

Content Migration

Your organisation has decided to implement an Enterprise Content Management (ECM) System. One thing you may not have considered is how to move existing information into the new system.

Content Migration is the easy part, right?

The expectation of content being magically “moved” from the current location and re-categorised in the new classification system, is unrealistic. Information is typically located in a wide range of places: local PCs, network drives, external storage, custom databases, etc. And the differing habits of individuals generally mean filing is not standard or systematic.

Without a careful and considered plan, you may end up with the same mess, in a different place. **It's like trying to fit a square peg in a round hole, with a sledgehammer: it will eventually fit, but you're probably missing a few pieces.**



Results are everything.

The very same reasons for implementing an ECM system are good reasons to insist on a quality migration process:

- ★ **Compliance:** if a document cannot be found, it essentially doesn't exist. Poor classification of migrated documents can result in serious compliance breaches.
- ★ **Productivity:** if a document cannot be retrieved quickly, productivity KPIs cannot be met on the new system. This is the same for new and existing information.
- ★ **Security:** there could be serious implications if the appropriate security is not applied to migrated content.

In other words, if the migration is not complete and correct, why bother? **If access to, and management of your information is not improved, what's the point?**

Astral's approach to Migration

Astral's methodology includes a flexible framework for planning, developing and testing the tools for a successful data migration. Every migration is different; we'll get yours right.

Astral will consider your specific business requirements. We'll involve your Subject Matter Experts in the requirements gathering process so that migration decisions are made by those most qualified. This will ensure there are no “surprises” from the migration's outcomes.

Our Experience

We've performed content migration activities with a wide range of requirements, for many of our customers:

- ★ We develop custom tools to perform automated migrations; we also help customers to use off-the-shelf tools.
- ★ We assist customers in ECM hardware migrations; we also have extensive experience in the complex process of upgrading ECM systems.
- ★ Astral also help their customers to be self-sufficient: we can implement repeatable migration tools which allow business users to perform batch migrations into ECM repositories.

Contact Astral today to discuss your migration requirements.

About Astral

Astral Consulting was founded in 2000 by a talented group of business and technical consultants. Today, Astral has over 25 consultants and is a leader in the Enterprise Content Management (ECM) and Business Process Management (BPM) space.

Astral's consultants are highly regarded for their knowledge, advice and independence. The technical and business skill-set of the Astral team is deemed 'best of breed' by prominent business partners and clients.

Astral Consulting is the trusted strategy partner of many leading corporations, across a wide range of industries in the Asia Pacific region. Astral has offices in Melbourne and Sydney.