# Data Extraction Plan Example for Legacy Systems

## 1. Project Overview

This plan outlines the strategy and steps required for extracting data from legacy systems as part of the data migration project. The goal is to ensure accurate, secure, and complete transfer of required data to the new environment.

## 2. Scope

- Identify relevant data sources within the legacy system
- Specify datasets and tables for extraction
- Define extraction methods and tools
- Outline validation and quality checks

## 3. Legacy System Details

| | |
|---|---|
| **System Name** | [Legacy System Name] |
| **System Type** | [e.g. Mainframe, RDBMS, Flat Files] |
| **Location** | [Server Name or IP Address] |
| **Owner** | [System Owner/Department] |

## 4. Data to be Extracted

| Dataset/Table Name | Description | Estimated Record Count | Extraction Frequency |
|---|---|---|---|
| [Table_1] | [Description of Table_1] | [Number] | [One-time/Recurring] |
| [Table_2] | [Description of Table_2] | [Number] | [One-time/Recurring] |

## 5. Extraction Methodology

- Extraction Tools: [e.g. Custom scripts, ETL tool, Export utility]
- Extraction Format: [e.g. CSV, XML, JSON]
- Connection Details: [e.g. Database credentials, API endpoints]
- Timing/Schedule: [Extraction dates or intervals]

## 6. Data Validation & Quality Control

- Record counts before and after extraction
- Data integrity checks (referential, uniqueness, etc.)
- Sampling and manual review
- Error handling and logging procedures

## 7. Roles & Responsibilities

| Role | Person/Team | Responsible Actions |
|---|---|---|
| Project Manager | [Name/Team] | Overall coordination and approval |
| Data Extractor | [Name/Team] | Perform extraction tasks, document process |
| Quality Analyst | [Name/Team] | Validate and verify data extraction |

## 8. Risks & Mitigation

- Access Issues (Mitigation: Early access requests)
- Data Corruption (Mitigation: Backups and integrity checks)
- Incomplete Data (Mitigation: Validation steps, stakeholder reviews)

## 9. Approvals

| Name | Role | Date | Signature |
|---|---|---|---|
|  |  |  |  |