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# OVERVIEW

This document represents the Data Migration & Verification Plan (DMVP) for data migrated into the *[System Name]* system. This DMVP will document the approach to be taken for each object in order to plan and understand how the data will be migrated and verified.

# PURPOSE

The purpose of the DMVP is to define the activities that will take place to migrate data into the *[System Name]* system, as well as to define the activities that will take place to verify the integrity and correctness of that data.

This document covers the full scope of data verification, including the sampling method, process, and tools that will be used.

Any related deviations and corrective actions which will not be corrected prior to implementation into the production environment will be identified within the project’s Validation Report.

# SCOPE

The scope of this plan includes data that will be migrated to the *[System]* as part of the *[Project Name]* project. Data to be migrated will consist of *[describe data to be migrated].*

# OBJECTIVES

Performing data migration and verification is the process of verifying the data extracted from the old system, migrating the data from the old system to the new system, and then verifying the data loaded into the new system.

To prepare for migration and verification, certain tasks need to be performed by the project and business teams, namely:

* Identify the migration method and tools that will be used to extract the data from the old system and load the data into the new system.
* Understand the new system into which data will be loaded.
* Understand the data conversion rules to determine if data will be loaded correctly.
* Identify the sampling method that will be used to verify the data.
* Identify reports, displays, and other tools (i.e., Excel) that will be used to verify both the data extracted from the old system and the data loaded into the new system.

# ACRONYMS, ABBREVIATIONS, TERMS AND DEFINITIONS

This section defines the abbreviations, acronyms, terms and definitions that are specific to this document.

Abbreviations, Acronyms, Terms, and Definitions

| **Abbreviations, Acronyms and Terms** | **Definition** |
| --- | --- |
| *[CFR]* | *[Code of Federal Regulations]* |
| *[GMP]* | *[Good Manufacturing Practice]* |
| *[SOP]* | *[Standard Operating Procedure]* |

# REFERENCES

The following documents were used in the development of this Data Migration & Verification Plan: [*Adjust the list of Referenced documents to reflect the proper controlling authority.]*

| **Document #** | **Title** |
| --- | --- |
|  |  |
|  |  |

# PROCEDURE

## Transition from *[Old System]* to *[New System]*

*[Briefly describe the old and new systems, as well as the data to be migrated]*

*[Example: “The new SOP system has been designed to create, store, route, and manage SOPs and their attachments in a validated and controlled environment. UDL Rockford currently manages SOPs, work instructions, and forms in the old eSOP system as scanned documents. The original documents exist as signed paper originals. To transition to the new SOP system, documents will be migrated and verified in the new SOP system prior to general release to users. All documents to be migrated will be exported from the old eSOP system. At the discretion of the UDL Rockford team, some documents that currently reside in the old eSOP system may not be migrated to the new SOP system.]*

## Migration Process

*[Describe the process for migration, including any tools to be used.]*

*[Example: “An Excel spreadsheet will be created using file names and document properties from the documents in the old eSOP system to prepare for migration. Additional document properties required in the new SOP system will be added to the spreadsheet, and the UDL Rockford team will be responsible for providing the required information. This process permits each file to be migrated to the new SOP system with its associated information. The Documentum team will export the scanned files from the old eSOP system into a controlled Documentum environment, accessible only to the Documentum team, and will then migrate the documents into the SOP system utilizing the migration spreadsheet.]*

## Verification Process

*[Describe the process for verification, including any reports/displays/tools to be used. Also, identify the sampling method to be used.]*

*[Example: “The verification process will ensure the accuracy of each Effective document and a percentage of Retired documents prior to full release. The UDL Rockford team will follow these verification steps:*

### *For each Effective document:*

* *Open the document within the new SOP system to verify that the file opens correctly.*
* *Verify the following properties against the migration spreadsheet:*

1. *Document Name*
2. *Title*
3. *Status*
4. *Version Number*

### *For one of every 10 Effective documents (10%):*

* *Open the document within the new SOP system and compare to the controlled paper original.*

### *For one of every 20 retired documents (5%):*

* *Verify the following properties against the migration spreadsheet:*

1. *Document Name*
2. *Title*
3. *Status*
4. *Version Number*

*If no issues are found, the individual verifying the document will indicate that it is verified and acceptable for full release on the migration spreadsheet. For Retired documents that are not being verified, the team will indicate that verification is not applicable. Documents that are found to have an issue will be identified and brought to the attention of the Documentum team. The Documentum team will work with the UDL Rockford team to address any issues found during the verification process.]*

# ATTACHMENTS

*[List attachments or mark as NA]*