

## ***Data migration: introduction***

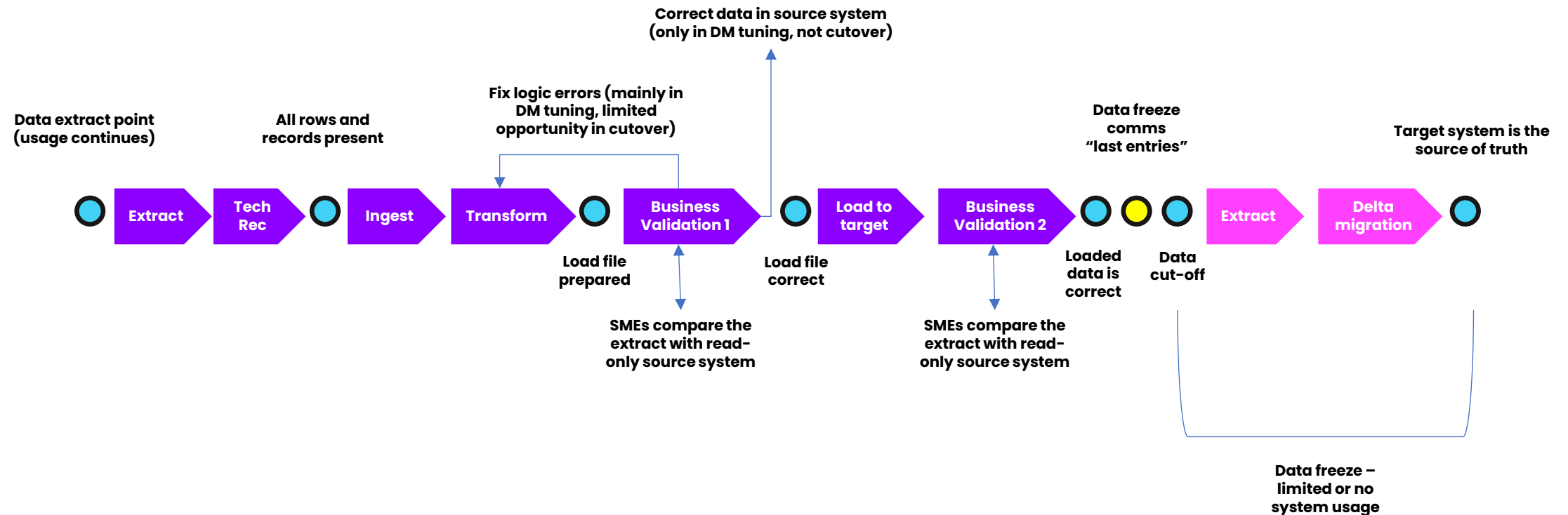
This overview introduces two main formats for ERP data migration and explains the key activities and artefacts needed to prepare for cutover.

It's designed to give a clear, practical understanding of what's involved in getting data migration ready for go-live.

In-depth skills and knowledge will be essential to set up the tools and processes for a successful data migration. This is only a brief overview.

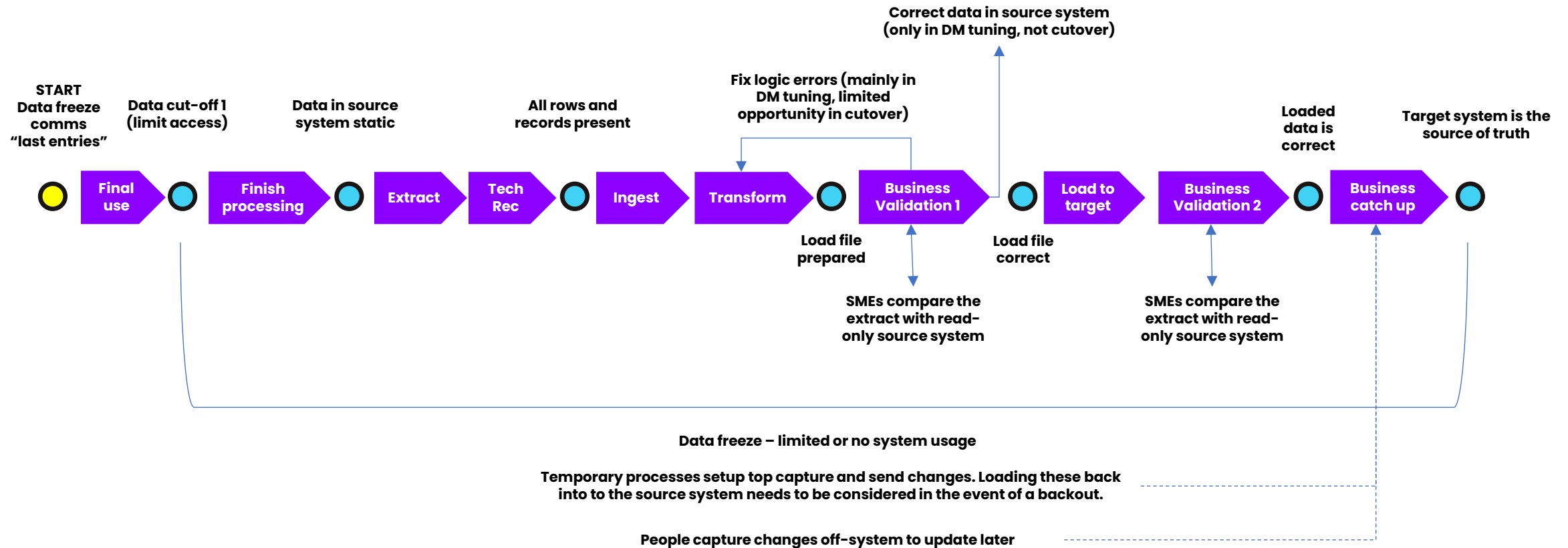
## Data migration: with 'deltas'

This flow illustrates an ERP data migration **with delta migration**. While it requires the most effort for extraction and transformation, it minimises data freeze, reduces user impact, and typically eliminates the need for interim processing.



## Data migration: without 'deltas'

This flow shows a basic ERP data migration approach **without delta migration**. It requires the least effort for extraction and transformation but may lead to a longer data freeze or additional work through interim processes.



## Data migration: key activities

The data migration flow is repeated several times to refine the process, ensuring it is complete, accurate, repeatable, and achievable within the time allowed. This is critical, as cutover usually involves a data freeze when systems are unavailable. These steps outline the typical preparation needed to get the data migration process ready for cutover.

1. Agree on the **scope** of the new solution and specify the data needed – this reveals the **data objects to migrate**.
2. Find where the data objects are held – this determines the **source list**, which could be multiple source systems.
3. Build and test the **Extract, Transform, Load (and Validate)** process, known as **ETL** or **ETLV**.
4. If **delta migrations** are being used, create these. If not, prepare **interim processing and comms**.
5. Capture all the steps needed for the whole data migration flow to build the **data migration** runbook.
6. Run **multiple cycles** of the ETLV process using **technical reconciliation** and **validation reports** to enable checks.
7. Understand the **as-is business processes** to determine which of these need to stop and when. These are the **data cut-offs**.
8. Be clear on the exact points in time where the **data extracts** need to be created or gathered from the source list.
9. Plan to extract and keep data for **payroll comparison testing**, being clear on the exact timings for a complete period.
10. Be clear on the **load sequence** and who can provide **sign-off** at each validation point.
11. In the run-up to cutover, report **ETLV duration and accuracy** so it is clear when data migration is ready.