
DAS

FileNet-to-Cloud Migration Checklist

A practical, stakeholder-ready checklist for planning a FileNet or ECM migration to the cloud — from environment assessment through post-migration validation.

INTRODUCTION

Start your migration with a clearer plan

Moving FileNet to the cloud is not just a technical shift. It is a business-critical modernization effort that affects infrastructure, security, integrations, content access, and long-term scalability.

Use this checklist to evaluate your current environment, align stakeholders around priorities, and identify the decisions that should be made before migration begins.

01

Assess Your Current Environment

Understand what you have today

- Inventory FileNet domains, object stores, workflows, integrations, and supporting infrastructure.
- Document performance pain points, outages, storage limitations, and manual workarounds.
- Identify which teams depend on FileNet today and how they use content.
- Review current hosting, database, backup, and disaster recovery dependencies.
- Flag customizations or legacy integrations that may affect migration complexity.

02

Define the Cloud Target State

Clarify where you are going

- Define the business goals behind the migration, such as cost reduction, resilience, scalability, or security improvement.
- Determine cloud environment requirements for compute, storage, networking, and database performance.
- Align migration goals with compliance, governance, and access-control requirements.
- Decide which workloads should move first and which may need phased treatment.
- Identify success metrics for the new environment before the migration starts.

03 Prepare for Migration

Reduce risk before cutover

- Confirm your FileNet environment is on a compatible version for the migration path.
- Clean up outdated content, inactive workflows, and unnecessary dependencies where possible.
- Define a testing strategy for content integrity, workflows, search, permissions, and integrations.
- Build a rollback and contingency plan before executing migration activities.
- Assign owners for infrastructure, application, security, and business validation tasks.

04 Secure the Environment

Build compliance and security into the plan

- Review identity, access, encryption, logging, and monitoring requirements for the target cloud environment.
- Confirm backup, retention, and disaster recovery expectations with stakeholders.
- Validate any regulatory or contractual requirements that affect data handling.
- Ensure auditability and reporting needs are considered in the future-state design.
- Coordinate security review before final migration approval.

05 Execute and Validate

Migrate with confidence

- Confirm migration tooling, sequencing, and ownership before production execution.
- Validate that databases, content stores, metadata, and workflows transfer successfully.
- Perform user acceptance testing with real business scenarios after migration.

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- Monitor performance, availability, and issue logs closely after cutover.
 - Update documentation, support procedures, and operational ownership for the post-migration environment.

NEXT STEP

Need help planning your migration?

DAS helps organizations modernize FileNet and ECM environments with a practical path to the cloud that supports security, scalability, and long-term performance.

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