



A Road Map to Aspire Interface Operations Guides

DESCRIPTION	<p>Interface Operations Guides (IOGs) communicate two types of information for each Aspire interface:</p> <ol style="list-style-type: none"> 1. <u>Programming/Remediation</u> - File/record layouts and field descriptions; 2. <u>Operational</u> – Load errors descriptions, processing schedules, file names, points of contact, etc. <p>Aspire's Enterprise Integration Team will produce a draft IOG for every interface with an approved functional specification. As these revised IOGs become available, individual draft documents will be sent to the Aspire Application Software Team (ASW) for review.</p>
APPLICATION TO AGENCIES	<p>Agencies can use information in the IOGs to:</p> <ol style="list-style-type: none"> 1. Better understand the critical details of the Aspire Interfaces; 2. Assist in the analysis for remediation of their business systems.
PROCESS	<p>TCH = Aspire Technical Team ASW = Aspire Application Software Team OCM = Aspire Organizational Change Management Team</p> <ol style="list-style-type: none"> 1. <u>Develop Draft Version IOG</u> - One per interface; (TCH) 2. <u>Validate IOG with ASW</u> - A walkthrough will be scheduled between the TCH and ASW to review and validate each IOG. To allow proper review, a minimum window of 48 hours will be provided to the functional team before any given IOG walkthrough is to be scheduled. For efficiency purposes, and whenever possible, an IOG walkthrough could be combined with an associated technical specification or unit test walkthrough. (ASW and TCH) 3. <u>Update IOG</u> - Based on walkthrough comments and feedback; (TCH) 4. <u>File IOG</u> - Save IOG in a stat controlled folder for version control; (TCH) 5. <u>Advise OCM that IOG is Approved</u> - Notify OCM of completed and approved IOG; (TCH) 6. <u>Publish IOG</u> - Post IOG on website and notify Agencies; (OCM) 7. <u>Conduct Workshops</u> – As needed, conduct workshops with agency technical and functional staff to answer questions and provide clarification relating to the IOGs; (OCM, ASW, and TCH)
FUTURE CONSIDERATIONS	<p>Additional updates to some IOG file layouts or operational requirements may occur during or after system testing and/or wave testing. In these instances, the same sequence of update and review steps as described above will be followed.</p>