

File Share Migration – [REDACTED]

Fileservers in scope:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Step 1 Prerequisites

- used shares identified
- critical data identified
- time schedule for data move identified

Step 2 Preparation

- Distinguish between
 - archived data,
 - data to be moved
 - data to be deleted
- document user access rights from shares
- agree on a date to move data with share owner
- determine HD Space for archives
- determine target servers for new shares

Step 3 Implementation

- Follow checklist fileshare migration

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)

- ☐ Create share on new server (do not assign any user access)
- ☐ Run initial copy (robocopy) from old shares to new shares
- ☐ Inform owner / users of time plan
- ☐ Remove rights from the share on old server
- ☐ Start robocopy command to copy file differences (differential copy)
- ☐ Add users with read/write access
- ☐ Run reapply security in [REDACTED] (optional – in case of ineffective user rights)