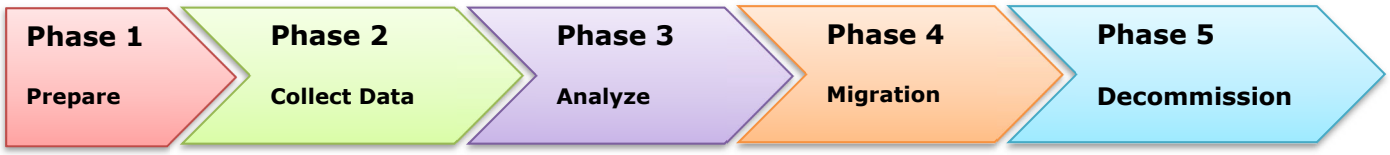
Checklist – Database Migration



Phase 1
Prepare

- ❑ Determine Stakeholders, Solution owners (DB owners)
- ❑ Determine Database names
- ❑ Define Objective, Scope, Methodology, Approach, Framework

Phase 2
Collect Data

- ❑ Obtain documentation about Databases from Stakeholders/Solution owners
- ❑ Circulate Surveys and Questionnaires
- ❑ Call in meetings with solution owners/stakeholders

Phase 3
Analyze

Information gathering/Data assessment

1. **Technical analyze/Technical dependencies**

- ❑ Migration platform (define source platform and target platform)
- ❑ DB programs/DB system
  - *Questions:*
    - Database architecture (Oracle, SQL Server, MS Access, …)
- ❑ Compatibility of Database on new platform
  - *Questions:*
    - Are there any compatibility issues and risks with the new platform?
- ❑ Database name(s)

- ❑ Application access of the database
    - *Questions:*
        - What applications are accessing the database?
        - Are there any changes to be done after the database migration
- ❑ Interfaces to other applications
    - *Questions:*
        - What interfaces are existing to other applications?
        - How does the dependency between the DB and interfaces looks like?
        - How critical are those interfaces?
        - What changes to DB or interfaces are required?
        - Are there hardcoded links to other databases?
        - Connection to UI – are there any links on the client desktop?
        - Are there any linked tables to other databases?
        - Are any scheduled tasks pointing to other MDB/ACCDB existing for running on daily/monthly base?
- ❑ Database permissions
- ❑ Database classification (Low, Medium, High)
- ❑ Migration or archive of database
    - *Questions*
        - Should the database be migrated or archived?
        - Where should it be archived?
        - For how long needs the database to be archived?
- ❑ Migration Tools
    - *Questions:*
        - What migration tools are needed for migrating the database?

2. Business impact analyze

- ❑ Get an overview of business processes relying on the database
- ❑ Impact of interrupted applications
    - *Questions*
        - What is the impact if business/database function is unavailable
        - Which other applications are relying on the database
- ❑ Importance of application
    - *Questions*
        - What level of business critical application does the database belong to (on a scale of 1 (least critical) – 5 (highly critical))
- ❑ How long can business run without access to the database

- ❑ What is the cost of downtime
- ❑ Who has technical and functional knowledge of the database

3. Risk Assessment

- IT risks
  - Application stability
- Business risks
  - Regulation/data sensitivity
  - Profitability
- Data migration risks
  - Completeness risk
  - Corruption risk
  - Target application risk
  - Semantic risk

Phase 4

Migration

File Share Migration – [redacted]

Fileservers in scope:

[redacted]

Step 1
Prequisites

- 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 (robocoy)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 IMU (optional – in case of ineffective user rights)

Phase 5

Decommission

- ❑ Decommission servers