Data Cleansing

Highlight Report – Data Cleanse – Project Phase: In close down

Date of Report:	9th August 2019			
Upcoming Milestones				

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Project Lead	Tom Lewis	**Item**	**Due** (* = estimated)	**Status**
Prepared by:	Harvey Winder	Compass modelling	30th April	Complete
Project RAG Status	**Amber**	End of year data checking / processing (completed returns)	7th June	Complete
Project Scope		Resume data cleansing for all remaining errors	3rd June	Complete
With the valuation taking place in July 2019 this project is to clean fund data held in the administration system, Altair, to ensure the contribution rates for the next 3 – 4 years can be set with the highest level of accuracy.		Final data load for Hymans	28th June	Complete
		Supplemental data load for Hymans and audit trail of changes	8th Aug	Complete
		Summary of changes to support Hymans	16th August	Complete

Project Summary

The data cleanse work on Altair has been submitted for the purposes of valuation. The data cleansing was continuous up until the supplemental load on 8th August 2019 for the purposes of valuation. The errors relating mostly to employer queries and submissions that the Admin Team were in a position to clear down were done so.

As directed by Hymans, PAT carried out further changes to the extracted data to treat remaining errors and reduce warnings using assumptions. PAT and

Fund Officers worked collaboratively with Hymans to achieve this. A full audit trail of changes was delivered to Hymans on 9th August. A further summary and narrative description was produced to help Hymans on 16th August.

It is recommended that a joint approach should be explored between the Fund Officers and PAT to plan how and what areas of data could be incorporated into the data improvement plan.

Key Risks & Issues

Item	RAG	Detail	Action/Update