Alternatives to change systems:

1. Direct Changeover --- Just Change It. Minimum time and effort, but if fails, there’s no fallback.
2. Parallel running --- run both systems at the same time, have backup if new one fails, but takes time and it’s annoying
3. Pilot running --- one section of the firm use the new system first.
4. Phase conversion --- converts one module at a time, it’s smooth but need the two systems work together. People can be more used to the new system, but there’s no fall back.

Knowing the Ads and DisAds, and need to compare them.

Bloom’s Taxonomy (memorizing/calculating/analyzing/creating)

Data transfer

Incompatible file formats

Data structure differences

Validation rules

Incomplete data transfers