



# 7 Steps to De-Risking a Data Migration Project

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Step One

1.

**MOTIVATE**

# Step One – Motivate



**Bob**

IT System  
Expert



**Sally**

Business  
User



**Jane**

Implementation  
Project  
Manager



**Colin**

Migration  
Analyst

Step Two

2.

# WORK AS A TEAM (BUSINESS & IT)

## Step Two – Work as a Team (Business & IT)



**Sally**

Business  
User

What do they  
know about the  
data?



**Colin**

Migration  
Analyst

Step Three

3.

# USE EXPERIENCED RESOURCES

## Step Three – Use Experienced Resources



**Colin**

Migration  
Analyst

**What do I know  
about data  
migration?**

Step Four

4.

# UNDERSTAND THE DATA

# Step Four – Understand the Data



**Sally**

Business  
User

Codes

Dates

Values

Keys

Relationships

Names/Addresses

Free Text



**Colin**

Migration  
Analyst

5.

# MONITOR AND HANDLE CHANGE

# Step Five – Monitor and Handle Change



**Jane**

Implementation  
Project  
Manager

Tables/Columns  
Functionality  
Reference Data  
Any data



**Colin**

Migration  
Analyst

Step Six

6.

# CONTROL THE ISSUES

## Step Six – Control the Issues



**Colin**

Migration  
Analyst

- Why does the field contain that value?
  - What do these codes mean?
  - Where can we get this data from?
  - Where can this data go in the new system?
- Why do some records have unusual values?

7.

# DELIVER QUALITY

# Step Seven – Deliver Quality



**Colin**

Migration  
Analyst

- Analysis Reviews
- Design Walkthroughs
  - Code Reviews
  - Test Plans
  - Audits
- Deliver Quality



**Do you have a  
question or want  
further information?**

[www.kognitio.com/datamigration](http://www.kognitio.com/datamigration)