

PROJECT OVERVIEW – MIGRATION TO KOHA

Project phase	Description
Agree requirements	<p>Catalyst and the Library discuss and agree system requirements, such as:</p> <ul style="list-style-type: none"> • what data sets will be migrated • whether Koha will be hosted by Catalyst or the Library • timeframes/deadlines • Koha design/theming specifications • other Library systems which Koha will interact with • any known development/customisations required. <p><i>To be finalised in a Statement of Work prior to Data Migration</i></p>
Data Migration	Catalyst migrate Library data from the existing library system to Koha (usually extracted by the Library). This is the first version of the migration which will be made available for testing.
Initial Training	Catalyst provide a training session after which librarians who are allocated to do so will be ready to begin testing.
Testing	<p>The Library are required to inspect and test the data migration and report issues/queries to Catalyst. Testing procedures and pre go-live considerations are available at: http://manual.koha-community.org/3.8/en/</p> <p>The Library may wish to contract Catalyst to assist with testing.</p>
Refinements and data clean up – to be tested throughout by the Library	Catalyst will refine the data migration in response to issues raised by the Library during testing.
Integrate with other systems	Catalyst will ensure Koha integrates with other systems as agreed.
Design	Mock ups of the OPAC will have been provided and signed off by the Library. These will be applied to the test site for final sign off before applying to the Library's Koha.
Pre go-live training	The second training session for librarians is usually scheduled not long before go-live to cover all operational aspects of Koha and includes answering any queries raised by the Library throughout testing that are best demonstrated in person.
Go-live	The Koha system is deployed and made available to the Library.
Post go-live refinements	Time is allowed to deal with extra queries/issues after go live.
Post go-live training	Topics as requested by the Library.
Ongoing maintenance and support	Ongoing maintenance and support will be provided as required and in accordance with a Service Level Agreement.