

Understanding Your Data

Assess Data Quality

Analyse your existing data for inconsistencies, duplicates, and gaps. Use tools like data profiling and validation to identify potential issues.

Categorise Data Types

Distinguish between Master Data (critical for operations) and other data (transactional, historical, etc.). Prioritise Master Data migration for a smooth transition.



Planning for Trials and Testing

1 Set Up Trial Runs

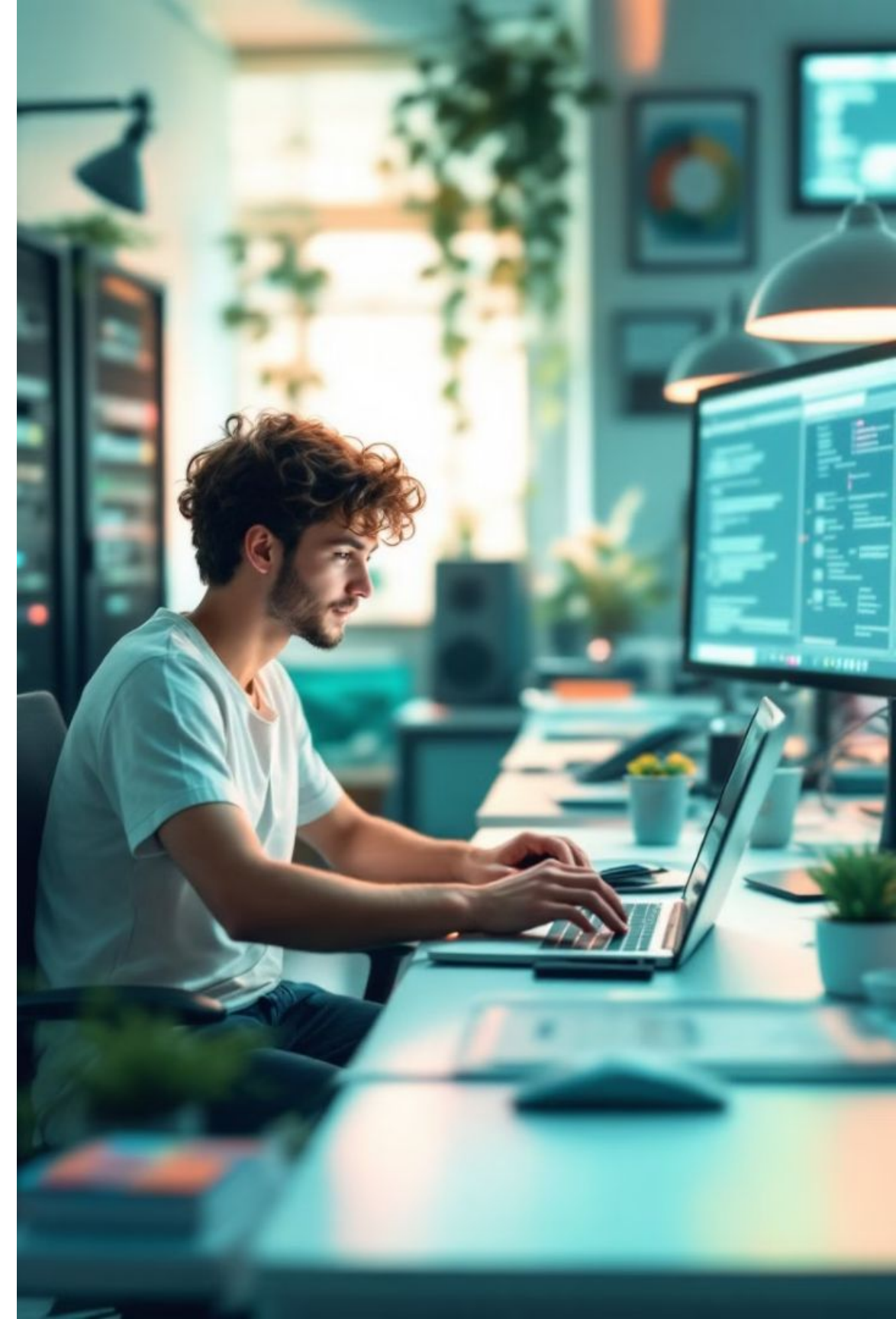
Perform multiple test migrations to validate processes, detect issues, and refine steps. Test different scenarios and data volumes to ensure accuracy.

2 Use a Replica Environment

Create a staging environment that mirrors your production system. This allows for testing without disrupting live operations.

3 Test Data Integrity

Ensure data remains accurate, complete, and usable after each trial. Use data validation tools to compare source and target data.



Establishing a Data Reconciliation Process

Define Metrics

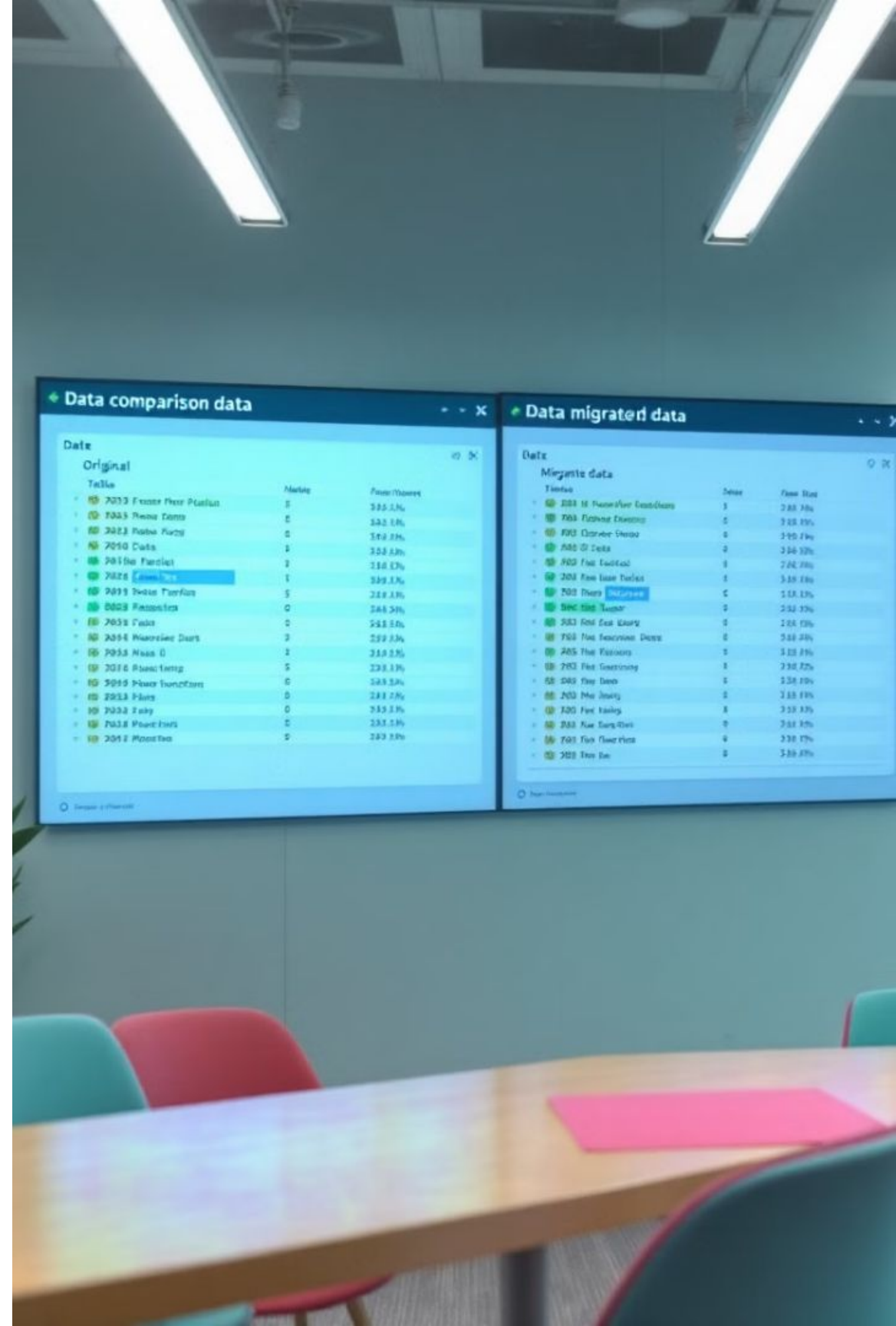
Establish clear criteria to measure the success of data migration. Define key performance indicators like accuracy, completeness, and timeliness.

Validate Post-Migration

Confirm that data in the target system matches expectations. Use data comparison tools to identify any discrepancies.

Document Discrepancies

Track and resolve issues systematically. Implement a data reconciliation process to address any inconsistencies identified during validation.



Fostering Collaboration Between Teams



Engage Stakeholders

Include representatives from technical and business teams in all phases of the project. Ensure everyone understands the goals and impacts.



Facilitate Communication

Hold regular cross-functional meetings to review progress, address challenges, and ensure everyone is aligned on next steps.



Define Roles

Set clear roles and responsibilities for each team member. Outline who owns which tasks and how they will work together.



Optimising Data Migration Flows

- 1** — **Track** each migration stream, monitoring progress and identifying any potential issues.
- 2** — **Identify bottlenecks** or processes that are taking longer than expected and address them proactively.
- 3** — **Engage a DBA** to optimise database performance and ensure efficient data transfer.



Estimating Downtime Effectively

1

Use trial data to calculate how long each migration flow will take. This helps to estimate the overall downtime required.

2

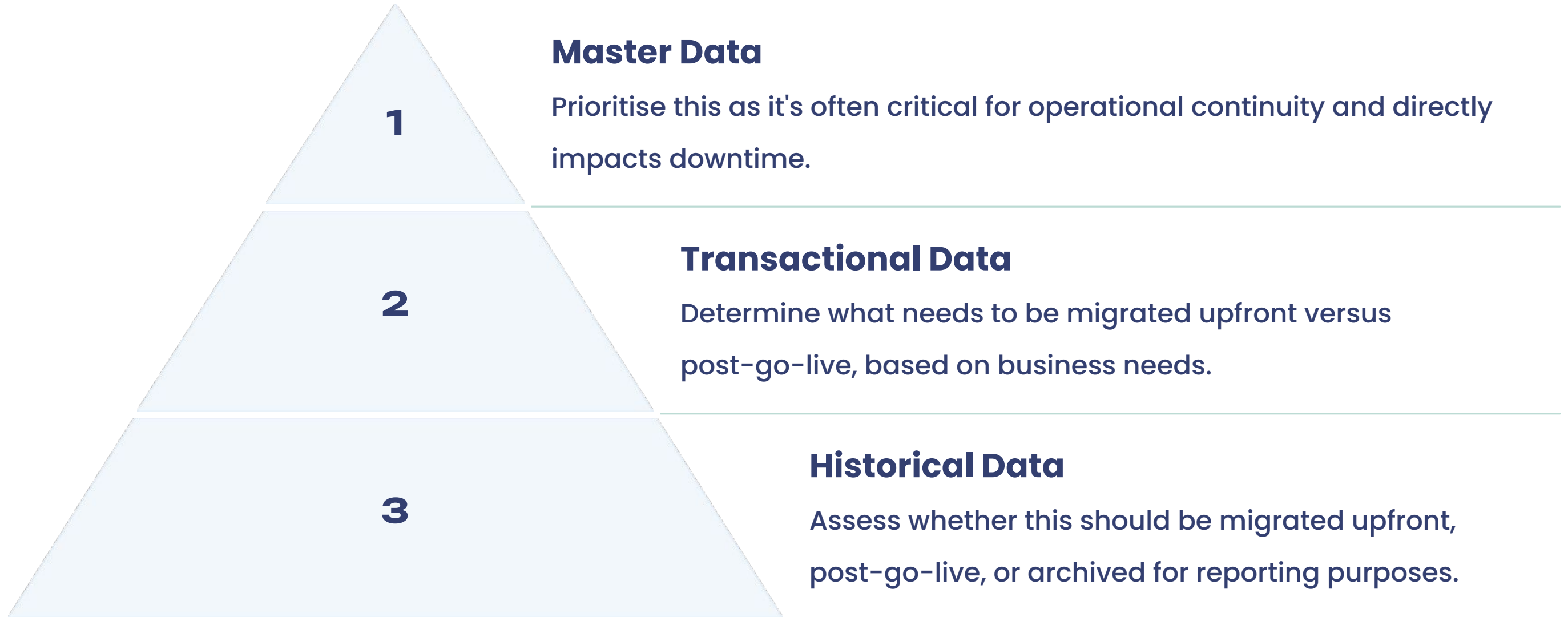
Identify the exact point for system downtime to ensure consistency during the cutover. **Plan for a clean break** to minimise disruptions.

3

Schedule downtime during low-impact windows, minimizing the impact on business operations and end-users.



Strategising Around Data Types



Preparing for Cutover and Post-Migration

1

Define Cutover Steps

Clearly outline actions leading up to, during, and after the cutover, ensuring everyone knows their responsibilities.

2

Communicate the Plan

Ensure all teams understand their roles and responsibilities for the switchover. Communicate the plan clearly and effectively.

3

Conduct a Dry Run

Test the entire cutover process to validate readiness. Simulate the actual switchover to identify any potential issues.