

My Data Migration Checklist

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	A	B	C	D
1		Checklist Item	Planned?	Authorisation
2	P1	Phase 1: Pre-Migration Planning		
3	P1.1	Have you assessed the viability of your migration with a pre-migration impact assessment ?	NO	Jeff Cooper
4	P1.2	Have you based project estimates on guesswork or a more accurate assessment?	NO	Jeff Cooper
5	P1.3	Have you made the business and IT communities aware of the need for their involvement?	YES	Bob Harris
6	P1.4	Have you formally agreed the security restrictions for your project?	NO	Bob Harris
7	P1.5	Have you identified your key project resources and when they are required?	YES	Sarah Mitchell
8	P1.6	Have you determined the optimal project delivery structure?	YES	Bob Harris
9	P1.7	Have you created a structured task workflow so each member will understand what tasks are expected and in which sequence?	YES	Sarah Mitchell
10	P1.8	Have you created the appropriate training documentation and designed a training plan?	NO	Jeff Cooper
11	P1.9	Do you have a configuration management policy and the appropriate software in place?	NO	Jeff Cooper
12	P1.10	Have you planned for a secure, collaborative working environment to be in place?	YES	Bob Harris
13	P1.11	Have you created an agreed set of data migration policy documents?	YES	Bob Harris
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