

Checklist Data Migration

Identification of the data to be migrated:

- ☐ Create a list of all the data you want to migrate to the new system. (e.g., patent information, customer and user data, ratings, comments, and tags.)

Checking data quality and consistency:

- ☐ Perform a thorough review of all data to ensure it is accurate and consistent.
- ☐ Correct any errors or inconsistencies before proceeding with the migration.
- ☐ Also consider checking for duplicates and missing information.

Determination of the correct export and import format:

- ☐ Determination of the correct export and import format:
- ☐ Make sure you use the correct formats to ensure compatibility between systems.
- ☐ Test the export and import with a small amount of data to make sure everything works correctly.

Planning the migration process:

- ☐ Develop a clear plan for migration that includes all the steps required for a successful migration.
- ☐ Also consider the timing of the migration to ensure that it does not interfere with daily operations.
- ☐ Assign responsibilities to ensure everyone on the team knows what to do.

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Testing the data migration:

Perform tests to ensure that the migration was successful and that all data is displayed correctly in the new system.

- ☐ Verify that all links and metadata have been migrated correctly.
- ☐ Perform a full review to ensure there is no missing or inconsistent data.

Employee training:

- ☐ Train your employees in the use of the new system (also ask your system partner directly - usually professional providers offer training material or trainings)
- ☐ Also encourage your employees to ask questions to make sure they understand the new system correctly.

Monitoring of the new system:

- ☐ Monitor the new system to make sure it is working correctly and that all data is displayed correctly.
- ☐ Also keep an eye on operations to ensure that the system is being worked with.
- ☐ Check regularly if there are any problems and fix them as soon as possible.

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