

# Migration Lessons Learned Report

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## Project Summary

- **Migration Completed:** [Date]
- **Duration:** [Planned] vs [Actual]
- **Downtime:** [Planned] vs [Actual]
- **Budget:** [Planned] vs [Actual]
- **Scope:** [Planned] vs [Delivered]

## What Went Well

### Technical Successes

#### 1. [Success Area]

- What happened: [Description]
- Why it worked: [Root causes of success]
- Lessons for future: [How to replicate]

#### 2. [Success Area]

- What happened: [Description]
- Why it worked: [Root causes of success]
- Lessons for future: [How to replicate]

### Process Successes

#### 1. [Process Area]

- What happened: [Description]
- Why it worked: [Root causes of success]
- Lessons for future: [How to replicate]

## What Could Be Improved

### Technical Challenges

#### 1. [Challenge Area]

- What happened: [Description]
- Root cause: [Analysis]
- Impact: [Business and technical impact]
- Prevention strategy: [How to avoid in future]

#### 2. [Challenge Area]

- What happened: [Description]
- Root cause: [Analysis]
- Impact: [Business and technical impact]

- Prevention strategy: [How to avoid in future]

## Process Improvements

### 1. [Process Area]

- What happened: [Description]
- Root cause: [Analysis]
- Impact: [Business and technical impact]
- Improvement strategy: [How to do better next time]

## Recommendations for Future Migrations

### Technical Recommendations

- ☐ [Specific technical recommendation with rationale]
- ☐ [Specific technical recommendation with rationale]

### Process Recommendations

- ☐ [Specific process recommendation with rationale]
- ☐ [Specific process recommendation with rationale]

### Tool and Resource Recommendations

- ☐ [Tool or resource with specific use case]
- ☐ [Tool or resource with specific use case]

## Knowledge Transfer

### Documentation Created/Updated

- ☐ [Document name and location]
- ☐ [Document name and location]

### Skills Developed

- ☐ [Skill area and team members who developed it]
- ☐ [Skill area and team members who developed it]

### Vendor/Consultant Relationships

- ☐ [Vendor evaluation and recommendations]
- ☐ [Vendor evaluation and recommendations]