

Task	Completed
Planning	
Scan your SharePoint data collections and get a detailed report showing you exactly what they contain	
Look at what information you are holding in your different Office 365 tenancies, including when it was last updated and which users have access	
Understand your SharePoint sensitivity filters to help keep confidential records that way	
Assess the capability of your migration with a pre-migration impact assessment	
Ensure the relevant parts of the business are aware of the migration and the part they will play	
Understand and agree the security controls and any restrictions	
Design a training plan and get ready any appropriate training documentation	
Create a set of data migration policy documents	
Gain approved access to any legacy datasets, if required	
Create a communication plan to keep stakeholders up to speed	
Plan the best time for the migration to happen to minimise downtime	
Set up your project collaboration platform	
Define any hardware or software requirements for the later phases	
Landscape	
Discover the structure, meaning, content of your data	
Create a high-level source to target mapping specification	
Share the risk management process with other stakeholders	
Create a data quality management process	
Design	
Map out your source to help shape the final design	
Create a detailed mapping design specification	
Create a data quality management specification	
Define any production hardware requirements	
Build and test	
Implement the data migration architecture	
Carry out rigorous testing	
Documented the migration logic, including source and location	
Test the migration with a mirror of the live environment	
Create a migration fallback policy	
Completed any relevant execution training	
Migrate	
Complete the data migration	
Keep an accurate log of the SharePoint migration activity, including source and destination for any future auditing purposes	
Validate the migration	



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