**ONCE to Videocloud Migration Plan**

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| **ID** | **Task** | **Owner** | **Target Start** | **Target End** | **Actual Start** | **Actual End** | **Status** | **Notes/Comments** |
| 1 | Provide unique list of Unicorn GUIDs and file names to copy from ONCE to Videocloud Production Account (publisher ID: 3755095928001) | Remi Adeniji, CBS | 9/8/2014 | 9/8/2014 | 9/9/2014 | 9/9/2014 | DONE |  |
| 2 | Copy mezzanine files for each unique GUID from ONCE to Videocloud CBS B2B Production Account (publisher ID: 3755095928001)   * Copy the mezzanine file for each unique GUID from ONCE to Videocloud CBS B2B Production Account (publisher ID: 3755095928001) * Create a unique Videocloud Video/Asset ID for each file * Copy the ONCE MediaItem GUID into the Videocloud Reference ID for each file * Copy the ONCE file title into the Videocloud Name field for each file * Copy the ONCE file title into the Videocloud Short Description field for each file * Do not add tags to any asset * Ensure transcodes are created for each mezzanine file * Ensure thumb and stillshot are created for each file * Quality check the ONCE GUID list with the Videocloud files for accuracy * Provide text file of Videocloud metadata for each file copied from ONCE to Videocloud in the format provided | Mike Garcia, Brightcove | 9/8/2014 | 9/19/2014 | 9/15/2014 |  | HOLD | ONCE mezzanine files were copied from Tempe, AZ and delivered to Boston. This occurred 9/15/2014 thru 9/19/2014. Due to the denial of service attack which occurred 9/19/2014 the team placed the Videocloud ingestion process on hold to resolve the open vulnerability. Ingestion is expected to resume Monday, September 29 and complete Friday, October 3. |
| 3 | Provide daily list of files copied from ONCE to Videocloud | Mike Garcia, Brightcove | 9/8/2014 | 9/19/2014 |  |  | Daily Task | Information should be available via the Videocloud portal once ingestion begins |
| 4 | Quality check daily list of files copied | Remi Adeniji, CBS | 9/8/2014 | 9/19/2014 |  |  | Daily Task |  |
| 5 | Create Brightcove Import folder on PRD (eg CBSSI Staff (category) -> Brightcove Import (show) -> Video Import (show folder) | Cybele May | 9/12/2014 | 9/12/2014 |  |  |  |  |
| 6 | Copy Production Database to B2B TST (before deploying project code) | Rajesh Rane, CBS | 9/15/2014 | 9/15/2014 |  |  |  |  |
| 7 | Update database scripts with Show ID and Show Folder ID as needed (see red font in step 8) | Rajesh Rane, CBS | 9/15/2014 | 9/15/2014 |  |  |  |  |
| 8 | Deploy database scripts on B2B TST   * Load Videocloud text file into B2B staging table (videocloud\_staging\_[importdate].txt) * Backup ScreenerFiles table * Delete ScreenerFiles table * Backup Screener table * Update Screener table/Running Time field to blank for all rows * For each unique GUID in Videocloud staging table insert 4 rows in Asset table where:   + ‘x’ is the number of unique Unicorn GUIDs being copied from ONCE to Videocloud – 4 rows per GUID to account for the AssetScale range   + AssetID = unique primary key   + DivID = 2 (International)   + AssetTypeID = 26 (Video – Episode)   + AssetName = Name of original mezzanine   + Notes = ‘UnicornMigration – [ReferenceID from Videocloud table]   + SessionID = -1 (automated process)   + RowVer = unique system created key * Insert ‘x’ number of records in AssetXDiv table where:   + ‘x’ is the number of unique Unicorn GUIDs being copied from ONCE to Videocloud – 1 row per GUID   + AssetID = assetID created in Asset table   + DivID = 2 (International)   + ShowID = 13544   + ShowFolderID = 15874   + Sort = 2147483647 (pulled from ShowFolder table)   + IsSweep = 0   + DateCreated = date record created   + RetirementDate = NULL   + SessionID = -1   + RowVer = unique system created key * Insert ‘x’ number of records in BrightcoveMedia table where:   + BrightcoveMediaID = unique primary key * Update BrightcoveMedia table records with corresponding Asset ID and Reference ID from Asset Table * Update BrightcoveMedia table records with Brightcove data from Videocloud staging table:   + Join with videocloud\_staging\_[importdate].txt file and copy columns/fields to BrightcoveMedia table   + createdUserID = 7 ([Cybele.May@cbs.com](mailto:Cybele.May@cbs.com) userID)   + AssetID = populate with newly created assetID * Insert ‘x’ number of records in BrightcoveMediaJob table * Update BrightcoveMediaJob table with known data join with BrightcoveMedia table where:   + BrightcoveMediaJobID = unique PK   + Command = UPLOAD\_VIDEO   + Status = DONE   + BrightcoveMediaID = join/link with BrightcoveMedia table   + CompletePercent = 100   + ErrorMsg = (blank)   + InputFile = (blank)   + IsScreener = 1   + UploadMethod = Migration   + createdUserID = 7 ([Cybele.May@cbs.com](mailto:Cybele.May@cbs.com) userID)   + CreatedDate = system generated   + LastModifiedDate = system generated * Update Screener table with AssetID by joining with the BrightcoveMedia table on ReferenceID/URL * Update Screener table / Running Time column with VideoDuration in BrightcoveMedia table converted to hh:mm:ss (join on ReferenceID/URL) | Rajesh Rane, CBS | 9/22/2014 | 9/22/2014 |  |  |  |  |
| 9 | Share assets from Brightcove CBS B2B Production account to CBS test account | Remi Adeniji, CBS | 9/22/2014 | 9/22/2014 |  |  |  |  |
| 10 | Complete functional testing | Remi Adeniji, CBS | 9/22/2014 | 9/22/2014 |  |  |  |  |
| 11 | Start UAT | Cybele May, CBS | 9/22/2014 | 9/26/2014 |  |  |  |  |
| 12 | Create Brightcove CBS B2B Production account players for each site | Remi Adeniji, CBS | 10/6/2014 | 10/10/2014 |  |  |  |  |
| 13 | Provide full list of ONCE assets | Mike Garcia, Brightcove | 10/6/2014 | 10/6/2014 |  |  |  |  |
| 14 | Determine delta of assets to be copied from ONCE to Videocloud | Cybele May, CBS | 10/6/2014 | 10/6/2014 |  |  |  |  |
| 15 | Provide unique list of Unicorn GUIDs to copy from ONCE to Videocloud Production Account (publisher ID: 3755095928001) | Remi Adeniji, CBS | 10/6/2014 | 10/6/2014 |  |  |  |  |
| 16 | Copy mezzanine files for each unique GUID from ONCE to Videocloud CBS B2B Production Account (publisher ID: 3755095928001)   * Copy the mezzanine file for each unique GUID from ONCE to Videocloud CBS B2B Production Account (publisher ID: 3755095928001) * Create a unique Videocloud Video/Asset ID for each file * Copy the ONCE MediaItem GUID into the Videocloud Reference ID for each file * Copy the ONCE file title into the Videocloud Name field for each file * Ensure transcodes are created for each file * Ensure thumb and stillshot are created for each file * Quality check the ONCE GUID list with the Videocloud files for accuracy | Mike Garcia, Brightcove | 10/6/2014 | 10/10/2014 |  |  |  |  |
| 17 | Provide daily list of files copied from ONCE to Videocloud | Mike Garcia, Brightcove | 10/6/2014 | 10/10/2014 |  |  |  |  |
| 18 | Quality check daily list of files copied | Remi Adeniji, CBS | 10/6/2014 | 10/10/2014 |  |  |  |  |
| 19 | Copy Production Database to B2B TST (deploy full project again) | Rajesh Rane, CBS | 10/13/2014 | 10/13/2014 |  |  |  |  |
| 20 | Deploy database scripts on B2B TST   * Load Videocloud text file (delta file only) into B2B staging table (videocloud\_staging\_[importdate].txt) * Backup ScreenerFiles table * Delete ScreenerFiles table * Backup Screener table * Update Screener table/Running Time field to blank for all rows * For each unique GUID in Videocloud staging table insert 4 rows in Asset table where:   + ‘x’ is the number of unique Unicorn GUIDs being copied from ONCE to Videocloud – 4 rows per GUID to account for the AssetScale range   + AssetID = unique primary key   + DivID = 2 (International)   + AssetTypeID = 26 (Video – Episode)   + AssetName = Name of original mezzanine   + Notes = ‘UnicornMigration – [ReferenceID from Videocloud table]   + SessionID = -1 (automated process)   + RowVer = unique system created key * Insert ‘x’ number of records in AssetXDiv table where:   + ‘x’ is the number of unique Unicorn GUIDs being copied from ONCE to Videocloud – 1 row per GUID   + AssetID = assetID created in Asset table   + DivID = 2 (International)   + ShowID = 13544   + ShowFolderID = 15874   + Sort = 2147483647 (pulled from ShowFolder table)   + IsSweep = 0   + DateCreated = date record created   + RetirementDate = NULL   + SessionID = -1   + RowVer = unique system created key * Insert ‘x’ number of records in BrightcoveMedia table where:   + BrightcoveMediaID = unique primary key * Update BrightcoveMedia table records with corresponding Asset ID and Reference ID from Asset Table * Update BrightcoveMedia table records with Brightcove data from Videocloud staging table:   + Join with videocloud\_staging\_[importdate].txt file and copy columns/fields to BrightcoveMedia table   + createdUserID = 7 ([Cybele.May@cbs.com](mailto:Cybele.May@cbs.com) userID)   + AssetID = populate with newly created assetID * Insert ‘x’ number of records in BrightcoveMediaJob table * Update BrightcoveMediaJob table with known data join with BrightcoveMedia table where:   + BrightcoveMediaJobID = unique PK   + Command = UPLOAD\_VIDEO   + Status = DONE   + BrightcoveMediaID = join/link with BrightcoveMedia table   + CompletePercent = 100   + ErrorMsg = (blank)   + InputFile = (blank)   + IsScreener = 1   + UploadMethod = Migration   + createdUserID = 7 ([Cybele.May@cbs.com](mailto:Cybele.May@cbs.com) userID)   + CreatedDate = system generated   + LastModifiedDate = system generated * Update Screener table with AssetID by joining with the BrightcoveMedia table on ReferenceID/URL * Update Screener table / Running Time column with VideoDuration in BrightcoveMedia table converted to hh:mm:ss (join on ReferenceID/URL) | Rajesh Rane, CBS | 10/13/2014 | 10/13/2014 |  |  |  |  |
| 21 | Share assets from Brightcove CBS B2B Production account to CBS test account | Remi Adeniji, CBS | 10/13/2014 | 10/13/2014 |  |  |  |  |
| 22 | Complete functional testing | Remi Adeniji, CBS | 10/13/2014 | 10/13/2014 |  |  |  |  |
| 23 | Start UAT | Cybele May, CBS | 10/13/2014 | 10/17/2014 |  |  |  |  |
| 24 | Production Go-Live | Team | 10/29/2014 | 10/29/2014 |  |  |  |  |
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