Data Migration Project Overview

Project Name: [Insert Project Name]

Date: [Insert Date]

Prepared By: [Insert Name/Team]

1. Project Objectives

Briefly describe the objectives of the data migration project.
Example: "Migrate all customer and transaction records from System A to System B while ensuring data integrity and minimal business disruption."

2. Scope

- Source Systems: [List systems/applications to migrate from]
- Target Systems: [List systems/applications to migrate to]
- Data Types/Objects: [E.g., Customers, Orders, Products]
- Included/Excluded Data: [Brief details]

3. Migration Approach

1. Assessment and Planning
2. Data Mapping and Transformation
3. Data Extraction
4. Data Testing/Cleansing
5. Migration Execution
6. Post-Migration Validation

4. Timeline & Milestones

Milestone	Planned Date	Status
Project Kickoff	[Date]	[Status]
Data Mapping Complete	[Date]	[Status]
Migration Dry Run	[Date]	[Status]
Final Migration	[Date]	[Status]
Project Sign-Off	[Date]	[Status]

5. Roles & Responsibilities

Role	Name	Responsibility
Project Manager	[Name]	Overall project management
Data Engineer	[Name]	Migration design & execution
Business Analyst	[Name]	Requirements gathering/testing

6. Risks & Mitigation

Risk	Likelihood	Impact	Mitigation Plan
Data Loss	Low	High	Backups before migration, thorough testing
Downtime	Medium	Medium	Plan migration during off-peak hours

7. Success Criteria

- 100% data accuracy post-migration
- No unplanned downtime during migration
- Stakeholder sign-off

8. Sign-Off

Project Sponsor: _____

Date: _____