

SOC-CMM

Migrating results between versions

Introduction

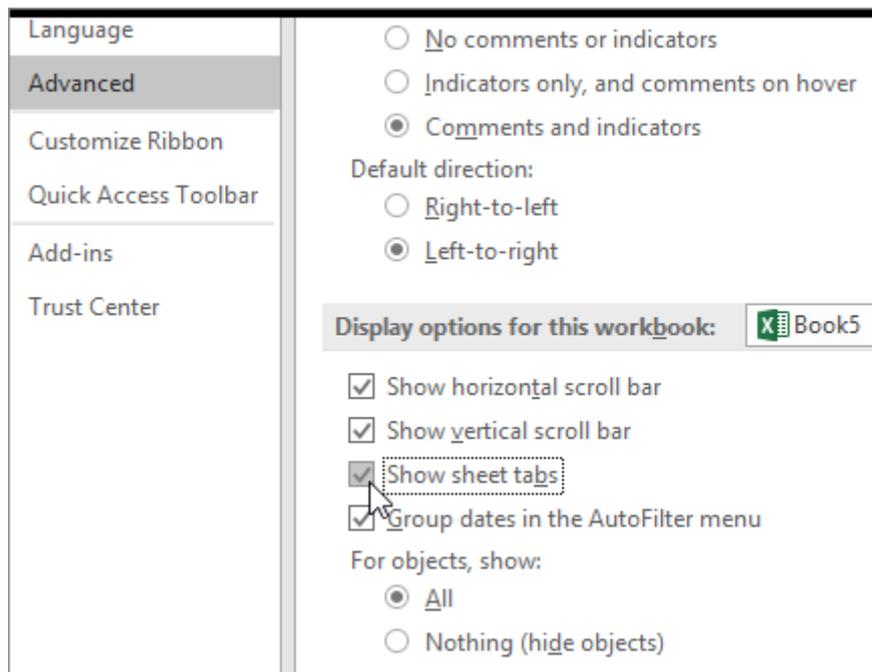
All SOC-CMM versions 2.x are backwards compatible. This means that results from, previous 2.x assessment can be migrated to the latest version. This document explains the steps that need to be taken in order to migrate those results.

Migration steps

Migrating the results is a 6-step process. These steps are outlined in detail below.

Step 1: unhide sheet tabs

The SOC-CMM is an Excel based tool. All answers to the survey are stored in a single tab. By default, these tabs are hidden from the user. To unhide these tabs, go to 'options', 'advanced', 'display options for this workbook' and check the box that says 'show sheet tabs'.



Source: support.office.com

Step 2: locate the tab name '_Output'

All results are stored in the '_Output' worksheet. Navigate the sheet tab until you find that sheet and select it.

Note: steps 1 and 2 should be conducted for both the old version of the SOC-CMM (the source of data for migration) and the new version of the SOC-CMM (the target for migration).

Step 3: copy applicable rows from columns 'D' and 'E' from the old version

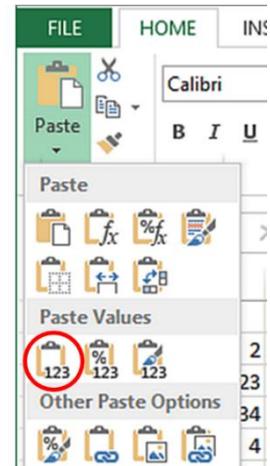
Columns 'D' and 'E' contain the answers and settings that are relevant to your assessment*. Copy all

rows from columns 'D' and 'E' until the very last row that contains information. For example, in SOC-CMM version 2.0, the last row is row 967. For version 2.1, it is row 979.

**note:* remarks that have been entered into the individual sheets are not copied, and neither is the information set in the 'profile' section. This information will have to be transferred manually.

Step 4: paste information in the new version

Now paste the information that you have just copied into the right cells in the new version. To do this, select cell D1 and paste the information. It is important to paste the information as 'values' to avoid creating links between these files. So, instead simply pressing 'CTRL+ V', you have to use the paste dropdown and select the first value on the left under the 'paste values' header. The figure on the right shows where to locate the dropdown and the appropriate paste type.

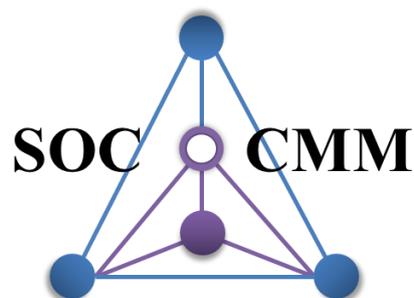


Step 5: select the index tab and hide the tab sheet again

With the results now transferred from the previous version of the SOC-CMM to the latest version, the tab sheet can be hidden again. It is important to select a navigation tab (such as 'Index') before hiding the tab sheet, otherwise you will not be able to navigate away from the '_Output' sheet.

Step 6: complement previous assessment with new questions

The index will show which parts of the assessment have not been filled in (and thus which parts are new to this version). Navigate to those sections to fill in the missing questions.



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