



ARMA



Deep Analysis

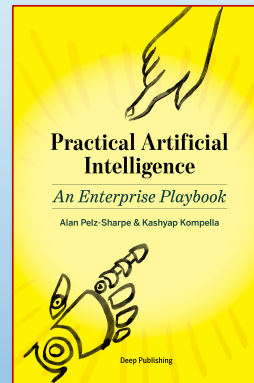
File Migration 101

HELLO!

ALAN PELZ-SHARPE

FOUNDER & PRINCIPAL ANALYST AT DEEP
ANALYSIS

APS@DEEP-ANALYSIS.NET



ABOUT DEEP ANALYSIS



Engaging with the Enterprise

Strategic Counselling Session

🕒 30 min

📺 Web conferencing details provided upon confirmation.

- INDUSTRY ANALYST FIRM
 - RESEARCH
 - EDUCATION
 - SOLELY FOCUSED ON EMERGING TECHNOLOGIES AND CHALLENGES IN INFORMATION MANAGEMENT & AUTOMATION
 - PROVIDE FREE ADVICE TO BUYERS AND USERS OF TECHNOLOGY

Why migrate Information?

- Every organization runs multiple IT systems and silos of data and content; for a few, this is cost effective and efficient.
- But for many more, multiple silos and systems have accumulated and evolved over the years into a complicated, inefficient, and costly mess.
- For end-users, that may mean they don't know where to find information or cannot easily access it.
- For the IT department, it may mean supporting and maintaining more systems than necessary. For the business, it means unnecessarily spending a lot of time and money to keep these “legacy” systems and silos alive.

Why migrate Information?

- “Legacy” is a term that is used widely in the IT world; it refers to software and hardware that have since been superseded by better technology.
- Legacy systems are seen as difficult to replace. It is true that some IT systems are difficult to replace, but in many more cases, such systems and data stores can be relatively easily replaced, and you can migrate anything of value from them.

Why migrate Information?

- First, to be clear: legacy systems cost money – often a lot of money.
- Second, legacy systems are a high risk to any organization. They are, by default, older systems that may no longer be properly supported and are governance, security, and compliance situations waiting to happen.
- Third, legacy systems are inefficient; they do not use the latest techniques or technologies, and information held in them can easily become lost or difficult to access.

A Practical Guide to Migration

Here is an essential guide to the migration process. We call it the 60-20-20 plan, as that is how you will divide your time:

- 60% of your time will be spent in planning and preparing to decommission your legacy system
 - 20% will encompass the actual migration process
 - 20% will be used to optimize the new
- But how much time is needed in total?
 - If the plan we suggest here is followed correctly, it may only be a matter of days or weeks for a simple system, or longer for more complex and extensive legacy systems. Either way, no migration project should last longer than a few months except for extreme examples, which you likely want to avoid anyway.

FREE (OR ALMOST)



SPECIALIST MIGRATION TOOLS



PREPARE

60%

- Define business case
- Define how content will be used and accessed moving forward
- Identify and audit legacy repositories
- Identify users and activities impacted by proposed move
- Map the structure of the legacy content
- Identify future target location



MIGRATE

20%

- Map and define new content location
- Map and define new data to be added/removed
- Identify parameters to filter content during move (active/inactive – valuable/no value, etc.)
- Schedule migration
- Index content
- Activate migration
- Test throughout migration process

TRANSFORM

20%

- Test success of migration of content
- Test user access to and findability of new content
- Test for governance and compliance
- Integrate new content into new workflows and applications
- Dispose of secondary (low value) content
- Close legacy systems
- Dispose of legacy systems

60-20-20 MIGRATION PLAN

DO YOU HAVE A LEGACY (OR MULTIPLE)
DOCUMENT MANAGEMENT
OR FILE SYSTEM/S?





Engaging with the Enterprise

Strategic Counselling Session

🕒 30 min 📺 Web conferencing details provided upon confirmation.

THANK YOU!

APS@DEEP-ANALYSIS.NET

@4DEEPANALYSIS