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CLOUD FILE MIGRATION BEST PRACTICES YOU SHOULD FOLLOW

STEPS TO FOLLOW:

SET EXPECTATIONS

Migrate surprises by thinking about the following:

ASSESS YOUR CONTENT

Cut everything into manageable pieces:

ANALYSE ENVIRONMENTS

Know your limitations on the following:

BUILD A MIGRATION PLAN

Define the process, timing and resources:

IDENTIFY THE RISKS

Watch out for these issues:

THINGS TO CONSIDER:

- ✓ Impacted users and potential disruption
- ✓ Time and cost of the project
- ✓ Migration tool features: file fidelity, auto-remediation, etc.
- ✓ Other factors: Corpus profile, rate limiting, database, network & sourcing platform read performance

- ✓ Analyse the corpus file
- ✓ Gather all content metrics (size, type, volume)
- ✓ Find files with embedded links, permissions, sharing details, records management, and disposition policies
- ✓ Categorise your content by business use

- ✓ Sources and destination platforms: Disk I/O, API, rate
- ✓ Migration resources: Network bandwidth, processing server, SQL disk I/O, scalable resources
- ✓ Ability to scale up or down

- ✓ Decide the approach – grouped phases or?
- ✓ Testing and execution management process
- ✓ Exception remediation plan
- ✓ Change management plan
- ✓ Project timelines for all of the above

- ✓ Collaboration interruption
- ✓ Handling of externally shared content
- ✓ Automated processing dependencies
- ✓ Communication & acceptance criteria
- ✓ Ways to minimise cutover durations

IS YOUR MIGRATION PLAN UP TO SCRATCH?

Not sure you have the resource to successfully migrate to the Cloud? [Check out our Microsoft 365 migrations services.](#)

If you'd like to discuss any of the points above, or would like advice on your migration, [click here to book a meeting with our Business Development Manager.](#)