

# Checklist: The 10 phases of migration

1. Discussion, analysis and definition of the data to be migrated as well as processing between provider and customer
2. Documented specification of the migration process or format
3. Script development according to the agreed specification by the provider
4. Preparation of data and files according to the agreed specification by the customer
5. Execution of the scripts in the test environment \*
6. Output of errors in a log file \*
7. Quality checks by provider and customer \*
8. Correction loop on data and scripts \*
9. Implementation of the actual migration in the production environment
10. Final verification & signing

\* Steps 5-8 are carried out several times in complex migration projects.

