5 Tips for Migration to SharePoint Online

xillio
making content work

A migration from one system to another is often more complex than just simply moving content from A to B. Most organizations do not have one, but multiple content sources they want to consolidate into one system. In addition, it concerns very large amounts - often unknown - data. A good preparation for migration to SharePoint Online is half of the work. In this tip sheet, you will find 5 indispensable tips that will pave the way for successful ECM migration.

Analyze the content

At any time, begin with a comprehensive analysis of the content that is present on the system, or systems, you want to migrate to SharePoint Online. During this analysis, you will retrieve an overview of all the present systems and its content. This will prevent you from any surprises during the migration. At the same time, an analysis functions as input for making a detailed and substantiated plan of action for the actual migration, which significantly reduces risks.

Use the momentum

Migration is an excellent moment to optimize your new environment for use. Do not use the lift and shift method of the content of your old environment(s), but look critically at the content and add metadata where necessary, restructure, delete outdated or duplicate documents, and try to make a difference between active and archived content. This way, you do not irritate users of the new SharePoint Online environment with irrelevant content.

Involve the customer

By involving the customer (usually a business user) from the start of the project, the adoption of SharePoint Online will be many times larger than when they are not involved. Besides that, after the analysis phase, it is often clear which other activities from the stakeholders are needed in the near further of the project. By indicating them from the start, they can already schedule time for this. A successful migration always requires good input from the users.

Do not forget to test

Measuring is knowing! Also in the case of a migration. Therefore, it is important to test the performance of the import to SharePoint Online as early as possible in the migration process. Certainly, when it comes to large numbers of documents. Based on these tests, you'll have more information about the lead time and you can choose a migration strategy (in bulk or batches, big bang or phased).

Think before you act

At first, take a good look at the migration, before implementing and configuring your new ECM system. An output analysis of the content stored in the legacy ECM systems you want to migrate, can be important input for choosing a new system and its configuration. Maybe migration is not the right choice, and content integration suits your situation better. If necessary, let a migration and integration expert advise you.