from the database in a secure and comprehensive manner and to store in such a way that it can be accessed in the future. To also support the data management capabilities in line with the Transnet Document Data Records Management Policy by centralizing the records management repository for proactive information analysis through the implementation of an integrated solution and effective internal control through i.e. integration into records management systems such as cloud-based information management systems and other data analytic tools.

Business Objectives:

The following technical and legal objectives are to be achieved:

- Resolve memory space and performance problems caused by large volumes of transaction data.
- Make master data easier to handle and to keep up to date.
- Ensures statutory data retention rules are observed.
- Ensures that data can be reused at a later stage for reporting and business intelligence.
- To provide a solution that will enable the execution of the removal of data from the database in a secure and comprehensive manner and to store in such a way that it can be accessed in the future.

SOLUTION DESCRIPTION

The solution consolidates disparate hardware and software components into a single software fabric. The enterprises can run the solution anywhere via plug-and-play appliances on-premises, as software on third-party hardware, or as software in the cloud. The solution enables cloud and application mobility for the enterprises. Whether deployed on-premises or in the public cloud, the solution can protect cloud-native applications, search across applications and files, and quickly spin up instances for test/dev.

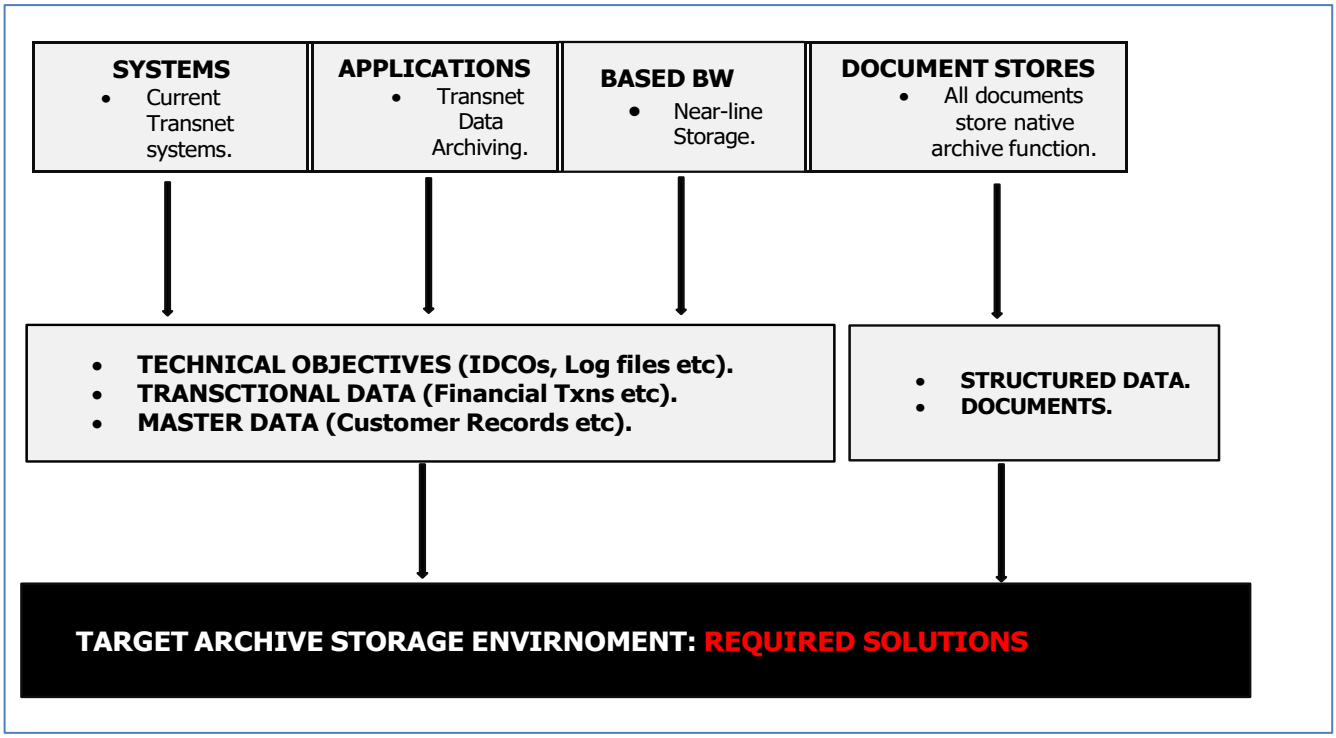

Figure 1: Solution Concept

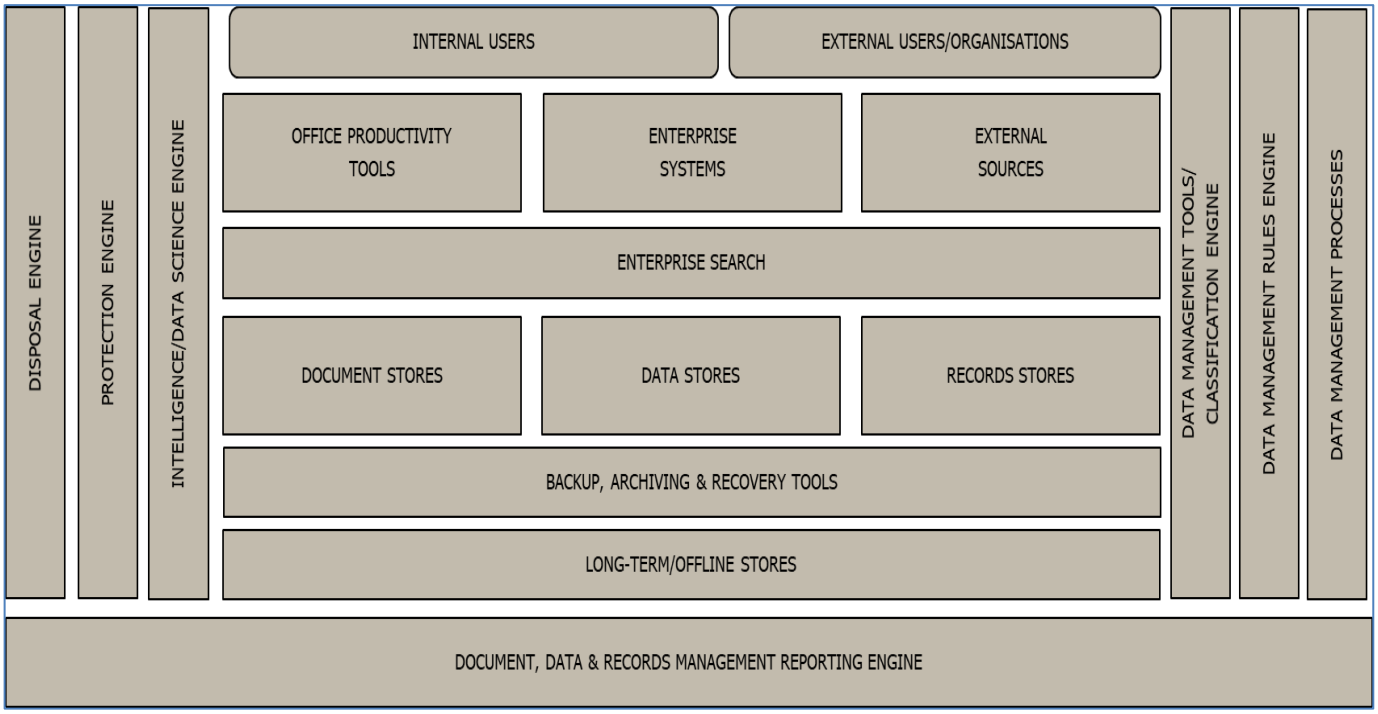

Figure 2.2: Solution Concept

BENEFITS

The benefits identification map below projects the benefits names, description, category, type, and the benefits strategic alignment:

Benefits Identification							
	Benefit Name	Description of the benefit	Benefit Owner	KPI	Category	Sub-category	Benefit Measure
001	Reduced data storage costs	The solution will provide Transnet with a capability to avoid operational infrastructure costs related to premium storage.	Executive Sponsor	Efficiency in employee management	Financial	Not – Identified	Rand Value
002	Improved system performance	Optimize system performance by managing exponential growth data volumes.	Process Owner	Time Management	Non- Financial	Not – Identified	Percentage
003	Control data volumes and manage risks	Establish a sound strategy for data integration, optimized data compression and automated rule-based retention management	Process Owner	System Performance	Non- Financial	Not – Identified	Percentage
004	Improve compliance with legal requirements	Adopt a complete, flexible, and automated approach to information lifecycle management to help the business adapt to	Process Owner	Policy adherence	Non- Financial	Not – Identified	Percentage

		changing regulation consistently					
005	Cloud Archiving to any tier in public and private cloud	Provide a consistent application of the Transnet International Holdings policies to all employees that are part of the Transnet International Holdings Company	Process Owner	System Performance	Non- Financial	Not – Identified	Percentage

Table 1: Business Benefits

Project Scope

The solution will impact all OD's with the limited focus as defined in the organisational scope. The pilot of the Data Archiving Project will begin with TCC. The following will form part of the scope:

In scope

The organisational scope of the project while managed through Transnet Group, Transnet OD's will participate indirectly since when the tool is acquired it will be on the traversal system that Transnet OD's are an integral part. The deployment of the actual solution utilisation will be limited to archiving of transactional data for SAP HCM, Payroll, Finance, SQL and Files Share Storage across all OD's. The scope will be piloted within TCC and upon all the required solutions being met the scope will be rolled out to all OD's.

Solution Scope

The adopted archiving processes and tools must be able to provide Transnet with the following capabilities:

- The solution must be able to control and manage data volumes by securely moving data from the database to long term external storage whilst providing access to archived data in a convenient way.
- Provides an in – depth understanding and analysis of Transnet past.
- Allow for a primary source, feeding into a Data Warehouse.
- The solution must analyse the size of arching objects on a Transnet database to accurately establish memory requirements.
- The solution must process large volumes of archived data.
- The solution must deliver high levels of data compression which must reduce data volumes and consequently storage costs.
- The archived data must be stored and saved directly in an unchangeable format in order to ensure compliance i.e. data extraction for audit purposes.

- The solution must allow users to access database and archived data in an integrated way using regular Transnet policy transactions and normal file share processes.
- The solution must provide an efficient and seamless user experience.
- The solution must provide retention management functions that will support information lifecycle.
- The solution must be able to run on existing or procured Transnet hardware.
- The solution must have a restricted access to ensure data is secure and protected.
- The solution must be able to extent/expose the archived data for the following benefit but not limited to the following.
- A central repository of information that can be analysed to make more informed decisions.

The below diagram outlines the six characteristics of archiving decision criteria (for the TCC Pilot Implementation):

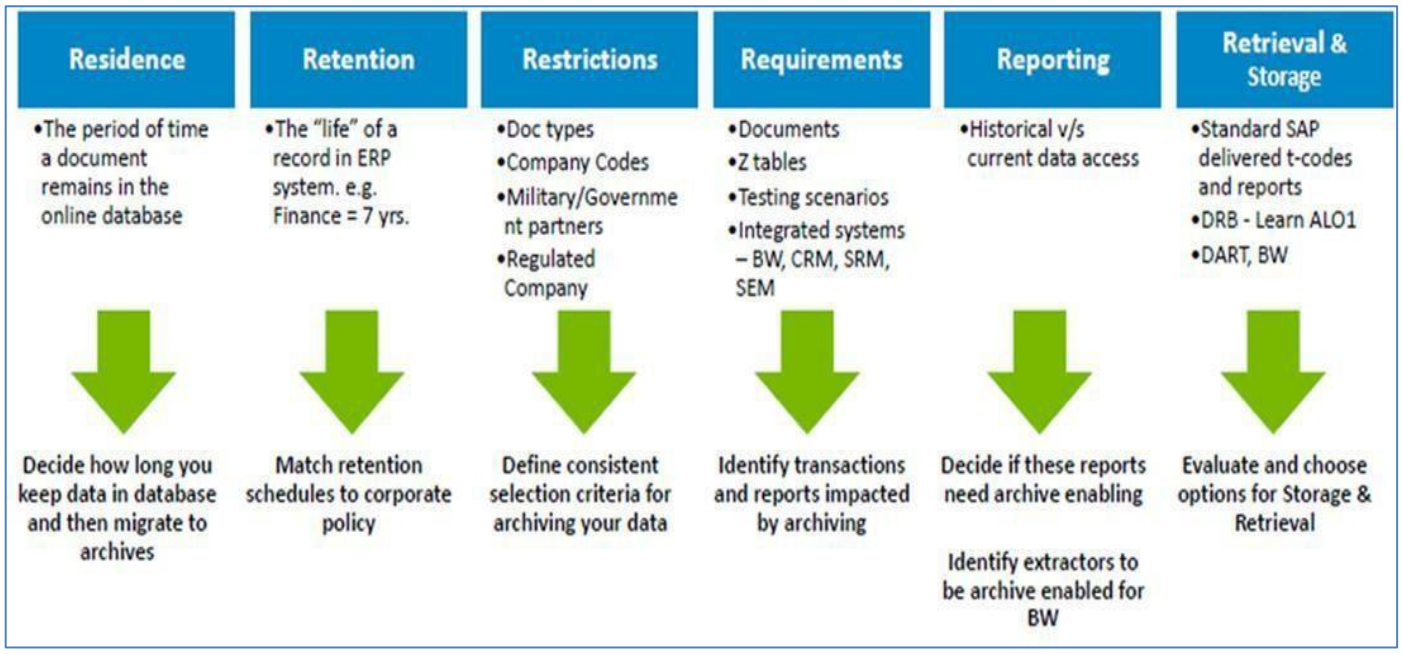

Figure 4: Archiving Decision Criteria

Work Breakdown Structure

The following table outline the detailed work Breakdown Structure with the key Deliverables.

No	Objective	Key Deliverable
1.	**Analysis and Design**	• Gap analysis and recommendations on how to leverage the capabilities of an enterprise historian as a core source for all data and the enablement of the enterprise-wide nerve centre capabilities. • Gap analysis and recommendations for the future 'TO BE' solution architecture landscape. • Technical design of the solution including analytics platform based on currently available latest technologies; and • Provision of specifications for Development, QA and Production Environments.
2.	**Building and Testing**	• Development of a full Data Archiving system informed by the Scope of the project as outlined in the scope statement of this document. • Creation of Test Cases based on Functional Requirements Specifications (FRS) • Unit and System Integration Testing (SIT) • User Acceptance Testing (UAT)
3.	**Deployment and Transition**	• Deployment of the fully operational centralised system in a common platform in the Production environment. • Training and skills transfer to internal staff; and • Stabilisation of the system in Production and handing over to Transnet

Table 4: Work Breakdown Structure