

Center IT Migration Overview

This document is specifically crafted for IT managers and resources

The following overview provides a brief orientation of the tasks to be performed in each center and some of the time and effort that has been experienced to accomplish each.

Within the centers there are six specific areas of migration and tasks.

1. Network Upgrades and Installations (Switches, Firewalls, Wireless AP's)
2. File Server and Active Directory server Equipment Deployment and Physical Security Application
3. Individual employee email migration
4. File Server Data Migration and Organization
5. Individual Workstation Domain Join and Profile Migration
6. Miscellaneous network device migration (i.e. Printers, Scanners, Copiers, etc.)

FACTOIDS:

Based on current experiences the individual employee email migration effort will take roughly 80% of the overall effort, 10% will be spent on File Server Data Migration and Organization and the remaining 10% to perform items 1, 2, 5, and 6.

A trained email migration resource on average can complete up to 4 or 5 GroupWise email migrations per 8 hour day if that is the only task they are performing and the employee has performed all the preliminary pre-migration tasks. On average 10 to 15 current Exchange account users can be migrated to the new system per 8 hour timeframe by one dedicated resource.

Currently several centers that have been working actively with AgriLife IT have completed a number of the tasks noted above and are beginning or already progressed into the email migration effort. AIT's goal is to work with those centers as much as possible remotely and have our resources physically deployed to other locations that either have no local IT presence or require more direct assistance from AIT. Through this approach many parallel migration efforts are occurring simultaneously throughout the state.

RECOMMENDED MIGRATION SEQUENCE:

While several Centers have initiated the steps above in a different order the recommended sequence is as follows:

1. Complete Upgrade of Center WAN Bandwidth (if applicable)
2. Deploy new network switches, firewall, and wireless AP's
3. Deploy enterprise file, DNS, DHCP, and Active Directory servers in secure racks or rooms.
4. Perform workstation, network printer device inventory and data collection
5. Move workstation and other network devices to new internal network behind firewall
6. Optionally perform the data transfer between old and new file server and join employee workstations to the AGNET domain OR;
7. Begin performing email migrations.

Center IT Migration Checklist

This document outlines specific migration preparation steps each local IT resource should perform

To begin preparation for the migration within any center the following analysis and data collection should be performed to help provide for an efficient and less problematic migration effort.

There are 3 specific documents that are required by AIT to facilitate email and file server migration. They are as follows and are highlighted in red in the sections below.

1. Email Migration Spreadsheet for each user or groups of users.
2. Network Migration Workstation List
3. File Server Shared Group Folder and User Access List

Pre-Network Upgrade and Firewall Deployment Tasks

For each computer system in the center connected to the network collect the following information:

(Contact AIT-Tom Lyster for Data Collection Spreadsheet Template)

1. Computer owner Name
2. MAC code for connected Network Interface Card
3. IP Address
4. OS version installed
5. Does computer owner remote into center from home or road trip?
6. If yes to #5, what software and tasks (i.e. remote file access, server access) are they performing off site?

For other miscellaneous network devices the following information should also be collected:

1. List any network printers plus the following per printer
 - a. Current IP Address
 - b. MAC code
 - c. Username and password for administrative access
2. Identify and list any servers operating on the center network plus the following per server
 - a. IP
 - b. MAC code
 - c. List any web sites that reside on this server including web address
3. List any web site operating on the Novell server (or other servers)
 - a. Site address
 - b. Site owner (name, Phone, email address)
4. Identify and list the TTVN equipment operating at the center
 - a. IP
 - b. MAC code

Pre-Email Migration Tasks

1. Verify that all employees have begun activities as described in the *“Employee Migration Preparation Guide”*. Specifically deliver the instructions for enabling GroupWise caching and verify all employees have successfully completed the action (see AIT Migration Page for Instruction Guide). This is a very important step. All employees throughout all centers should begin this action now if not already started. It is recommended that you have all employees formally acknowledge that they have completed this task.
2. Complete the email migration spreadsheet for all employees within the center. (See AIT Migration Site: [Migration Spreadsheet Template & Procedure \(ZIP – Excel Template and PDF\)](#))
3. Collect list of employees who have obtained an authorized email archive migration exemption.
4. Collect quantity of workstations that will need Outlook 2010 installed and report to AIT (Tom Lyster).

Pre-Network File Service Migration Task

There are essentially two major steps related to moving data from an existing file server to an Enterprise file server. The first is to join workstations to the AGNET domain so that they will have access to the full suite of enterprise file service features. The second is the actual movement of data between the file servers and reconstructing any access control privileges for shared. The steps below are recommended in order to perform an efficient and trouble free migration relative to these tasks.

1. Review the [“Enterprise File Server Management Guide”](#) posted on the AIT Migration Website to obtain a base understanding of the enterprise file server offering and management tasks.
2. Perform an Operating System inventory of systems within the center (include version/service pack for all and for Windows please list whether home, professional or enterprise series). Similarly for any MAC workstations please list the OS version.
3. Promote that users should be organizing and removing unneeded files on the existing file server as described in the *“Employee Migration Preparation Guide”*.
4. Begin performing an assessment with users in the center of shared workgroup directories. These are typically directories under the “W:” drive on most Novell Server deployment. (However this may vary per location). A firm understanding of these directories and who has access to them is required in order to recreate them on the new enterprise file server. Essentially collect information from users in the center that share a workgroup directory. **List the name of the directory and all users that have access to the directory.**