JCS/Maximo Migration
Post-Deployment Check List

The Job Cost System will be migrated into Maximo on August 19, 2011. This check list will help you identify the things you should do immediately following the migration.

RFS Administrators:

- Validate your jobs data! Review the jobs that were migrated into Maximo for your enterprise and validate and/or update the job usage flags accordingly.

- Create additional work orders, where necessary! Though we will automatically create work orders against jobs pertaining to RFS or non-billable work during the migration process, you may need to create additional work orders for certain shops where the system did not already create one for them.

Job Managers or Work Order Processors:

- Review your Work Order Queue! Work orders created during the migration process will appear in your new TBA (To Be Assigned) queue in Assignment Manager. Review these work orders and assign them to employees as necessary, or change the status of any unnecessary work orders to “Complete”.

- Update your Default Queries! Since new TBA (To Be Assigned) queries that have been created in the Assignment Manager application, you will need to update the private or public queries that you have set as default.

Procurement Agents:

- Review your Maximo Purchase Orders! Review the Maximo Purchase Orders that were migrated into Maximo for your work group, and cancel any that are no longer necessary or valid. Be sure to consult your Invoice Processor before doing so.

All Users:

- Need to update your security privileges? You were granted security in Maximo based on the security privileges you had within the Job Cost System. To modify or request additional privileges, submit a Maximo Access Request form.

- Need Help? Visit our website to see who has been identified as a help resource to assist with the transition. These folks will be available after the migration to help you with any questions or training needs.