



# DATA CENTER MIGRATION CHECKLIST



DATA FOUNDRY

Relocating a data center deployment is an intricate process with many moving parts. While an experienced team can pull off a data center migration in a matter of days if necessary, it's best to plan ahead as much as possible. For the smoothest transition, it's essential to create documentation and develop a thorough migration plan that won't affect business operations. Apart from that, the devil is in the details. We've included ways to prevent common migration mistakes in our checklist in an effort to help your migration go as smoothly as possible.

This timeline accommodates medium-sized deployments of up to approximately 40 cabinets. Migrations times vary by company size and IT complexity, and this timeline can be adjusted accordingly. The most important factor in all migrations is to minimize downtime. Data Foundry's team can be instrumental in helping you plan your migration, and we recommend you engage our team for the most successful move.

## 30-45 DAYS PRIOR

- Establish a migration project manager – preferably one that has experience with migrations and is not overly vested in any one department.
- Determine team leads for departments that will be involved in the migration. They should be decision makers who will sign off on the migration plan.
- Begin weekly prep meetings with department leaders involved.
- Evaluate your infrastructure strategy for the next 3-5 years. How can your new deployment be set up for scalability? (Data Foundry's [infrastructure](#) team can help.)
- Order point to point circuits – this can sometimes take up to 60 days.

## 21-30 DAYS PRIOR

- Begin an infrastructure inventory down to every cabinet, every U and equipment interdependencies.
- Record owners of every affected application and process in a database.
- Identify any hard-wired IP addresses or domain names and determine how they will be addressed at the time of migration.
- Review documentation such as port maps and rack elevations to be sure everything is correct.
  - a. Make sure every item has a unique identifier.
  - b. Label all equipment with unique identifiers – front and back.
- Define downtime that is acceptable with go/no go gates for deployment.
- Measure your current facility's doors and exits and be sure your equipment will fit through. (Your facility may have changed since older equipment was moved in.)
- Decide whether or not you will need to hire movers and how many.
- Order spare hard drives for possible failures due to the move.
- Test your disaster recovery plan and make sure there's a contingency plan in place for hardware failures.

## 14 DAYS PRIOR

- Develop a game plan for migration day – outline specifically who will do what for a more efficient move.
- Test key processes and applications to establish baselines.
- Lock down all changes in the environment to ensure stability during migration.
- Check the compatibility of power receptacles at the new site. Be sure you will have what is needed for your equipment.
- Review the labeling and current design of your cabling. How will you install cabling at your new site? (Data Foundry's [structured cabling](#) team can help with design and installation.)
- Review your current network and application security according to compliance requirements. Is everything up to par? (Data Foundry's network team can help with [security](#).)

## 7 DAYS PRIOR

- Register your migration team with data center security. Be sure to include any vendors or third parties.
- Test powering down and powering up equipment to check for possible issues and order new gear if necessary.

## THE DAY OF THE MOVE

*Be sure not to forget:*

- Power cables
- Your testing plan
- In-cabinet patch cables
- SFP cables

## POST-MIGRATION

- Test all processes and applications against your baseline tests.
- Validate your documentation such as port maps and rack elevations. Make sure everything is updated. (Data Foundry can provide this service.)
- Evaluate the migration process. What went well? What didn't? Make changes to any plans or documentation as needed.

