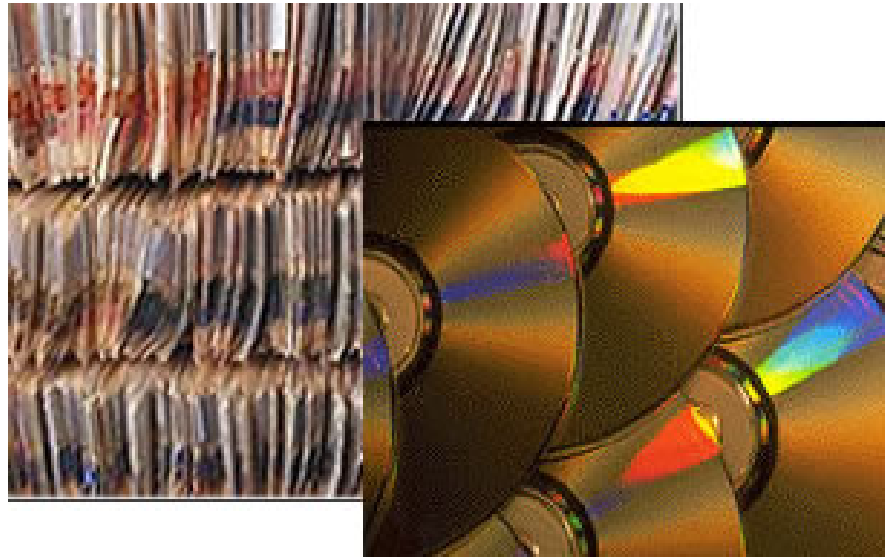

Content Migration Into SharePoint 2007

February 12, 2009

Bud Porter-Roth
Porter-Roth Associates

Agenda

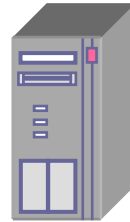
- Part 1 – Introduction
 - Content Migration Strategies
 - ROI?
 - Conclusion
- Part 2 – AvePoint demonstration
 - Andrew Yeung; Nick Carr
- Part 3 – Q&A



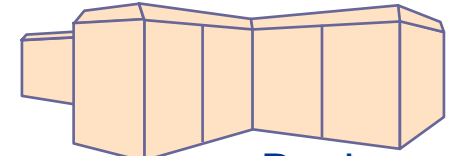
Introduction



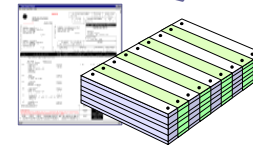
Paper Files



e-Mail Servers



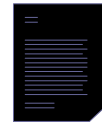
Business Systems
-Wang
-Tandem



Microfilm



Electronic Document Repositories



Photographs



Flash Drives



Imaging Repositories



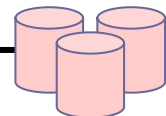
PDA's



Local Drives



File Systems



SharePoint



Video Libraries



Introduction

- The basic idea is to move content from a repository to a SharePoint system library
- For the purposes of this presentation, content is Microsoft Office documents
 - Word
 - PowerPoint
 - Excel
- And documents like Adobe PDF files

Content Migration Strategies

- Content can be located on
 - File Shares
 - Personal drives
 - Common drives
 - eRooms (Documentum)
 - Lotus Notes
 - Public Folders
 - ECM systems
 - FileNet
 - Documentum
 - Hummingbird
 - etc
 - Others?

Content Migration Strategies

- Design your SharePoint site
 - Take into account content to be migrated
 - Design to overcome existing problems
- Identify all of the repositories that have potential content that can be migrated into SharePoint
 - Multiple file shares
 - eRooms
- Identify what content is being migrated
 - Simple files
 - Complex discussion threads, embedded links
 - Security

Content Migration Strategies

- Once content has been identified, cleanup content
 - Duplicates
 - Old file
 - Empty files
- Identify restricted file types, names, and file sizes
 - 87 files types that are not allowed in SharePoint
 - File name restrictions
 - File size restriction
- With the content identified, determine migration strategy
 - Migrate everything
 - Migrate partial
 - On-demand

Content Migration Strategies

- Once content has been identified
 - Map source metadata to target
 - Metadata attributes (State) and values (CA)
 - Map security
- Model and test a sample lot
- QA migrated material for missing documents, misplaced metadata
- Evaluate migrated material with the business user
- Redesign migration if needed
- Begin migration

Content Migration Strategies

- SharePoint can coexist with other repositories
 - SharePoint for collaborative work
 - File Shares for long-term storage
 - Third-part programs for records management (SharePoint also has records management, but review estimated volumes)
- Other repositories can be made read only to encourage use of SharePoint
- Large numbers of files and large file sizes will cause performance issues

ROI?

- File Shares

- File Share disk space is most likely cheaper
- Cost to manage a File Share is lower
- Basic file sharing is simpler

- SharePoint

- Real collaboration
- Reduce emailing of files and file share duplication
- Security
- Enforce information management policies
- Additional functionality such as dashboards

Conclusion = Take Aways

- Migration is a complex task and will affect the success of your SharePoint project
- People get cranky when they can't do their work!