**Legacy HR Systems Assessment & Data Migration Requirements**

*Identifying data quality, compatibility, and integration risks from older HR or health data platforms*

**Purpose:**

To analyze existing systems and datasets (e.g., Lotus Notes HR, spreadsheets, on-premise health registries) and define migration strategy to ensure clean, complete, and secure transfer into the new platform.

**Legacy Systems Landscape:**

| **System** | **Description** | **Tech Stack** | **Key Concerns** |
| --- | --- | --- | --- |
| Lotus Notes HR | Used in regional HR offices | IBM Notes | Outdated schema, inconsistent date formats |
| Excel-based Rosters | Used in field offices for contractor tracking | Excel 2013/2016 | Missing IDs, duplicate entries |
| Country-level Health Databases | Custom Access-based systems | MS Access / local servers | No API support, partial records |
| SAP HR (HQ) | Formal personnel records | SAP ECC 6.0 | Complex mapping, licensing restrictions |

**Migration Requirements:**

* **Data Mapping Specification**: Map old attributes to new schema (e.g., Emp\_ID → Staff\_Unique\_ID, Status\_Code → Employment\_Type)
* **Data Cleansing Plan**: Identify and fix inconsistencies (e.g., date formats, duplicate staff, missing mandatory fields)
* **Migration Tool Selection**: Use ETL (Extract, Transform, Load) tools like Talend, Pentaho, or Microsoft SSIS
* **Validation & Reconciliation Rules**:
  + Referential integrity checks (e.g., all supervisors must exist in staff table)
  + Audit logs of data transformations
* **Rollback Strategy**: Create sandbox migration environment and full backup before production deployment
* **Stakeholder Approval**: Involve regional HR leads in final sign-off of cleansed data