**Migration roadmap**

1. **Goals**

* What is the criteria for a successful migration?
* What should we expect at the end of the migration?
* What must we have on Day 1 on the new platform?
* When should it be done?

1. **Develop information architecture plan**

* Features, taxonomy, permissions, customisation, integrations with other systems
* Create a test environment to test the migration process
* Include user acceptance test phase to try the migrated data on new platform

1. **Customisation inventory**
   * list down any in-page customising
   * technically assess whether can be duplicated/ported onto the new platform
   * assess what has worked well in the past
   * what kinds of helpdesk service do you have (what are common issues cited)
   * examples: in-line javascript, custom pages, template layouts, infopath forms
2. **Inventory Analysis**

* Assess when content was last modified to decide
* Is there a business owner for the content?
  1. **Remove**
  + Jettison content
  + Decide who oversees the removal
  + Decide what needs to go into archival
  + Custom list templates, site templates, web parts, third-party web parts
  1. **Migrate**
  + Content that must be retained
  + Decide who oversees and approves the migrating content
  1. **Rebuild**
  + Content that needs to be reframed
  + Decide who oversees and approves the new content