**Odoo ERP Data Migration Plan**

**Project**: Odoo ERP Implementation  
**Organization**: Telco Net company  
**Prepared by**: IT Project Manager  
**Date**: June 2025

**1. Purpose**

To outline the strategy, approach, tools, roles, and timelines for migrating legacy data into the Odoo ERP system with minimal disruption and high data integrity.

**2. Scope of Data Migration**

* Customer Master Data
* Supplier/Vendor Records
* Product Catalogs
* Inventory Stock Levels
* Historical Sales Orders
* Open Purchase Orders
* Chart of Accounts and Journal Entries
* Employee and Payroll Records

**3. Data Mapping & Cleansing**

* **Mapping Templates**: Predefined CSV templates per module
* **Validation Rules**: Applied using Odoo constraints
* **Data Cleansing**: Duplicate detection, missing fields filled, invalid formats corrected
* **Tools Used**: Python scripts, Odoo Import Wizard, Excel macros

**4. Migration Phases**

1. **Preparation Phase**
   * Data extraction from legacy systems
   * Data profiling and mapping
2. **Test Migration Phase**
   * Load into staging instance
   * UAT sign-off for each module
3. **Go-Live Migration Phase**
   * Freeze old system
   * Final extract and import
   * Reconciliation and approval

**5. Risks & Mitigations**

* **Data Loss** → Mitigation: Backup all source systems
* **Incorrect Mapping** → Mitigation: UAT testing and mapping validation
* **Downtime During Cutover** → Mitigation: Night migration window

**6. Responsibilities**

* **Data Owner**: Department Heads
* **Migration Lead**: ERP Technical Lead
* **Validation**: Business Process Owners

**Review Date**: [Insert Review Date]  
**Approval**: [Signature & Name of Project Sponsor or Steering Committee]