

Hands-on exercise: Create your data migration readiness checklist

Your task:

Follow the steps below to create and submit your own Data Migration Readiness Checklist.

Instructions

1. Write a checklist title and introduction

Begin your document with a short paragraph explaining the checklist's purpose and who should complete it.

Data Migration Readiness Checklist

Introduction

This checklist is designed to help project managers, data engineers, and IT teams prepare for a smooth and successful data migration. It ensures that all critical steps are addressed before, during, and after the migration process.

2. List at least 10 readiness items

Organize your checklist into three sections:

- Planning
- Mapping
- Validation

Each item should have:

- Item number
- Description
- Owner
- Complete (Y/N) checkbox

Item	Description	Owner	Complete (Y/N)
1	Legacy data inventory completed	Analyst	<input type="checkbox"/>
2	Mapping sheet finalized	Analyst	<input type="checkbox"/>
3	Dry run environment configured	DevOps	<input type="checkbox"/>
4	Create a detailed migration timeline with checkpoints	Project Manager	<input type="checkbox"/>
5	Identify all databases, files, and systems involved in the migration	Data Engineer	<input type="checkbox"/>
6	Map fields from source to target system with transformation logic if needed	Data Architect	<input type="checkbox"/>
7	Document dependencies between tables, applications, and processes	Database Administrator	<input type="checkbox"/>
8	Check for duplicates, missing values, and inconsistencies before migration	Data Quality Analyst	<input type="checkbox"/>
9	Compare migrated data against source data to confirm accuracy	QA Engineer	<input type="checkbox"/>

10	Define contingency steps to revert in case of migration failure.	IT Lead	<input type="checkbox"/>
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3. Add a sign-off section

Include a section for stakeholder names, roles, and signature/date fields to approve the checklist.

Stakeholder Sign-off

Name	Role	Signature	Date