



10 steps to planning a successful data migration

Did you know that roughly three out of four software implementations fail to plan properly for data migration and suffer as a result?*

Effective planning and careful implementation at the discovery and design stages of your project is instrumental in whether your data migration succeeds or fails.

Once you've decided on your new platform and determined which technology you plan on using to perform the migration, it's time to complete the following steps:



Consider skills

The planning and analysis process requires very specific data skills and interpersonal skills at every stage. Do you have these in-house?



Landscape analysis

Use interviews, questionnaires, process maps and IT audits to identify and map all data stores.



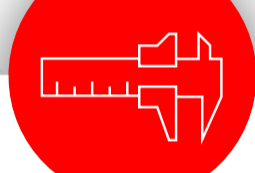
Profiling

Determine what data exists in each store, as well as its format, quantity, age, range and general health.



Establish functions and processes

Establish the normal daily functions and processes executed in each of the data stores. Then, start to compare and categorise them into functional areas such as people, transactions, communications etc.



Measure data completeness and quality

Identify unexpected content and where the gaps and problems are and document these in a digestible report.



Identify the relationship

Identify the linkages between the legacy data stores to enable you to visualise the full data structure.



Identify stakeholders

Determine their significance to the project and use this to define your communications strategy.



Scoping

Scope out the legacy data and processes that need to be accounted for in your end solution. This should be high level and easily digestible by any member of the project team.



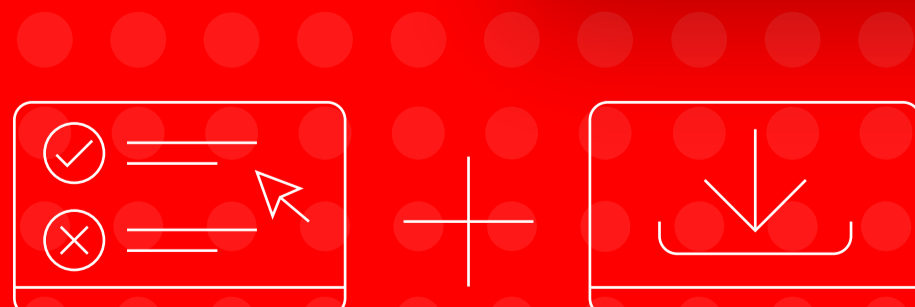
Planning and governance

Identify, implement and manage data quality rules (DQRs). Once each DQR is resolved, it provides a list of controls and policies that can be used in future.



Commissioning

Decide how you're going to commission your data migration – whether you're confident you have the skills and resource in-house, or you need to outsource the project to an SI or expert business.



Once you have completed all of this preparation work, you're ready to move onto the vital testing and delivery stages of your migration.

For more information or to learn about the next steps [download our white paper](#) or [get in touch](#).

* Looking at all the data migration projects Qbase has been engaged in over the past five years, 63% of cases we were brought in to were due to a failed implementation. What this suggests is that roughly three out of four software implementations fail to plan properly for data migration and suffer as a result.