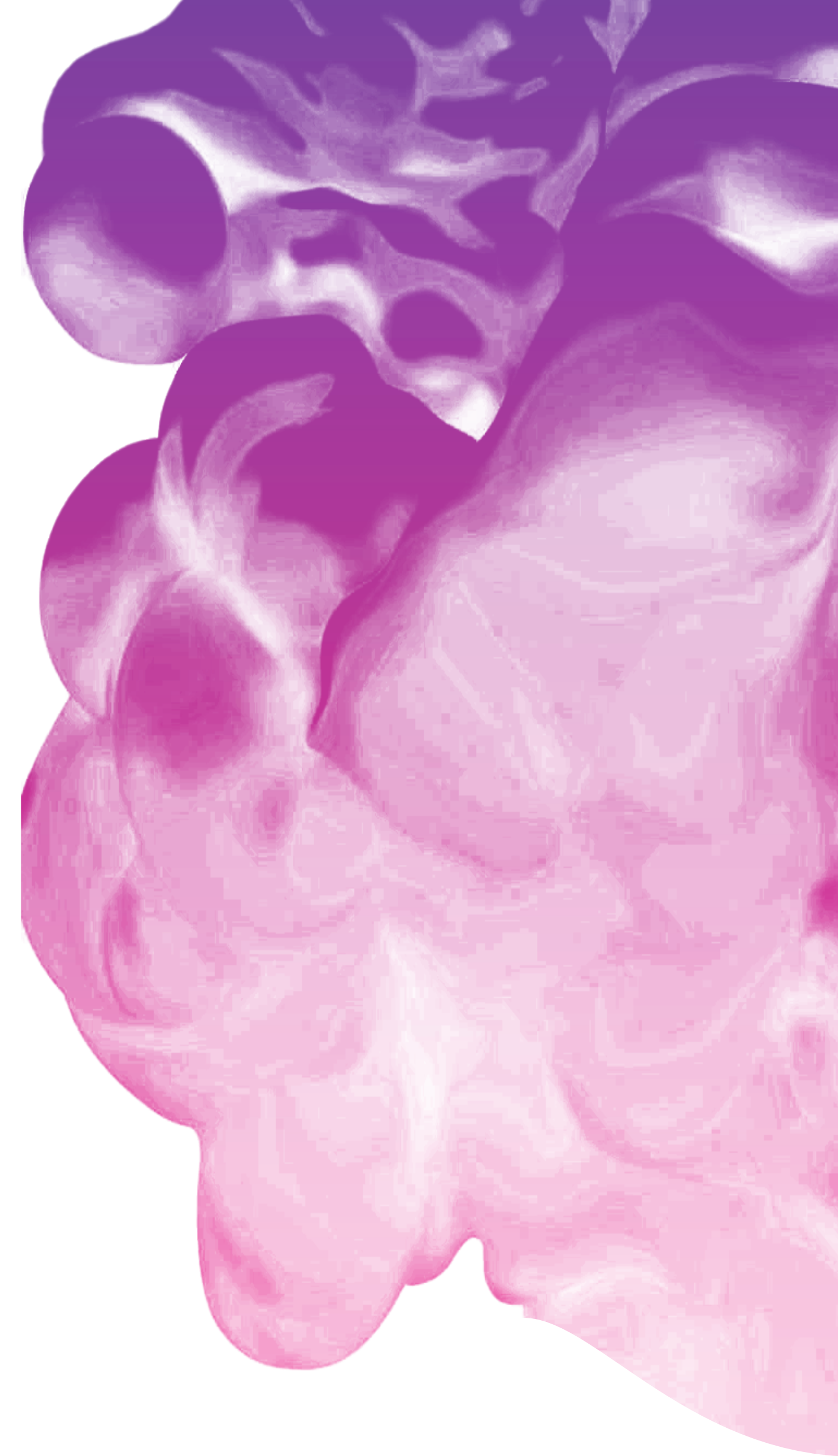# Feeling Good About Your Migration:
A Field-proven Framework For Performing Validated Documentum Migrations

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Feeling good about your migration
Agenda

- Introductions: Solvay and ArgonDigital

- Things To Take Home With You

- The Mission: SOLID Phase 4

- Executive Concerns

- Challenges and Solutions

- Results

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Introductions

- **Solvay Pharmaceuticals**
  - International pharmaceutical group, part of Solvay S.A.
  - Represented in 50 countries with almost 30,000 employees

- **ArgonDigital**
  - Exclusively focused on ECM since 1999.
  - Content Migration, WCM and Custom ECM Practices.
  - Recognized Documentum Expertise.
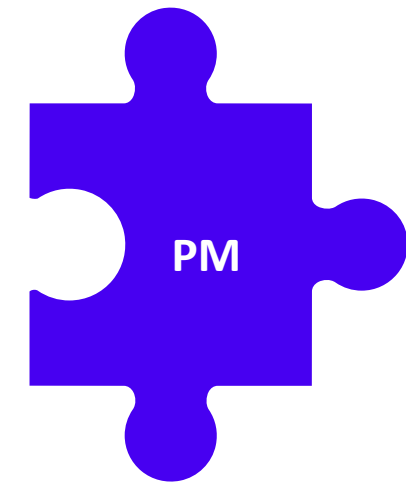
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Things to take home with you

Organization
- 100% confidence level is key!
- Build a global team

Project management
- Fixed budget and timelines are possible
- Clearly define the scope

Technology
- Consider Enrichment/Inspection phase with common tools
- Estimate the scope of exported objects

Quality Assurance Validation
- Understand 100% validation process

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The Mission: SOLID - Phase 4

SOLID: Centralized EDM repository for Manufacturing and R&D

- **Phase 4: Roll out and migration**
  - **11 Legacy Systems** in 5 Countries
  - **4 Languages** -German, French, English and Spanish
  - **3 Repository Platforms**
    - Documentum DCM
    - Documentum EDMS98
    - File systems and Archives
  - ~**475,000 documents** with ~55,000 relationships

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Executive Concerns

- Previous phases exceeded timelines and budgets

- Management of costs

- History of unsuccessful migrations

- Migration must be complete when the system goes live

- Negative general opinion around migration
  – Tough, expensive, and not very sexy

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Challenges & Solutions

Organizational Challenges

- No migration experience

- Initial outsourcing quotes were unacceptable

- Dealing with multiple languages

- Data was coming from systems with inconsistent operating practices

Organization

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Challenges & Solutions

Organization Challenges Addressed by:

– Performing trial migrations to choose partner

– Forming a global migration delivery center (MDC)

– Assigning team leads on local level

  • Give each decision authority

  • All team leads had a good command of English

– Executing each migration at least three times

– Business users auditing the results of each migration

– Adopting an approach based on the ArgonDigital Migration Methodology and product suite

Organization

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Challenges & Solutions

Project Management Challenges

– Scoping the project

– Prioritizing requirements

– Coordinating migration timelines with go-live planning

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Challenges & Solutions

Project Management Challenges Addressed by:

- Precisely defining the scope

- Creating a global roll-out plan

- Using disciplined behaviour throughout the project

- Combining fixed-price initial migration with subsequent T&M migrations

- ArgonDigital to execute the first migration and assist on subsequent migrations

- A day-to-day, highly detailed plan describing all of the necessary activities and timelines

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Challenges & Solutions

Technology Challenges:

– We didn't want to "reinvent the wheel"

– Source repositories on different platforms, located at local sites

– Integration of non-technical Business User Knowledge

– Migration volumes resulted in some processes running for several days

– Mapping old object models to a new model

Technology

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Challenges & Solutions

Technology Challenges Addressed by:

– Avoiding complex re-engineering by using the compliance

  layer of the target system

– Adopting a flexible process

– Detecting issues early, through inspection and validation

– Ensuring consistency by validating 100% of the migrated information

  against its specification

– Use common tools like MS Excel and MS Access

Technology

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Challenges & Solutions

Quality Assurance Challenges:

– Validating the overall process

– Validate 100% of the content and metadata migrated

– Validation of business users' rules

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Challenges & Solutions

Quality Assurance Challenges Addressed by:

– Business users performing enrichment/inspection:

- Using ArgonDigital tools as workhorses

- Using Mapping spreadsheets and Enrichment databases

– Recording audit trail for all data

- Ability to remove failed migrations

– Testing early, testing often, testing with the entire dataset

– Validating the entire toolset

– Using standardized import/export tools

- DIXI, spreadsheet-based specifications, common enrichment application

QAV

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