

TASPO-ATS-L Data Management Plan

***Targeting and Analysis Systems Program Office
Automated Targeting System-Land
TASPO_ATS-L_DMP_1.1***

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TASPO-ATS-L Data Management Plan

Targeting and Analysis Systems Program Office

Automated Targeting System-Land

Revision History

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1. Introduction

This document provides details on the activities and responsibilities related to Automated Targeting System – Landborder (ATS-L) Maintenance Release management of system data during the development life cycle. It is primarily intended for use by project managers and technical leads at the system management level.

The first sections of the *ATS-L Maintenance Release Data Management Plan* describe the roles of various groups in the determination of information and data needs for a system. The remainder of the document outlines the specific data management activities associated with the definition, design, programming, testing, and implementation phases of ATS-L Maintenance Release.

2. Information Needs

The determination of information needs is the first step in the development of an automated system. The user, system owner, and business sponsor initially identify information needs in the *ATS-L Maintenance Release Functional Requirements Document*. That document identifies all data and information needed from the user's perspective, including inputs, outputs, information flow, security, etc. Those needs are further refined in the *ATS-L Maintenance Release Technical Requirements Document*, created by the Project Team Lead using the functional requirements as a basis. The specific details related to the creation of data entities and models then appear in the *ATS-L System Design Document*.

The Project Technical Lead, throughout the data management process, acts as liaison to the Data Administration organization.

3. Data Needs

3.1. Data Administration Responsibilities

The OIT Data Engineering Branch (DEB)/Enterprise Data Architecture (EDA) ensures the confidentiality, reliability, and integrity of CBP data and establishes enterprise data content, definition, and format standards through its collaborative development of the Enterprise Conceptual Data Model (ECDM) and Enterprise Logical Data Model (ELDM). DEB/EDA provides services and enterprise forums to help OIT program offices prevent data collection, storage and distribution duplication, and to maximize database performance and uptime. These additional services provide CBP policies, procedures and plans; data security methodology, data standards and conventions; data dictionary conventions, and metadata repository standards.

3.1.1. Data Administration Branch Liaison

The Project Technical Lead serves as liaison to the Data Administration organization. This person is responsible for ensuring that clear, concise, and accurate information is supplied to the Data Administration organization. This allows the Data Administration organization to create accurate data models and DDL files for creation of the database structure.

3.1.2. Primary Data Users

ATS-L is currently deployed to all (b) (7)(E) .

(b) (7)(E)
(b) (7)(E)

Data Warehouse – CBP management and reporting requirements, (b) (7)(E) and facilities. (b) (7)(E)

(b) (7)(E)
(b) (7)(E)

3.2. Conceptual Data Requirements

This section lists the data management information required at a conceptual level for all projects, along with the individuals responsible for providing the information.

3.2.1. Information Flow Plan

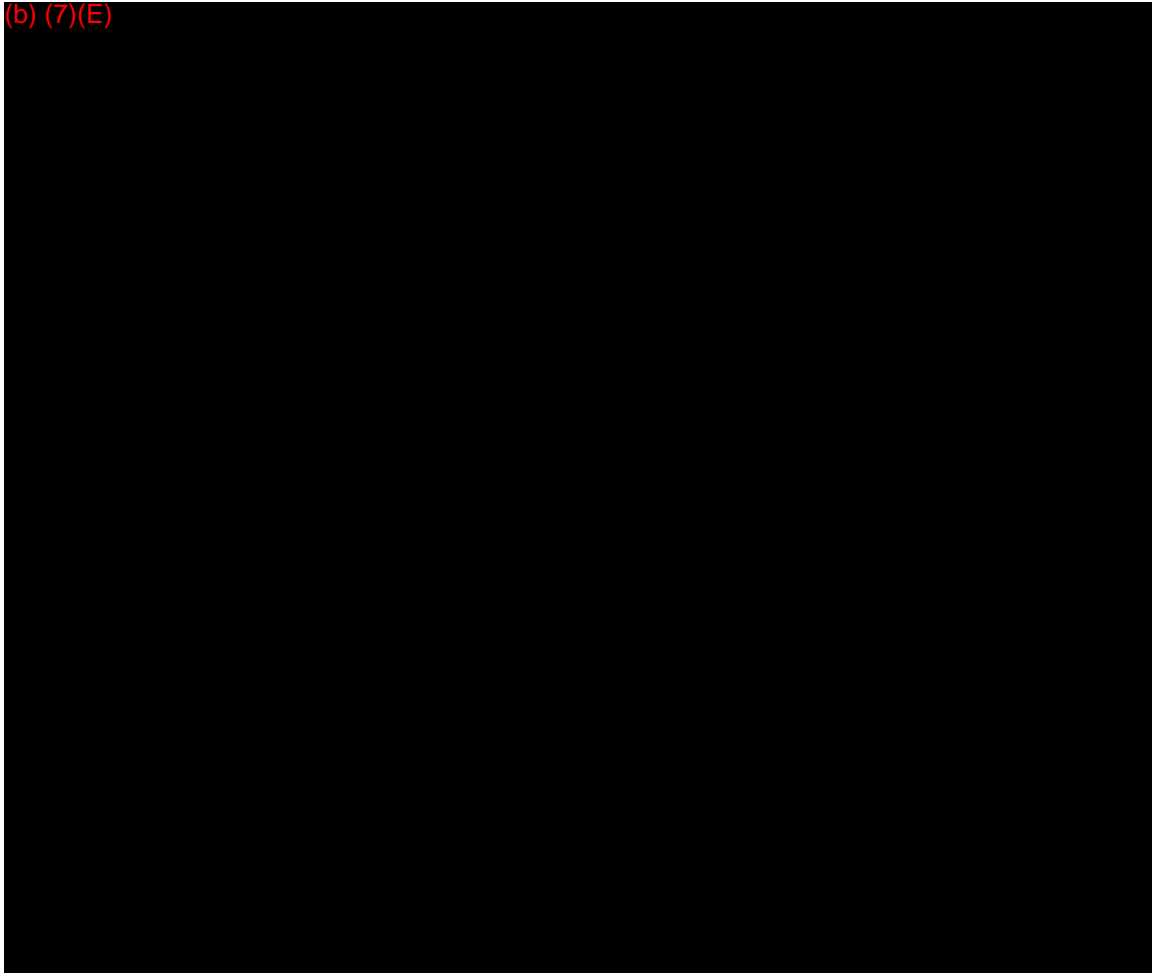
The following describes the physical flow of information for the system being maintained.

3.2.2. Data Entity List, Definitions, and Data Sources

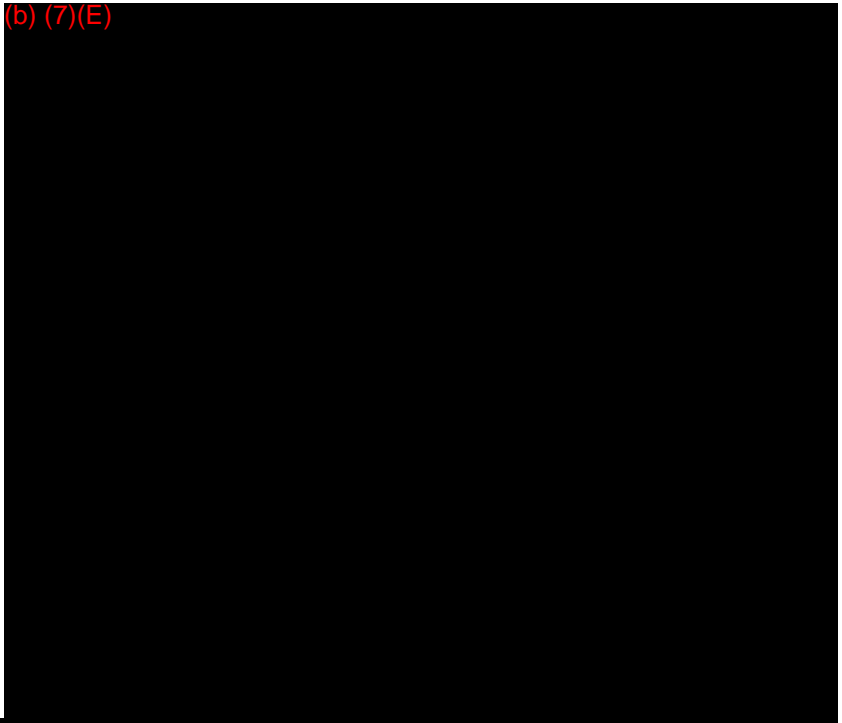
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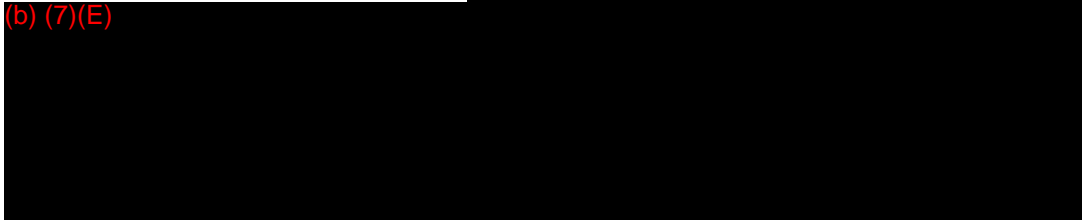
(b) (7)(E)



(b) (7)(E)



(b) (7)(E)



3.2.3. Conceptual Data Model

(b) (7)(E)



(b) (7)(E)



3.2.4. Validation Procedures

(b) (7)(E)



3.2.5. Additional Data Collection Issues

(b) (7)(E)



4.1.4. Data Element Validation

ATS-L relies on subject matter experts (SMEs) to review and validate data. A number of tables are either extracted or sourced from existing CBP mission-critical systems so ATS-L has no control over the source data.

4.1.5. Data Availability and Retention

Scheduled maintenance and upgrade outages should be scheduled during the regular maintenance windows and kept as short as possible.

ATS-L follows all DHS requirements for data retention.

4.2. Data Quality Assurance

(b) (7)(E) [Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

4.3. Data Security Requirements

ATS-L follows all data security requirements as dictated by DHS, other governing agencies, and the DEB/EDA that address physical protection and storage of data, database protections, database access permissions, and information dissemination controls.

4.3.1. Sensitive Data

(b) (7)(E) [Redacted]

4.3.2. Compliance with DHS Requirements and Strategies

ATS-L follows the data security requirements in accordance with applicable Department of Homeland Security (DHS) security strategies and requirements.

5. Design Phase

5.1. Logical Data Models

(b) (7)(E) [Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

5.2. Physical Database Design

(b) (7)(E) [Redacted]

5.3. Data Conversion

This section describes the guidelines for identifying, planning, and validating data conversion activities (if required).

5.3.1. Data Conversion Plan

(b) (7)(E) [Redacted]

5.3.2. Access to Existing Data

If existing data is required but no reformatting is necessary, the system owner coordinates with the Security and Technology Policy Branch to ensure that the ATS-L system has all necessary access rights. Any assumptions or special considerations regarding access are communicated to the ATS-L Project Technical Lead.

5.3.3. Data Loading

(b) (7)(E) [Redacted]

6. Programming Phase

Development, data backup, logging and recovery, disaster recovery requirements are included in project specific requirement and design plans.

6.1. Data Backup Requirements

(b) (7)(E)
[Redacted]

6.2. Logging and Recovery Requirements

(b) (7)(E)
[Redacted]

6.3. Disaster Recovery Requirements

This section describes the requirements and/or approach to disaster recovery for the system/functionality.

6.4. Documentation and User Training Materials

Data management concerns are addressed in the *ATS-L Maintenance Release Functional Requirements*, *Technical Requirements*, and *System Design Documents*. User training materials include information on data creation, collection, validation, and quality assurance issues, as well as any user-specific data needs. Those needs might include security, input formats, and valid values.

7. Testing and Acceptance

This section describes the approach, processes, and/or procedures used by the project to address system testing and acceptance.

8. Implementation Phase

The Data Administration organization and Configuration Management Board are responsible for authorizing and carrying out the migration of the system from one environment to another. For mainframe applications, this process is usually initiated by a WRAPS request.

9. Operations, Maintenance, and Disposition

Operations, maintenance, and disposition of an ATS-L mission-critical system follow the OIT SELC (b) (7)(E)
[Redacted]

9.1. Support for Configuration Management

The Project Manager records any special data management activities required to support Configuration Management (CM) requirements in the *ATS-L Project Plan*.

9.2. Support for Audits and Evaluations

The Project Manager records any special data management activities required to support audit and evaluation requirements in the Project Plan.

9.3. Response to Evaluation Reports

Any data management-related actions required to address findings or recommendations of an audit or evaluation report are recorded by the Project Manager in the Project Plan.