# Work Package Description

### Work boundaries

|  |  |
| --- | --- |
| **Scope of work** | Menumark (from Datasym) is the software used by the Catering team to construct menus and integrate with the tills in Springs and Hedgerows. It is running on an out of support server, FAC01SQLP-V2, and therefore needs to be migrated to new hardware as part of the Servers Refresh project.  The scope of this work package is to migrate Menumark to new, supported server hardware, to ensure that the 5 Datasym tills plus client workstations can still access the software, and finally to decommission the old server.  N.B. It is not planned to upgrade our version of Menumark as part of this migration. |
| **Purpose** | To increase cyber security by migrating Menumark to new hardware and subsequently decommission the old. |
| **Deadline** | The Catering team and the supplier, Datasym, have identified the first week of November as a suitable window for this migration – Wednesday 2nd November has been provisionally chosen |
| **Constraints / dependencies** | Can’t start the migration until after 2pm in the afternoon |

### Design information

The design remains unchanged from the solution already in place, we are simply moving the application and database to a new server (in the new domain).

### Key Deliverables

The following deliverables must be met to complete this work package:

* New server in SALISBURY domain for Menumark
* SQL Server 2019 installation on server
* Remote access provided to new server for Datasym engineer
* User group in new domain to facilitate user access to the new server (if necessary)
* Migration of existing Menumark database to new server
* Ensure Menumark workstations and Datasym tills are integrated with new server and working properly (may require support from desktop team)
* Decommission old Menumark server FAC01SQLP-V2

### Key elements

*Think software, hardware, configuration, connectivity, installation, technical versions, data protection, security, infrastructural, systems access, integration, backups, database administration, etc. Define the activities you require from IT in detail where possible. Liaison with IT and their Tech Group about the design of solution - before this work package is completed - should help define what those activities need to be and who needs to complete them and by when*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Per server** | **Specific tasks** |
| **Application / Software** | Software | Menumark (version tbc) | Not being upgraded |
| **Network** | Remote access | URL |  |
| Service account name |  |
| Firewalls |  |  |
| Ports:  Inbound  Outbound |  |  |
| **Infrastructure** | Server name(s) | Windows Server 2016; 12GB RAM |  |
|  | IP address(es) |  |  |
|  |  |  |  |
|  |  |  |  |
| **Data** | SQL server | SQL Server 2019 full edition | Installation and configuration |
|  | Database name |  | Export from old / import to new server |
|  | Supplier requirements – tech spec |  |  |
|  | Data security |  |  |
|  | Disaster recovery |  |  |
| **Storage** | Capacity | 1 x Primary of 80 GB  1 x Secondary for storage of SQL Data of 200 GB  1 x Tertiary for SQL backups of 200 GB |  |
|  | Type |  |  |
|  |  |  |  |
| **Integration** | Messaging services |  |  |
| **Security** | Security | Patch management |  |
|  |  | Penetration testing |  |
|  |  |  |  |
| **Application support** | Account management |  |  |
| **Desktop** |  |  |  |
| **Helpdesk** |  |  |  |

### 

### Key Players

Shaun Littlewood – Servers Refresh PM

Jenna Lamonby – Datasym Project Manager

Paul Straughair – Catering Manager

### Resources required

Infrastructure resource – for server build / migration support

DBA resource – for SQL installation / migration support

Network resource – to facilitate Datasym access to new server / migration support

Security resource (tbc) – to amend Menumark installation on workstations (if necessary)

### Key actions / evidence for compliance

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Who responsible** | **Deadline** | **Location** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |