

Project Execution part-1

Content Migration



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| --- | --- |
| Assignment Name | Content Migration Part -1 |
| Name & Student # | Abirami Mohanasundaram (8886811)  Mounika Boju (8921717)  Parth Babubhai Kalathiya (8884149)  Rechael Vincent Lopes (8928886) |
| Program | INFO8826 – Capstone II |
| Course & Section | 4 |
| Professor Name | Hitarth Smart |
| Due Date | October 20th, 2024 |

Declaration

We, Abirami Mohanasundaram, Mounika Boju, Parth Babubhai Kalathiya, and Rechael Vincent Lopes affirm that the attached work is entirely my own, except where the words or ideas of other writers are specifically acknowledged in accordance with accepted APA citation conventions. This assignment has not been submitted for any other course at Conestoga College or any other global institution. I acknowledge that I have revised, edited, and proofread this paper, and I certify that I am the author of this paper. Any assistance I received in its preparation is fully and properly acknowledged and disclosed. I have also cited any sources from which I used data, ideas, theories, or words, whether quoted directly or paraphrased. I further acknowledge that this paper has been prepared by myself specifically for this course.

Our team has spent approximately 10 hours on this assignment.

Signatures

Mounika Boju

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Abirami Mohanasundaram



Rechael Vincent Lopes

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Parth Babubhai Kalathiya

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## Abstract

In this document, we have analyzed the BTC enterprises folder where we have data and files from multiple departments. In this document, we encompass a detailed document that has migration plan that are divided by 2, migration 1 and migration 2. We have content Catalog, that has details of where the data should be stored in SharePoint and its classification, It also encompasses all phases of migration that includes assessment of current systems, data classification, department specific requirements. It also addresses the timelines, plan, the client meeting that was conducted in order to get the required information. We have a Gantt chart that has tasks for each of the steps throughout the migration process.

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## Content Catalog

Our clients' files are stored in the below format:

* BTC Enterprise Data Catalog
* Crop-Messages
* Finance
* Frank Old
* Human Resource
* Marketing
* Mics
* Onboarding
* Operations
* Purchasing
* Sales
* Social Club
* Vacation Request
* Wordpess Site

These files consist of documents, excel sheets, and images with some files having multiple occurrences (duplicate files).

Our approach was to go through each folder, check for the file contents, look out for duplicate files, and design a Data Catalog with all the files present, their location, type, and data of creation and then decide which ones would be mirgated and which wouldn't.

Based on our findings, we have designed the following Data Catalog.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| File Name | Location | File Type | Date in File | Comment | Action | Destination Team Site | Migrate |
| BTC Enterprises-logo-black | BTC Enterprise Data Catalog\Corp-Messages | .png | 2022-10-11 | Original file | Migrate | IT team Site | Yes |
| BTC Enterprises-logo-white | BTC Enterprise Data Catalog\Corp-Messages | .png | 2022-10-12 | Original file | Migrate | IT team Site | Yes |
| Copy of Cell Phone Policy | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2016-06-01 | Older than 7 years | Archive | N/A | No |
| Copy of Corporate Update 2018 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2018-07-01 | Original file | Migrate | General HR Team Site | Yes |
| Copy of Corporate Update 2019 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2019-07-01 | Original file | Migrate | General HR Team Site | Yes |
| Copy of COVID-19 Policy Revised 2 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-10-16 | Original file | Migrate | General HR Team Site | Yes |
| Copy of COVID-19 Policy Revised 3 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2021-06-01 | Original file | Migrate | General HR Team Site | Yes |
| Copy of COVID-19 Policy Revised 4 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2021-11-01 | Original file | Migrate | General HR Team Site | Yes |
| Copy of COVID-19 Policy Revised 5 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-02-01 | Original file | Migrate | General HR Team Site | Yes |
| Copy of COVID-19 Policy Revised 6 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-10-20 | Original file | Migrate | General HR Team Site | Yes |
| Copy of COVID-19 Policy Revised | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2020-10-01 | Original file | Migrate | General HR Team Site | Yes |
| Corporate Update 2011 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2011-01-01 | Older than 7 years | Archive | N/A | Yes |
| Corporate Update 2012 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-10-23 | Older than 7 years | Archive | N/A | Yes |
| Corporate Update 2013(1) | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-10-24 | Older than 7 years | Archive | N/A | Yes |
| Corporate Update 2013-2 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-10-25 | Duplicate | Delete | N/A | No |
| Corporate Update 2013 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-10-26 | Older than 7 years | Archive | N/A | Yes |
| Corporate Update 2014 v2 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-10-27 | Older than 7 years | Archive | N/A | Yes |
| Corporate Update 2014(1) | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-10-28 | Older than 7 years | Archive | N/A | Yes |
| Corporate Update 2014 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-10-29 | Older than 7 years | Archive | N/A | Yes |
| Corporate Update 2019-Copy | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-10-30 | Original file | Migrate | General HR Team Site | Yes |
| COVID-19 Policy Revised | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2020-07-01 | Original file | Migrate | General HR Team Site | Yes |
| COVID-19 Policy | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2020-10-01 | Original file | Migrate | General HR Team Site | Yes |
| July 2015 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-11-02 | Older than 7 years | Archive | N/A | Yes |
| Safety SOP | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-11-03 | Original file | Migrate | General HR Team Site | Yes |
| Social Club Flyer Template | BTC Enterprise Data Catalog\Corp-Messages | .png | 2022-10-11 | Original file | Migrate | General HR Team Site | Yes |
| Staffing Updates June 2017 | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-11-05 | Original file | Migrate | General HR Team Site | Yes |
| Summer BBQ | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2004-07-04 | Older than 7 years | Archive | N/A | Yes |
| Take Your Kids to Work Day | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2016-08-01 | Older than 7 years | Archive | N/A | Yes |
| Warehouse Dresscode | BTC Enterprise Data Catalog\Corp-Messages | .docx | 2022-11-08 | Original file | Migrate | General HR Team Site | Yes |
| Bank Statement 1 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2005-06-01 | Older than 7 years | Archive | N/A | Yes |
| Bank Statement 10 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2005-12-01 | Older than 7 years | Archive | N/A | Yes |
| Bank Statement 2 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2005-07-01 | Older than 7 years | Archive | N/A | Yes |
| Bank Statement 83 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2021-06-22 | Original | Migrate | Finance Team Site | Yes |
| Bank Statement 84 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-15 | Original | Migrate | Finance Team Site | Yes |
| Bank Statement 85 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-16 | Original | Migrate | Finance Team Site | Yes |
| Bank Statement 88 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-17 | Original | Migrate | Finance Team Site | Yes |
| Bank Statement 91 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-18 | Original | Migrate | Finance Team Site | Yes |
| Copy of Bank Statement 1-3 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2005-06-22 | Older than 7 years | Archive | N/A | Yes |
| Copy of Bank Statement 1 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-20 | Duplicate | Delete | N/A | No |
| Copy of Bank Statement 100 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-21 | Original | Migrate | Finance Team Site | Yes |
| Copy of Bank Statement 101 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-22 | Original | Migrate | Finance Team Site | Yes |
| Copy of Bank Statement 109 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-23 | Original | Migrate | Finance Team Site | Yes |
| Copy of Bank Statement 2 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-24 | Duplicate | Delete | N/A | No |
| Copy of Bank Statement 93 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-25 | Original | Migrate | Finance Team Site | Yes |
| Copy of Bank Statement 94 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-26 | Original | Migrate | Finance Team Site | Yes |
| Copy of Bank Statement 96 | BTC Enterprise\_Data Catalog\Finance | .xlsx | 2022-10-27 | Original | Migrate | Finance Team Site | Yes |
| Copy of Invoice 1043 | BTC Enterprise\_Data Catalog\Finance | .docx | 2022-10-28 | Original | Migrate | Finance Team Site | Yes |
| Copy of Invoice 1044 | BTC Enterprise\_Data Catalog\Finance | .docx | 2022-10-29 | Duplicate | Delete | N/A | No |
| Invoice 1043 | BTC Enterprise\_Data Catalog\Finance | .docx | 2005-06-27 | Older than 7 years | Archive | Finance Team Site | No |
| Invoice 1044 | BTC Enterprise\_Data Catalog\Finance | .docx | 2005-06-28 | Older than 7 years | Archive | N/A | Yes |
| Invoice 1654 | BTC Enterprise\_Data Catalog\Finance | .docx | 2022-11-01 | Original | Migrate | Finance Team Site | Yes |
| Invoice 1999(1) | BTC Enterprise\_Data Catalog\Finance | .docx | 2022-11-02 | Duplicate | Delete | N/A | No |
| Invoice 1999 | BTC Enterprise\_Data Catalog\Finance | .docx | 2022-11-03 | Original | Migrate | Finance Team Site | Yes |
| Invoice 2041 | BTC Enterprise\_Data Catalog\Finance | .docx | 2006-06-25 | Older than 7 years | Archive | N/A | Yes |
| Invoice 2301 | BTC Enterprise\_Data Catalog\Finance | .docx | 2022-11-05 | Original | Migrate | Finance Team Site | Yes |
| Invoice 2437 | BTC Enterprise\_Data Catalog\Finance | .docx | 2005-08-29 | Older than 7 years | Archive | N/A | Yes |
| Invoice1034 | BTC Enterprise\_Data Catalog\Finance | .docx | 2022-11-07 | Original | Migrate | Finance Team Site | Yes |
| Invoice1035 | BTC Enterprise\_Data Catalog\Finance | .docx | 2022-11-08 | Original | Migrate | Finance Team Site | Yes |
| Invoice1041 | BTC Enterprise\_Data Catalog\Finance | .docx | 2022-11-09 | Original | Migrate | Finance Team Site | Yes |
| Invoice1042 | BTC Enterprise\_Data Catalog\Finance | .docx | 2022-11-10 | Original | Migrate | Finance Team Site | Yes |
| Invoice1046 | BTC Enterprise\_Data Catalog\Finance | .docx | 2005-06-26 | Older than 7 years | Archive | N/A | Yes |
| ~$voice1034 | BTC Enterprise\_Data Catalog\Finance | .docx | 2022-11-12 | Original | Migrate | Finance Team Site | Yes |
| Copy Cat Flyer - 3 | BTC Enterprise\_Data Catalog\Frank-Old | .png | 2022-10-11 | Duplicate | Delete | N/A | No |
| Copy of Bank Statement 1-3 | BTC Enterprise\_Data Catalog\Frank-Old | .xlsx | 2005-06-22 | Duplicate | Delete | N/A | No |
| Copy of Bank Statement 1 | BTC Enterprise\_Data Catalog\Frank-Old | .xlsx | 2005-06-22 | Duplicate | Delete | N/A | No |
| Copy of Bank Statement 2 | BTC Enterprise\_Data Catalog\Frank-Old | .xlsx | 2005-07-03 | Duplicate | Delete | N/A | No |
| Copy of Bank Statement 93 | BTC Enterprise\_Data Catalog\Frank-Old | .xlsx | n.d | Duplicate | Delete | N/A | No |
| Copy of Family Movie Night | BTC Enterprise\_Data Catalog\Frank-Old | .docx | 2022-07-29 | Duplicate | Delete | N/A | No |
| Flyer Template 1 | BTC Enterprise\_Data Catalog\Frank-Old | .png | n.d | Original | Migrate | Marketing | Yes |
| Invoice1042 (Copy) | BTC Enterprise\_Data Catalog\Frank-Old | .docx | 2005-06-24 | Duplicate | Delete | N/A | No |
| Staff Directory-Old | BTC Enterprise\_Data Catalog\Frank-Old | .xlsx | n.d | Original | Migrate | General HR | Yes |
| Staffing Updates July 2017 | BTC Enterprise\_Data Catalog\Frank-Old | .docx | 2017-07-01 | Original | Migrate | General HR | Yes |
| Attendance Policy | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2013-11-01 | older than 7 years | Archive | webpart | Yes |
| Cell Phone Policy | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2016-06-01 | older than 7 years | Archive | webpart | Yes |
| Copy of PAY20560 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Duplicate | Delete | N/A | No |
| Copy of PAY20575 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Duplicate | Delete | N/A | No |
| Copy of Staffing Updates March 2015 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2015-03-01 | Duplicate | Delete | N/A | No |
| Copy of Staffing Updates October 2019 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2019-10-01 | Duplicate | Delete | N/A | No |
| Copy of Warehouse Shelving | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-05-01 | Original | Migrate | General HR | Yes |
| Industry SOP | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-07-01 | Original | Migrate | General HR | Yes |
| PAY 28763(1) | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-07-01 | Original | Migrate | General HR | Yes |
| PAY 28763 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-05-01 | Original | Migrate | General HR | Yes |
| PAY 28799 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-07-01 | Original | Migrate | General HR | Yes |
| PAY 28891 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-06-01 | Original | Migrate | General HR | Yes |
| PAY 28976 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-07-01 | Original | Migrate | General HR | Yes |
| PAY 29107 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-08-01 | Original | Migrate | General HR | Yes |
| PAY 29125 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-08-01 | Original | Migrate | General HR | Yes |
| PAY 29126 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-08-01 | Original | Migrate | General HR | Yes |
| PAY 29127 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-08-01 | Original | Migrate | General HR | Yes |
| PAY 29132 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-08-01 | Original | Migrate | General HR | Yes |
| PAY 29133 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-08-01 | Original | Migrate | General HR | Yes |
| PAY 29134 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-08-01 | Original | Migrate | General HR | Yes |
| PAY20490 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2014-03-01 | Original | Migrate | General HR | Yes |
| PAY20494 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2014-01-01 | Original | Migrate | General HR | Yes |
| PAY20560 - Revised | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20560 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20561 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20563 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20566 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20568 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20569 (1) | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Duplicate | Delete | N/A | No |
| PAY20569 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20570 (1) | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Duplicate | Delete | N/A | No |
| PAY20570 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20571 (1) | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Duplicate | Delete | N/A | No |
| PAY20571 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20573 (1) | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20573 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20575 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20576 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20577 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20578 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-08-01 | Original | Migrate | General HR | Yes |
| PAY20590 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2018-09-01 | Original | Migrate | General HR | Yes |
| Staff Directory - Updated | BTC Enterprise\_Data Catalog\Human Resources | .xlsx |  | Original | Migrate | General HR | Yes |
| Staff Directory 2011 | BTC Enterprise\_Data Catalog\Human Resources | .xlsx | 2011-01-01 | older than 7 years | Archive | N/A | Yes |
| Staff Directory-Old | BTC Enterprise\_Data Catalog\Human Resources | .xlsx |  | Original | Migrate | General HR | Yes |
| Staff Directory | BTC Enterprise\_Data Catalog\Human Resources | .xlsx |  | Original | Migrate | General HR | Yes |
| Staffing Updates April 2016 Copy | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2016-04-05 | Duplicate | Delete | N/A | No |
| Staffing Updates April 2016 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2016-04-05 | older than 7 years | Archive pending for Deletion | N/A | Yes |
| Staffing Updates August 2022 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-08-01 | Original | Migrate | General HR | Yes |
| Staffing Updates July 2017 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2017-07-01 | Original | Migrate | General HR | Yes |
| Staffing Updates June 2016-Draft | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2016-06-01 | older than 7 years | Archive pending for Deletion | N/A | Yes |
| Staffing Updates June 2016 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2016-06-01 | older than 7 years | Archive pending for Deletion | N/A | Yes |
| Staffing Updates March 2015 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2015-03-01 | older than 7 years | Archive pending for Deletion | N/A | Yes |
| Staffing Updates March 2022 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-03-01 | Original | Migrate | General HR | Yes |
| Staffing Updates October 2019 | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2019-10-01 | Original | Migrate | General HR | Yes |
| Time Off Policy | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2016-06-01 | older than 7 years | Archive pending for Deletion | N/A | Yes |
| Warehouse Dresscode Copy | BTC Enterprise\_Data Catalog\Human Resources | .docx | 2022-07-01 | Original | Migrate | General HR | Yes |
| Adopt a Cat Day Promo | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Bulk Orders Promotion | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Cat Flyer-1 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Cat Flyer-2 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Cat Flyer-3 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Cat Litter Sale Flyer | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Cat Treats Manufacturers Coupon | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Copy Cat Flyer - 3 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Duplicate | Delete | N/A | No |
| Dog Bed Coupon Flyer | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Dog Collar Sale Flyer | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Dog Grooming Discount Flyer | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Flea and Tick Coupon Flyer | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Archive | N/A | Yes |
| Flyer Template 1 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Flyer Template-1 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Flyer Template-2 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Flyer Template-3(1) | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Flyer Template-3 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Flyer Template-4 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Duplicate | Delete | N/A | No |
| General BTC Marketing | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Manufacturers Coupon\_Mailout Flyer Final | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Manufacturers Coupon\_Mailout Flyer | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Duplicate | Delete | N/A | No |
| Marketing Plan Proposal Template | BTC Enterprise\_Data Catalog\Marketing | .pptx | n.d | Duplicate | Delete | N/A | No |
| Multi Pet Flyer-1 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Small Pet Supplies Flyer | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Untitled document | BTC Enterprise\_Data Catalog\Marketing | .docx | n.d | Original | Migrate | Marketing Team Site | Yes |
| Who is BTC | BTC Enterprise\_Data Catalog\Marketing | .pdf | n.d | Original | Migrate | Marketing Team Site | Yes |
| 1 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| 2 | BTC Enterprise\_Data Catalog\Marketing | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Bank Statement 100 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-01-19 | Original | Migrate | Finance | Yes |
| Bank Statement 103 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-03-28 | Original | Migrate | Finance | Yes |
| Bank Statement 104 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-03-29 | Original | Migrate | Finance | Yes |
| Bank Statement 109 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-03-30 | Original | Migrate | Finance | Yes |
| Bank Statement 111 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-03-31 | Original | Migrate | Finance | Yes |
| Bank Statement 115 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-01 | Original | Migrate | Finance | Yes |
| Bank Statement 120 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-02 | Original | Migrate | Finance | Yes |
| Bank Statement 121 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-03 | Original | Migrate | Finance | Yes |
| Bank Statement 92 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-04 | Original | Migrate | Finance | Yes |
| Bank Statement 93 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-05 | Original | Migrate | Finance | Yes |
| Bank Statement 94 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-06 | Original | Migrate | Finance | Yes |
| Bank Statement 95 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-07 | Original | Migrate | Finance | Yes |
| Bank Statement 96 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-08 | Original | Migrate | Finance | Yes |
| Bank Statement 97 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-09 | Original | Migrate | Finance | Yes |
| Bank Statement 99 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-10 | Original | Migrate | Finance | Yes |
| Cat Flyer-2 | BTC Enterprise\_Data Catalog\Misc | .png | 2022-04-11 | Original | Migrate | Marketing | Yes |
| Cat Flyer-3 | BTC Enterprise\_Data Catalog\Misc | .png | 2022-04-12 | Original | Migrate | Marketing | Yes |
| Copy of Bank Statement 1-3 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-13 | Duplicate | Delete | N/A | No |
| Copy of Bank Statement 1 | BTC Enterprise\_Data Catalog\Misc | .xlsx | 2022-04-14 | Duplicate | Delete | N/A | No |
| Copy of Copy of Corporate Update 2011 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-15 | Duplicate | Delete | N/A | No |
| Copy of Corporate Update 2011(1) | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-16 | Duplicate | Delete | N/A | No |
| Copy of Corporate Update 2011 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-17 | Duplicate | Delete | N/A | No |
| Copy of Corporate Update 2018 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-18 | Duplicate | Delete | N/A | No |
| Copy of Corporate Update 2019 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-19 | Duplicate | Delete | N/A | No |
| Copy of Emergency Information | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-20 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - BJ(1) | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-21 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - BJ | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-22 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - BP | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-23 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - CB(1) | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-24 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - CB | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-25 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - DB | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-26 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - JB | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-27 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - LG | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-28 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - MH | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-29 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - MM(1) | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-04-30 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - MM | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-01 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - PR(1) | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-02 | Duplicate | Delete | N/A | No |
| Copy of PAY 29134 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-03 | Duplicate | Delete | N/A | No |
| Copy of PAY20490 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-04 | Duplicate | Delete | N/A | No |
| Copy of PAY20494 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-05 | Duplicate | Delete | N/A | No |
| Copy of Sales Procedure Template | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-06 | Duplicate | Delete | N/A | No |
| Copy of Toronto Blue Jays | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-07 | Duplicate | Delete | N/A | No |
| Corporate Update 2011 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-08 | Older than 7 Years | Archive | N/A | Yes |
| Corporate Update 2012 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-09 | Older than 7 Years | Archive | N/A | Yes |
| Corporate Update 2015 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-10 | Older than 7 Years | Archive | N/A | Yes |
| Corporate Update 2018 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-11 | Original | Migrate | Marketing | Yes |
| Corporate Update 2019-Copy | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-12 | Duplicate | Delete | N/A | No |
| Corporate Update 2019 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-13 | Original | Migrate | Marketing | Yes |
| Corporate Update 2022 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-14 | Original | Migrate | Marketing | Yes |
| Dog Collar Sale Flyer | BTC Enterprise\_Data Catalog\Misc | .png | 2022-05-15 | Original | Migrate | Marketing | Yes |
| Donna Retirement | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-16 | Original | Migrate | General HR | Yes |
| Employee Request - JR | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-17 | Original | Migrate | General HR | Yes |
| Employee Request - PF | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-18 | Original | Migrate | General HR | Yes |
| Employee Request - PR | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-19 | Original | Migrate | General HR | Yes |
| Employee Request - PS | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-20 | Older than 7 Years | Archive | N/A | Yes |
| Employee Request - SM | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-21 | Original | Migrate | General HR | Yes |
| Employee Request - VD | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-22 | Original | Migrate | General HR | Yes |
| Holiday Party 2018 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-23 | Original | Archive | N/A | Yes |
| July 2015 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-24 | Older than 7 Years | Archive | N/A | Yes |
| New Hire Form | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-25 | Original | Migrate | Onboarding | Yes |
| New Hire Self Training Checklist | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-26 | Original | Migrate | Onboarding | Yes |
| PO96999 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-27 | Original | Migrate | FINANCE | Yes |
| PO97991 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-28 | Original | Migrate | FINANCE | Yes |
| PO97992 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-29 | Original | Migrate | FINANCE | Yes |
| PO98009 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-30 | Original | Migrate | FINANCE | Yes |
| PO98087 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-05-31 | Original | Migrate | FINANCE | Yes |
| Staffing Updates July 2017 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-06-01 | Original | Migrate | General HR | Yes |
| Staffing Updates March 2015 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-06-02 | Older than 7 Years | Archive | N/A | Yes |
| Take Your Kids to Work Day | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-06-03 | Older than 7 Years | Archive | N/A | Yes |
| Update 2019-Original | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-06-04 | Original | Migrate | General HR | Yes |
| ~$Y20494 | BTC Enterprise\_Data Catalog\Misc | .docx | 2022-06-05 | Corrupted File | Archive | N/A | Yes |
| Copy of New Hire Checklist | BTC Enterprise\_Data Catalog\Onboarding | .docx | 2022-10-11 | Duplicate | Delete | N/A | No |
| Copy of New Hire Form(1) | BTC Enterprise\_Data Catalog\Onboarding | .docx | 2022-10-12 | Duplicate | Delete | N/A | No |
| Copy of New Hire Form | BTC Enterprise\_Data Catalog\Onboarding | .docx | 2022-10-13 | Duplicate | Delete | N/A | No |
| Direct Deposit Form | BTC Enterprise\_Data Catalog\Onboarding | .docx | 2022-10-14 | Original | Migrate | Onboarding Team Site | Yes |
| Emergency Information | BTC Enterprise\_Data Catalog\Onboarding | .docx | 2022-10-15 | Original | Migrate | Onboarding Team Site | Yes |
| Employee Perks | BTC Enterprise\_Data Catalog\Onboarding | .docx | 2022-10-16 | Original | Migrate | Onboarding Team Site | Yes |
| Health Benefits Registration Form | BTC Enterprise\_Data Catalog\Onboarding | .docx | 2022-10-17 | Original | Migrate | Onboarding Team Site | Yes |
| New Hire Checklist | BTC Enterprise\_Data Catalog\Onboarding | .docx | 2022-10-18 | Original | Migrate | Onboarding Team Site | Yes |
| New Hire Form Final | BTC Enterprise\_Data Catalog\Onboarding | .docx | 2022-10-19 | Original | Migrate | Onboarding Team Site | Yes |
| New Hire Form(1) | BTC Enterprise\_Data Catalog\Onboarding | .docx | 2022-10-20 | Duplicate | Delete | N/A | No |
| Copy of COVID-19 Screening (2) | BTC Enterprise\_Data Catalog\Operations | .docx | 2020-04-01 | Duplicate | Delete | N/A | No |
| Copy of COVID-19 Screening | BTC Enterprise\_Data Catalog\Operations | .docx | 2020-04-01 | Duplicate | Delete | N/A | No |
| Copy of Time Off Requests SOP | BTC Enterprise\_Data Catalog\Operations | .docx | 2016-06-01 | older than 7 years | Archive | N/A | Yes |
| COVID-19 Screening - Updated | BTC Enterprise\_Data Catalog\Operations | .docx | 2020-11-01 | Original | Migrate | Operations Team Site | Yes |
| COVID-19 Screening | BTC Enterprise\_Data Catalog\Operations | .docx | 2020-04-01 | Original | Migrate | Operations Team Site | Yes |
| Loading Dock Operation | BTC Enterprise\_Data Catalog\Operations | .docx | 2022-05-01 | Original | Migrate | Operations Team Site | Yes |
| Onboarding SOP | BTC Enterprise\_Data Catalog\Operations | .docx | 2018-03-01 | Original | Migrate | Operations Team Site | Yes |
| Packing Amazon Orders | BTC Enterprise\_Data Catalog\Operations | .docx | 2022-08-01 | Original | Migrate | Operations Team Site | Yes |
| Packing Pet Smart Orders (OLD) | BTC Enterprise\_Data Catalog\Operations | .docx | 2019-01-01 | Original | Migrate | Operations Team Site | Yes |
| Packing Pet Smart Orders | BTC Enterprise\_Data Catalog\Operations | .docx | 2022-08-01 | Original | Migrate | Operations Team Site | Yes |
| Pet Food Manufacturing | BTC Enterprise\_Data Catalog\Operations | .docx | 2021-03-01 | Original | Migrate | Operations Team Site | Yes |
| Pet Supplier SOP | BTC Enterprise\_Data Catalog\Operations | .docx | 2022-07-01 | Original | Migrate | Operations Team Site | Yes |
| Safety SOP | BTC Enterprise\_Data Catalog\Operations | .docx | 2022-08-01 | Original | Migrate | Operations Team Site | Yes |
| Safety | BTC Enterprise\_Data Catalog\Operations | .docx | 2016-06-01 | older than 7 years | Archive | N/A | Yes |
| Time Off Requests SOP | BTC Enterprise\_Data Catalog\Operations | .docx | 2016-06-01 | older than 7 years | Archive | N/A | Yes |
| Warehouse Dresscode Copy | BTC Enterprise\_Data Catalog\Operations | .docx | 2022-07-01 | Original | Migrate | Operations Team Site | Yes |
| Warehouse Shelving | BTC Enterprise\_Data Catalog\Operations | .docx | 2022-05-01 | Original | Migrate | Operations Team Site | Yes |
| Copy of PO09814(1) | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2009-08-24 | Duplicate | Delete | N/A | No |
| Copy of PO09814 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2009-08-24 | Older than 7 years | Archive | N/A | Yes |
| PO09806 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2009-08-21 | Older than 7 years | Archive | N/A | Yes |
| PO09807 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2009-08-22 | Older than 7 years | Archive | N/A | Yes |
| PO09808 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2009-08-23 | Older than 7 years | Archive | N/A | Yes |
| PO09809 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2009-08-23 | Older than 7 years | Archive | N/A | Yes |
| PO09810 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2009-08-23 | Older than 7 years | Archive | N/A | Yes |
| PO09814 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2009-08-24 | Older than 7 years | Archive | N/A | Yes |
| PO72409 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2009-08-23 | Older than 7 years | Archive | N/A | Yes |
| PO90210 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-04-01 | Original | Migrate | Purchasing | Yes |
| PO91104 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2021-08-31 | Original | Migrate | Purchasing | Yes |
| PO91109 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2021-02-09 | Original | Migrate | Purchasing | Yes |
| PO91255 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2021-06-25 | Original | Migrate | Purchasing | Yes |
| PO91319 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2019-03-08 | Original | Migrate | Purchasing | Yes |
| PO91708 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-09-02 | Original | Migrate | Purchasing | Yes |
| PO91710 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-06-02 | Original | Migrate | Purchasing | Yes |
| PO91769 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-04-08 | Original | Migrate | Purchasing | Yes |
| PO91899 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-08-23 | Original | Migrate | Purchasing | Yes |
| PO96999 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2021-10-31 | Original | Migrate | Purchasing | Yes |
| PO97991 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-05-08 | Original | Migrate | Purchasing | Yes |
| PO97992 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-08-31 | Original | Migrate | Purchasing | Yes |
| PO98009 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-08-25 | Original | Migrate | Purchasing | Yes |
| PO98087 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-11-08 | Original | Migrate | Purchasing | Yes |
| PO98116 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-08-25 | Original | Migrate | Purchasing | Yes |
| PO98119 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-08-31 | Original | Migrate | Purchasing | Yes |
| PO98120 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-08-31 | Original | Migrate | Purchasing | Yes |
| PO98121 | BTC Enterprise\_Data Catalog\Purchasing | .docx | 2022-08-31 | Original | Migrate | Purchasing | Yes |
| Copy of Invoice 1044 | BTC Enterprise\_Data Catalog\Sales | .docx | 2005-06-25 | Duplicate | Delete | N/A | No |
| Copy of Invoice1037 | BTC Enterprise\_Data Catalog\Sales | .docx | 2005-06-23 | Older than 7 years | Archive | N/A | Yes |
| Copy of Invoice1042 | BTC Enterprise\_Data Catalog\Sales | .docx | 2005-06-24 | Duplicate | Delete | N/A | No |
| Copy of PO09806 | BTC Enterprise\_Data Catalog\Sales | .docx | 2009-08-21 | Duplicate | Delete | N/A | No |
| Copy of PO09809(1) | BTC Enterprise\_Data Catalog\Sales | .docx | 2009-08-23 | Duplicate | Delete | N/A | No |
| Copy of PO09809 | BTC Enterprise\_Data Catalog\Sales | .docx | 2009-08-23 | Duplicate | Delete | N/A | No |
| Copy of PO90210 | BTC Enterprise\_Data Catalog\Sales | .docx | 2022-01-04 | Duplicate | Delete | N/A | No |
| Copy of PO91319 | BTC Enterprise\_Data Catalog\Sales | .docx | 2019-08-03 | Duplicate | Delete | N/A | No |
| Copy of PO98009 | BTC Enterprise\_Data Catalog\Sales | .docx | 2022-08-25 | Duplicate | Delete | N/A | No |
| Copy of PO98116(1) | BTC Enterprise\_Data Catalog\Sales | .docx | 2022-08-25 | Duplicate | Delete | N/A | No |
| Copy of PO98116 | BTC Enterprise\_Data Catalog\Sales | .docx | 2022-08-25 | Duplicate | Delete | N/A | No |
| Copy of PO98120(1) | BTC Enterprise\_Data Catalog\Sales | .docx | 2022-08-31 | Duplicate | Delete | N/A | No |
| Copy of PO98120 | BTC Enterprise\_Data Catalog\Sales | .docx | 2022-08-31 | Duplicate | Delete | N/A | No |
| Copy of PO98121 | BTC Enterprise\_Data Catalog\Sales | .docx | 2022-08-31 | Duplicate | Delete | N/A | No |
| Copy of Sales Procedure Template | BTC Enterprise\_Data Catalog\Sales | .docx | n.d | Duplicate | Delete | N/A | No |
| Invoice 1654 | BTC Enterprise\_Data Catalog\Sales | .docx | 2017-05-17 | Duplicate | Delete | N/A | No |
| Invoice 1801 | BTC Enterprise\_Data Catalog\Sales | .docx | 2020-07-20 | Original | Migrate | Sales Team Site | Yes |
| Invoice 1843 | BTC Enterprise\_Data Catalog\Sales | .docx | 2021-12-29 | Original | Migrate | Sales Team Site | Yes |
| Invoice 1876 | BTC Enterprise\_Data Catalog\Sales | .docx | 2020-05-03 | Original | Migrate | Sales Team Site | Yes |
| Invoice 2301 | BTC Enterprise\_Data Catalog\Sales | .docx | 2022-08-25 | Duplicate | Delete | N/A | No |
| Invoice 2437 | BTC Enterprise\_Data Catalog\Sales | .docx | 2022-08-29 | Duplicate | Delete | N/A | No |
| Invoice1034 | BTC Enterprise\_Data Catalog\Sales | .docx | 2005-06-22 | Older than 7 years | Archive | N/A | Yes |
| Invoice1035 | BTC Enterprise\_Data Catalog\Sales | .docx | 2005-06-22 | Duplicate | Delete | N/A | No |
| Invoice1036 - Copy (2) | BTC Enterprise\_Data Catalog\Sales | .docx | 2005-06-23 | Duplicate | Delete | N/A | No |
| Invoice1036 - Copy | BTC Enterprise\_Data Catalog\Sales | .docx | 2005-06-23 | Duplicate | Delete | N/A | No |
| Invoice1036 | BTC Enterprise\_Data Catalog\Sales | .docx | 2005-06-23 | Older than 7 years | Archive | N/A | Yes |
| Invoice1041 | BTC Enterprise\_Data Catalog\Sales | .docx | 2005-06-24 | Duplicate | Delete | N/A | No |
| Invoice1042 (Copy) | BTC Enterprise\_Data Catalog\Sales | .docx | 2005-06-24 | Duplicate | Delete | N/A | No |
| Invoice1042 | BTC Enterprise\_Data Catalog\Sales | .docx | 2005-06-24 | Duplicate | Delete | N/A | No |
| Pet Lovers Flyer | BTC Enterprise\_Data Catalog\Sales | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| PO09806 | BTC Enterprise\_Data Catalog\Sales | .docx | 2009-08-21 | Duplicate | Delete | N/A | No |
| PO09807 | BTC Enterprise\_Data Catalog\Sales | .docx | 2009-08-22 | Duplicate | Delete | N/A | No |
| Rabbit Flyer-1 | BTC Enterprise\_Data Catalog\Sales | .png | n.d | Original | Migrate | Marketing Team Site | Yes |
| Sales Procedure Guidelines - Archive | BTC Enterprise\_Data Catalog\Sales | .docx | 2022-03-01 | Original | Archive | N/A | Yes |
| Sales Procedure Guidelines | BTC Enterprise\_Data Catalog\Sales | .docx | 2022-08-01 | Original | Migrate | Sales Team Site | Yes |
| Sales Procedure Template | BTC Enterprise Data Catalog\Sales | .docx | n.d | Original | Migrate | Sales Team Site | Yes |
| Copy of Copy of Copy of June Potluck | BTC Enterprise\_Data Catalog\Social Club | .docx | 2014-10-01 | older than 7 years | Archive | N/A | Yes |
| Copy of Family Day Event | BTC Enterprise\_Data Catalog\Social Club | .docx | 2020-02-14 | Duplicate | Delete | N/A | No |
| Copy of Family Movie Night | BTC Enterprise\_Data Catalog\Social Club | .docx | 2022-07-29 | Duplicate | Delete | N/A | No |
| Copy of June Potluck | BTC Enterprise\_Data Catalog\Social Club | .docx | 2013-06-01 | Duplicate | Delete | N/A | No |
| Copy of Summer 2012 Charity Carwash | BTC Enterprise\_Data Catalog\Social Club | .docx | 2012-06-01 | Duplicate | Delete | N/A | No |
| Copy of Toronto Blue Jays | BTC Enterprise\_Data Catalog\Social Club | .docx | 2015-07-01 | Duplicate | Delete | N/A | No |
| Copy of Virtual Holiday Party | BTC Enterprise\_Data Catalog\Social Club | .docx | 2020-12-05 | Duplicate | Delete | N/A | No |
| Donna Retirement | BTC Enterprise\_Data Catalog\Social Club | .docx | 2022-10-21 | Original | Migrate | Social Club Team Site | Yes |
| Family Day Event | BTC Enterprise\_Data Catalog\Social Club | .docx | 2020-02-14 | Original | Migrate | Social Club Team Site | Yes |
| Family Movie Night | BTC Enterprise\_Data Catalog\Social Club | .docx | 2022-07-29 | Original | Migrate | Social Club Team Site | Yes |
| Holiday Party 2018 | BTC Enterprise\_Data Catalog\Social Club | .docx | 2018-11-19 | Original | Migrate | Social Club Team Site | Yes |
| Holiday Party | BTC Enterprise\_Data Catalog\Social Club | .docx | 2019-11-23 | Original | Migrate | Social Club Team Site | Yes |
| June Potluck | BTC Enterprise\_Data Catalog\Social Club | .docx | 2013-06-01 | older than 7 years | Archive | N/A | Yes |
| March Pet Adoption Event 2013 | BTC Enterprise\_Data Catalog\Social Club | .docx | 2013-03-01 | older than 7 years | Archive | N/A | Yes |
| Meditation Workshop | BTC Enterprise\_Data Catalog\Social Club | .docx | 2019-01-28 | Original | Migrate | Social Club Team Site | Yes |
| New Members | BTC Enterprise\_Data Catalog\Social Club | .docx | 2022-08-01 | Original | Migrate | Social Club Team Site | Yes |
| Social Club Flyer Template | BTC Enterprise\_Data Catalog\Social Club | .png | n.d | Original | Migrate | Social Club Team Site | Yes |
| Summer 2012 Charity Carwash | BTC Enterprise\_Data Catalog\Social Club | .docx | 2012-06-01 | older than 7 years | Archive | N/A | Yes |
| Summer BBQ | BTC Enterprise\_Data Catalog\Social Club | .docx | 2016-07-04 | older than 7 years | Archive | N/A | Yes |
| Thanksgiving Lunch | BTC Enterprise\_Data Catalog\Social Club | .docx | n.d | Original | Migrate | Social Club Team Site | Yes |
| Toronto Blue Jays | BTC Enterprise\_Data Catalog\Social Club | .docx | 2015-07-01 | older than 7 years | Archive | N/A | Yes |
| Virtual Holiday Party | BTC Enterprise\_Data Catalog\Social Club | .docx | 2020-12-05 | Original | Migrate | Social Club Team Site | Yes |
| Copy of Employee Request - PR | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2019-05-30 | Duplicate | Delete | N/A | No |
| Copy of Employee Request - Template | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | n.d | Duplicate | Delete | N/A | No |
| Copy of Employee Request Vacation - MM | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2010-07-07 | Duplicate | Delete | N/A | No |
| Employee Request - BJ | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2002-09-09 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - BP | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2022-08-01 | Original | Migrate | HR Team | Yes |
| Employee Request - BR | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2018-08-15 | Original | Migrate | HR Team | Yes |
| Employee Request - CB | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2022-01-04 | Original | Migrate | HR Team | Yes |
| Employee Request - DB | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2017-08-12 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - DJ(1) | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2009-09-11 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - DJ | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2012-01-19 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - DM | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2022-06-02 | Original | Migrate | HR Team | Yes |
| Employee Request - GM | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2015-08-23 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - JB | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2018-10-31 | Original | Migrate | HR Team | Yes |
| Employee Request - JK 3 | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2016-07-05 | Duplicate | Delete | N/A | No |
| Employee Request - JK | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2016-07-05 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - JP | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2016-09-29 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - JR(1) | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2012-12-01 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - JR | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2019-06-05 | original | Migrate | HR Team | Yes |
| Employee Request - KP | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2020-02-12 | Original | Migrate | HR Team | Yes |
| Employee Request - LD | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2018-01-13 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - LG | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2015-05-19 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - LL | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2015-08-01 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - MC | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2019-08-16 | Original | Migrate | HR Team | Yes |
| Employee Request - MH(1) | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2016-11-05 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - MH | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2016-11-05 | Original | Migrate | HR Team | Yes |
| Employee Request - MM | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2022-06-30 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - MP(1) | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2014-04-30 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - MP | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2014-04-15 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - MR | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2017-05-31 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - PR | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2019-05-30 | Original | Migrate | HR Team | Yes |
| Employee Request - PS | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2005-06-10 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - SM | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2019-08-15 | Original | Migrate | HR Team | Yes |
| Employee Request - ST | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2017-01-29 | Older than 7 years | Archive | N/A | Yes |
| Employee Request - Template | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | n.d | Original | Migrate | HR Team | Yes |
| Employee Request - TT Copy 2 | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2017-04-19 | Duplicate | Delete | N/A | No |
| Employee Request - TT | BTC Enterprise\_Data Catalog\Vacation Requests | .docx | 2017-04-19 | Older than 7 years | Archive | N/A | Yes |
| dog039sonly.WordPress.2022-10-19 | BTC Enterprise\_Data Catalog\WordPress Site | .xml | n.d | Original | Migrate | IT Team Site | Yes |

## Client Meeting Notes

A group of people sitting at a table

Description automatically generated

### Client Meeting Details

Client Meeting Details: THE VISIONARY MINDS – BTC ENTERPRISES

**Meeting Date:** 17-04-2024

**Client:** Hitarth Smart

**Attendees:** Mounika Boju, Abhirami Mohana Sundaram, Parth Babubhai

**Project:** BTC Enterprise Data CatLog Review and Migration

**Objective:** Discuss the current content inventory, address any missing items, clarify user roles, and begin outlining the content migration plan.

### Action Item Follow-ups

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Item | Details | Status | Responsible | Due Date |
| Content Identification & Categorization | Review and categorize all files in the BTC catalog, especially content related to the WordPress site and Frank Old files | **Ongoing –** We've made good progress, but still need clarity on the WordPress and Frank Old content | Team members | October 19th 2024 |
| Missing Technical Team Information | Clarify and gather details on the technical team’s content, including relevant documentation and responsibilities | **Pending** – Information not yet provided by the client | Team lead & client | October 19th 2024 |
| User Role Clarification | Confirm user roles, particularly users from different departments who will need access during the migration | **Pending** – Requires client confirmation on user department affiliations | Team lead & client | October 19th 2024 |
| Migration Plan Development | Outline the schedule for migrating content from the BTC catalog, starting with high-priority departments | **In progress** – Preliminary draft created; needs client approval | Team lead & client | October 19th 2024 |

### Client Meetings 1

**Client Meeting 1 - Detailed Summary**:

**Meeting Objective:** We kicked off the project by reviewing the BTC Enterprise Data Catalog to identify what content is ready to migrate, and what’s missing or unclear.

**Discussion Highlights:**

* Our team came prepared with a list of questions based on the initial review of the catalog.
* Most of the content was easily identified and categorized, but there were a few question marks:

**Uncertain Content:**

* We’re unsure about some of the content from an old WordPress site. It’s not clear if everything has been properly archived, or if there are gaps in what we can access.
* The files related to Frank Old seem to be missing from the catalog, and we’ll need further clarification on where these might be stored.

**Missing Information:**

* We don’t have a clear picture of the *technical team*’s contributions to the content, which we need to fully understand how everything fits together. This will be critical for the migration process.

**Client Response:**

* The client acknowledged the uncertainty around the WordPress and Frank Old files and will help us track them down.
* They also agreed to provide more information about the technical team’s work.

**Actions:**

* We’ll continue looking into the WordPress and Frank Old content and follow up with the client on the missing technical team information.

**The team will:**

* Revisit the content catalog and investigate the WordPress and Frank Old files in more depth.
* Follow up with the client on missing technical team information and legacy file retrieval.

### Client Meeting 2

**Client Meeting 2 - Detailed Summary:**

**Main Objective:** This meeting was a follow-up to check in on the unresolved issues from the first meeting and start planning the migration.

**Discussion Highlights:**

**Content Gaps:**

* We had more questions about the *WordPress site* and *Frank Old files*. The WordPress content appears to have some archived materials, but it’s still unclear what needs to be migrated. The Frank Old files are still missing, and the client suggested we dig deeper into older backups.

**User Roles:**

* We talked about users from different departments and the need to make sure they have the right permissions during the migration. This will influence how we design our migration plan.
* We agreed to create a user mapping document to ensure the right people have access to the right content once the migration is complete.

**Migration Plan:**

* We shared a preliminary plan, focusing on migrating content for the *major departments* first. The idea is to run a pilot migration with one department to make sure everything works smoothly before we roll out to everyone.
* The client is on board with this phased approach, but we still need to hammer out the details.

**Client Feedback:**

* The client is okay with starting with a phased migration approach and agreed to help us finalize the user roles. However, they still need some time to track down the Frank Old files and get the technical team’s information to us.

## Next Steps:

We’ll:

* Start working on a migration plan, beginning with a pilot project for one department.
* Keep looking for the missing files, with help from the client’s technical team.
* Put together a user mapping document to ensure proper permissions during and after migration.

**The client will:**

* Provide us with updates on the Frank Old files and technical team documentation.
* Confirm the departments and users who need access during the migration.

## Tasks

### Task Creation to Catalogue Content

Categorize the content from the folder and organize the contents into structured categories so that it’s easy for retrieval. We are using SharePoint to maintain order of access.

* Review and classify important corporate announcements, memos, and internal messages.
* Organize financial reports, budgets, and spending sheets.
* Categorize documents that involve employee records, HR regulations, benefits, and recruitment.
* Label campaign materials, such as marketing plans and social information.
* Create subcategories for any uncategorized documents (e.g., general administrative files).
* Catalog materials for new employees, including guides, policies, and training manuals.
* Organize standard operating procedures, workflow processes, and logistical data.
* Sort the purchasing records, vendor contracts, and inventory files.
* Label the marketing plans, customer lists, and performance reports.
* Set up a folder for social event planning, communications, and meeting notes.
* Keep track of employee leave requests, policies, and approval processes.
* Label website maintenance documents, plugins, themes, and user instructions.

### Task Creation Post-Meetings with Client

Organize meetings with the client, and create clear tasks to address feedback, updates, and other requirements

* Review and log particular inquiries for content organization, extra folders, or subcategories.
* Add or modify documents and labels based on client feedback.
* Find any missing files or requests for specific documentation.
* Align the next phases and sign-off requirements with the client's process and allocate responsibility to team members.
* Prepare follow-up tasks or areas of discussion for the upcoming customer meeting.

### Task Completeness

Ensure that each task is properly planned, tracked, and completed to meet the project migration

* Delegate specific responsibilities to appropriate team members and establish timeframes.
* To track task status, use a task management structure such as Trello, Asana, or Monday.com (for example, In Progress, Review, Complete).
* Schedule regular check-ins to look at completed tasks and verify they match the client's needs.
* After the task is completed, prepare files or documents for client approval.
* Incorporate any client changes or updates and reassign jobs as needed.

## Plan

### Summary

The goal of this migration plan is to clearly and systematically transfer BTC Enterprises’ files and data into SharePoint. It is thereby subdivided into departments that include financial, human resource, Marketing, information technology amongst others. This transfer will be done in stages to avert service interruptions and preserve data credibility. Every stage would be dedicated to one department or to several files to check and verify the data before moving to the next set of data.

A list of files that the team needs to migrate, move to archive or delete has also been provided according to relevance and duplication. Data will be sorted and people will be placed to make sure that every department’s data is uploaded to the right SharePoint Team Site.

### Plan Details

**First Migration Date**

The first wave of migration will start from December 19rd 2024. The first stage will involve prioritizing departments with sensitive data first for instance the Finance and Human Resource departments so that sensitive documents are the first to be backed up.

**Estimated Length to Complete**

The typical time required for either type of content migration will sum up to an 8 day affair overall. The breakdown of time by department is as follows:

* Finance Team Site: 2 days - Files to be migrated: Bank statements, invoices, financial reports.
* Human Resources Team Site: 2 days - Files to be migrated: Employee requests, HR policies, payroll documents.
* Operations and Purchasing Team Sites: 2 days - Files to be migrated: Operating procedures, purchase orders, logistics files.
* Sales, Marketing, and IT Team Sites: 2 days - Files to be migrated: Sales invoices, marketing plans, promotional flyers, IT documentation.

This time estimate also covers the validation of data and performing checks after migrating it so as not lose or corrupt it during migration.

**Cut-off Date**

The last date for content creation is December 17th, 2024. No new material should be created or revised in the old system after this date to try and ensure the migrated data is up to date. It means that the cut off is intended to give a system stability so that migration can be done with minimal changes.

**Secondary Migration Date**

There will be another migration phase of the site on 23rd December 2024. This will phase will resume migration of newly created files or changed files that are created after the first migration wave. In the second phase, all the files added between December 19th and December 23rd will be scanned and transferred in order to maintain the system current.

### Content Listing

The migration process is going to be done systematically. Below are the major steps that will be followed:

**Step 1:** Preparation of the cases and the categories that were developed and used during the case analysis

* Go through the files and sort them in the manner that suits the departments (finance, human resources, marketing, etc.).
* Find replication, stale content, and content that needs to be moved to another system.
* Employ SharePoint for site creation by averting team-specific sites and file categorizing into the correct places.
* Perform final inspection on the data files that have been categorized by matching with the migration list.

**Step 2:** The first migration will be from the 19th of December 2024 to the 22nd of December 2024.

* start using SharePoint by migrating the first set of highly priority data like Finance, HR and IT data, etc.
* Provide access control to each of the teams so that on Projection, only the projection team has access.
* Check shares’ file and folder’s coherence and verify that all files are available and placed in the correct SharePoint sites.

**Step 3:** Data Validation

* After the files have been migrated, do an admission round to complete validation tests to check the data quality.
* Make sure that team members classify all files properly and ensure files’ integrity and availability to particular teams.
* Get feedback from departments on their success at the migration and fix any problems seen in the process.

**Step 4:** Secondary migration

* Copy over any content that has been created from December 19th till December 23rd.
* Scatter search to confirm that there are no documents That have not been captured in SharePoint and also confirm that SharePoint is up to date.

**Step 5:** Final Testing and Rollout

* The last testing phase of both migration phases will be done after the two phases, and it will commence on 27th December 2024.
* SharePoint will be checked and confirmed by team members as to the content, permissions, and functionality migrated into it.
* It will be concluded by the final migration, considering system performance and users’ reactions.

**Content Listing**

The content that will be migrated is as follows: This table contains various file names, their location in the current system, their file type and SharePoint target location.

|  |  |  |  |
| --- | --- | --- | --- |
| File Name | Location | File Type | Destination |
| BTC Enterprises-logo-black | BTC Enterprise\_Data Catalog\Corp-Messages | .png | IT Team Site |
| Copy of Corporate Update 2019 | BTC Enterprise\_Data Catalog\Corp-Messages | .docx | HR Team Site |
| Bank Statement 84 | BTC Enterprise\_Data Catalog\Finance | .xlsx | Finance Team Site |
| Employee Request - BP | BTC Enterprise\_Data Catalog\HR | .docx | HR Team Site |
| Marketing Plan Proposal Template | BTC Enterprise\_Data Catalog\Marketing | .pptx | Marketing Team Site |
| COVID-19 Screening - Updated | BTC Enterprise\_Data Catalog\Operations | .docx | Operations Team Site |
| PO91109 | BTC Enterprise\_Data Catalog\Purchasing | .docx | Purchasing Team Site |
| Sales Procedure Guidelines | BTC Enterprise\_Data Catalog\Sales | .docx | Sales Team Site |

## Gantt Chart Tasks

**-** Include all tasks

* Created in your Gantt chart application for this assignment
  + This can be screenshot or export from the Gantt chart application

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

|  |  |  |  |
| --- | --- | --- | --- |
| Tasks | Duration | Start | Finish |
| Project Planning Phase | **4 days** | **Mon 12/2/24** | **Thu 12/5/24** |
| Project Kick-Off Meeting | 1 day | Mon 12/2/24 | Mon 12/2/24 |
| Develop Content Catalog | 2 days | Tue 12/3/24 | Wed 12/4/24 |
| Define Project plan and Key milestones | 1 day | Thu 12/5/24 | Thu 12/5/24 |
| Data Preparation Phase | **5 days** | **Fri 12/6/24** | **Thu 12/12/24** |
| Identify data classification and permissions | 2 days | Fri 12/6/24 | Sun 12/8/24 |
| Review data and clean up redundant files | 2 days | Mon 12/9/24 | Tue 12/10/24 |
| Organize folder structure for SharePoint | 2 days | Wed 12/11/24 | Thu 12/12/24 |
| SharePoint Setup Phase | **4 days** | **Fri 12/13/24** | **Wed 12/18/24** |
| Configure SharePoint environment | 2 days | Fri 12/13/24 | Sat 12/14/24 |
| The test folder structure on SharePoint | 2 days | Sun 12/15/24 | Mon 12/16/24 |
| Final client review of the setup | 2 days | Tue 12/17/24 | Wed 12/18/24 |
| Migration Phase | **8 days** | **Thu 12/19/24** | **Sun 12/29/24** |
| Begin data migration (Batch 1) | 3 days | Thu 12/19/24 | Sun 12/22/24 |
| Migrate remaining data (Batch 2) | 4 days | Mon 12/23/24 | Thu 12/26/24 |
| Initial validation and testing | 1 day | Fri 12/27/24 | Fri 12/27/24 |
| Post-Migration Testing and Validation Phase | **6 days** | **Mon 12/30/24** | **Sun 1/5/25** |
| Full data validation and issue identification | 2 days | Mon 12/30/24 | Tue 12/31/24 |
| Fix identified issues and adjusted configuration | 2 days | Thu 1/2/25 | Fri 1/3/25 |
| Final client acceptance testing | 2 days | Sat 1/4/25 | Sun 1/5/25 |
| Project Close Phase | **4 days** | **Mon 1/6/25** | **Thu 1/9/25** |
| Prepare final project report | 1 day | Mon 1/6/25 | Mon 1/6/25 |
| Client feedback and final adjustments | 2 days | Tue 1/7/25 | Wed 1/8/25 |
| Project closure and sign-off | 1 day | Thu 1/9/25 | Thu 1/9/25 |