APRA's new Data Collection Solution Implementation Plan

Readiness checklist

Last updated: 30 July 2019

Phase 1: Mobilisation

Entities will need to understand what is changing and plan their transition to the new solution. This will ensure entities continue to meet their reporting obligations once the new solution is live.

Entities are expected to:

- ☐ Plan and allocate resources to facilitate the transition to the new solution (if required)

- ☐ Register for webinar sessions on the new solution

- ☐ Encourage users to register for myGovID

- ☐ Provide Principal User details to APRA to access the test environment (process to be communicated at a later date)

- ☐ Provide information on data submission practices via the ad hoc D2A form (available 1-30 August 2019)

- ☐ Provide additional entity contacts for all individuals who should receive communications about the new solution

- ☐ Read the supporting material to build knowledge of the test environment

- ☐ Review sample XML and XBRL forms to align to the new solution

Phase 2: Testing and familiarisation

A test environment with selected functionality will be made available. APRA expects all entities, Service Providers and RegTechs to familiarise themselves and build confidence with the new solution, ensuring they are able to submit returns as a test prior to go-live.

Entities are expected to:

☐ Log into the test environment using myGovID authentication

☐ Leverage reference guides for submission processes in the test environment

☐ Provide feedback on issues and solution improvements

Phase 3: Pre go-live

To ensure entities are ready to adopt the new solution and meet their reporting requirements, additional training materials will be provided.

Entities are expected to:

☐ Complete end-user training

☐ Perform parallel testing: replicate D2A submission in the test environment prior to go-live

☐ Review readiness checklist to ensure all activities have been completed prior to go-live

☐ Validate or update the Principal user(s) in preparation for go-live

Phase 4: Go-live and onwards

Entities will transition from using D2A to the new solution and APRA will continue to provide support post go-live.

Entities are expected to:

☐ Authenticate via myGovID and log into the new solution

☐ Submit data returns and fulfil reporting obligations

☐ Provide feedback on issues and solution improvements