



Phase 4 Migration Process

File Share Migration –

Fileservers in scope:



Step 1 Prerequisites

- used shares identified
- critical data identified
- time schedule for data move identified
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Step 2 Preparation

- Distinguish between
 - archived data,
 - data to be moved
 - data to be deleted
- agree on a date to move data with share owner
- determine HD Space for archives
- determine target servers for new shares
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Step 3 Implementation

- Follow checklist fileshare migration
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Step 4 Verify and finalize

- Follow up with owner whether file shares are accessible
- Get confirmation from owner that data is correct
- Delete data on old server

Checklist File share migration (Migration process)

- ☐ Inform owner / users of time plan
- ☐ Remove rights from the share on old server
- ☐ Create share on new server
- ☐ Start robocopy command to copy files
- ☐ Add users with read/write access
- ☐ Run reapply security in [REDACTED]