



# Data Center Migration Checklist

## What is a Data Center Migration?

A data center migration is any movement of data center assets from one location to another. Examples of data center migrations include:

- Moving to a new data center
- Moving some or all assets to a colocation facility
- Moving assets from one room or floor to another within the same facility
- Migrating applications or services to the cloud

## Who should use this checklist?

Anyone who is planning or participating in a data center migration can use this checklist. Examples of roles that can benefit include:

- Data Center Migration Managers
- Data Center Managers
- Data Center Operators
- IT Managers
- Facilities Managers

## Data Center Migration Checklist

Our Data Center Migration Checklist provides critical but easily forgotten tasks that can reduce risk and downtime in a data center migration. Once a new site for your data center has been selected, use the checklist below to help plan a successful transition—before, during, and after the migration.

### Migration Project Planning

- Identify and engage all organizational functions/stakeholders that may be impacted by the migration.
- Appoint a data center migration manager who is empowered to work across functions, facilitate the migration, communicate progress, and ensure the project's success.
- Develop a migration plan (including budget, timeline, and criteria for success) and obtain buy-in from all stakeholders.
- Develop a communication plan to keep all stakeholders apprised of progress.
- Gain alignment on roles and responsibilities before, during, and after the project.
- Review relevant SLAs and other contracts for terms and conditions, such as early termination penalties, that could impact the migration budget and/or timeline.
- Identify the “source of truth” documentation for all parties to work from, such as network drawings, facility diagrams, or databases.

### Asset and Application Inventory

- Determine if the asset inventory will be completed manually, through discovery software, or a combination of both.
- Complete an inventory of hardware and other equipment to determine what needs to be migrated and who owns it.
- Complete network connectivity inventory.
- Complete an inventory of all applications running on the hardware.
- Ensure any previously undocumented hardware, cabling, and applications are accurately inventoried and categorized for moving or decommissioning.
- Implement a system using color, alphanumeric tags, labels, or other indicators to uniquely identify what will be moved, where it will be moved, and what connectors or other equipment are required for installation.

### New Infrastructure Planning

- Review the layout of the site to determine where the equipment will be placed.
- Create a virtual layout of where the equipment will go and how it will be connected to understand the move outcome. (Use DCIM software to do this quickly and easily.)
- Capture network design with the network engineering team and model this information in your source of truth.
- Provide the proper cable lengths for all required power and data connections to minimize the possibility of a “spaghetti cabinet” after the migration.
- Ensure that your IT deployment aligns with the power capacity designed for each rack and row (both on the initial move date and for future provisioning to reach failover designs).



# Data Center Migration Checklist

## Pre-Migration

- Develop a day-of plan (including timelines, roles, and contact information) for migration team members.
- Consider moving a phased project if necessary to limit the impact to critical resources and applications.
- Determine if you will need a migration service, and if so, schedule it.
- Gain familiarity with the site, including the locations of entrances and doorways. Check that all doorknobs and cabinets work.
- Create clear installation instructions for each device, including location, and ensure that all cabling and other equipment needed for installation is provided.
- Ensure all required team members have access (including security clearance) to the site.
- Document new configurations and create test plans to ensure that all your equipment and applications will be operational.
- Develop a disaster recovery and contingency plan in case of failed hardware or extended downtime.
- Install rail kits and other hardware that can be installed before the move.
- Ensure rack power distribution and environmental sensors are configured and monitored when the first IT asset is installed and powered on.
- Perform a dry run of the migration.

## Migration Day

- Ensure an easily accessible move plan or work order is available for each IT asset via hard copy, tablet or smartphone, or laptop. (A move plan should be simple to read and clearly depict exactly what cabinet, U position, network cables, power cables, rack PDU outlets, and panel or port switches will be used for each device. DCIM software with change management can accelerate work order creation and tracking.)
- Ensure that all equipment has been delivered.
- Check that all personnel have assembled.
- Track migration progress to ensure the migration will be completed on time.
- Be prepared to adapt if there are changes and the weekend is ending.
- Update your source of truth as the migration team installs each item to gain the highest level of asset location knowledge, enabling you to accelerate break-fix recovery time once operational.

## Post-Migration

- Complete the system testing per the migration manager's move plan to ensure all devices and applications have been successfully migrated.
- Ensure the Network Operations Center (NOC) team sees polled power data and systems back online.
- Conduct a spot audit to ensure that equipment is physically installed and connected as documented.
- Decommission and dispose of old equipment and cabling as necessary.

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