

Migration Document

Source System to Target System

**September 1, 20xx**

Version x.x

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# Document History and Distribution

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Version Date | Description of Change | Author |
| 1.0 | 09/01/xx | Initial Draft | SeeUnity Consultant |
| 1.1 | 09/19/xx | Updated based on input from Client. Included related docs, deal with file types and extensions in Source System, update script processes for client and matter translations, subcat and subsubcat translations, version comments, group translation, and added the migration report. | SeeUnity Consultant |
| 1.2 | 09/20/xx | Finalized plan for version change documents. Finished all other sections and reviewed for final changes. | SeeUnity Consultant |
| 1.3 | 09/22/xx | Added Author to version comments, added language to describe changes to processing order and more frequent delta runs, added descriptions of folder paths. | SeeUnity Consultant |
| 1.4 | 09/23/xx | Updated the client and matter mapping process to reflect the change to a single mapping file. | SeeUnity Consultant |
| 1.5 | 09/27/xx | Added Message-ID and In-Reply-To enhancement to assign MAIL\_ID and PARENTMAIL\_ID for email messages. Updated mappings for DocType>Category based on sample matter runs. | SeeUnity Consultant |
| 1.6 | 10/3/xx | Added Sample Matters and Chicago matters to processing order. | SeeUnity Consultant |

# Statement of Confidentiality

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# Overview

The Source System to Target System migration project at Client will be conducted as outlined in this Migration Document. From a high level the following information will be migrated from the Client (CLIENT) Source System database to the Target System library:

* Documents
* Versions
* Meta-data
  + Source System path structures will be migrated to meta-data objects.
* Permissions
* Related Documents

Each type of data that will be migrated is outlined in detail below.

# Migration Processing Plan

The order of content to be migrated will be based on document number ranges. The largest Source System document numbers will be brought over first. The following document number ranges will be targeted and processed in roughly the following order:

* Target of Related Documents
* Sample Matters
* Documents assigned to Chicago Matters (list of matters provided by Client)
* Over 12 Million
* 11 Million to 12 Million
* 10 Million to 11 Million
* 9 Million to 10 Million
* 8 Million to 9 Million
* 7 Million to 8 Million
* 6 Million to 7 Million
* 4 Million to 6 Million
* 2 Million to 4 Million
* 0 to 2 Million

These document number ranges are optimized for performance and manageability during the migration. The ranges may be changed to improve performance as the migration progresses. Also, depending on the performance, multiple ranges may be executed at the same time.

## Delta Runs

After all documents are migrated into Target System delta runs will be executed to bring over any newly created documents since the migration processed that section of content. As the migration will use document number ranges this will most commonly occur with the largest document number ranges and new content that is added in Source System. Delta runs will also be executed to “sync” the content that has been modified in Source System after it was migrated to Target System. These delta runs will ensure new and updated content is migrated to Target System.

The final delta runs will be scheduled with the Client team to coincide with the cutover of users to Target System. As currently planned, content in Target System will not be updated (except by Velocity) until after the final delta runs are executed. This will eliminate conflicting changes to content in Target System and Source System.

## Changes to Processing Order and Delta Run Frequency

Changes to the processing order outlined above can be made during the migration. In addition, additional delta runs can also be made during the migration. This will allow for users to start using Target System before all content is migrated. In these cases, there will be an increase in work to setup and managing the additional runs. Also, delta runs will need to made more frequently and will take up a portion of the available bandwidth, therefore reducing the overall migration throughput performance.

## Sample Runs

Prior to the actual production migration runs, a subset of content will be migrated for verification by the Client team. All document associated with the following matter numbers will be used for the sample runs:

* 22592-0032
* 34880-0005
* 31701-0028
* 33850-0012
* 10229-0519
* 23647-0005
* 34934-0001
* 18779-0012
* 17466-0035
* 35231-0001
* 22956-0002
* 28235-0044
* 05830-0001
* 34729-0001
* Template Matter Examples – List of matters provided by Client

Should the review of these sample runs result in changes to the plan outlined in this document, this document and the associated SOW for the production migration will be updated as required.

# Meta-data Mapping

All documents will be assigned the PLD\_HBS\_COMBO\_PROF meta-set. All emails (when SourceType=MIME) will be assigned the PLD\_HB\_COMBO\_MPROF meta-set.

The following fields will be mapped when using the PLD\_HBS\_COMBO\_PROF meta-set:

|  |  |  |
| --- | --- | --- |
| **Source Attribute ID** | **Attribute Description** | **Target Attribute** |
| imProfileAuthor | Author | AUTHOR\_ID |
| imProfileClass | Doc Type | TYPE\_ID\* |
| imProfileComment | Comments | ABSTRACT |
| imProfileCreateDate | Create Date | CREATION\_DATE |
| imProfileCustom1 | Client | CLIENT\_ID\* |
| imProfileCustom2 | Matter | MATTER\_ID\* |
| imProfileCustom29 | Area of Law/Practice Area | AOL\_ID |
| imProfileDescription | Description | DOCNAME |
| imProfileDocNum | Document Number | DOCNUM |
| imProfileEditDate | Edit Date | LAST\_EDIT\_DATE\* |
| imProfileEditTime | Document Edit Time | LAST\_EDIT\_TIME\* |
| imProfileOperator | Operator | LAST\_EDIT\_ID |
| imProfileOperator | Operator | TYPIST\_ID |
|  | Level 3 of the source path | SUBCAT\_ID\* |
|  | Level 4 of the source path | SUBSUBCAT\_ID\* |
| $SourcePath$ | The entire source path | CLIENT\_PATH |

The following fields will be mapped for the PLD\_HB\_COMBO\_MPROF meta-set:

|  |  |  |
| --- | --- | --- |
| **Source Attribute ID** | **Attribute Description** | **Target Attribute** |
| imProfileAuthor | Author | AUTHOR\_ID |
| imProfileClass | Doc Type | TYPE\_ID\* |
| imProfileComment | Comments | ABSTRACT |
| imProfileCreateDate | Create Date | CREATION\_DATE |
| imProfileCustom1 | Client | CLIENT\_ID\* |
| imProfileCustom13 | FROM: | PD\_ORIGINATOR |
| imProfileCustom14 | TO: | PD\_ADDRESSEE |
| imProfileCustom2 | Matter | MATTER\_ID\* |
| imProfileCustom21 | Send Date: | EMAIL\_SENT |
| imProfileCustom22 | Receive Date: | EMAIL\_RECEIVED |
| imProfileCustom29 | Area of Law/Practice Area | AOL\_ID |
| imProfileDescription | Description | DOCNAME |
| imProfileDocNum | Document Number | DOCNUM |
| imProfileEditDate | Edit Date | LAST\_EDIT\_DATE\* |
| imProfileEditTime | Document Edit Time | LAST\_EDIT\_TIME\* |
| imProfileOperator | Operator | LAST\_EDIT\_ID |
| imProfileOperator | Operator | TYPIST\_ID |
| Message-ID\*\* | Message ID | MAIL\_ID |
| In-Reply-To\*\* | Parent Message ID | PARENTMAIL\_ID |
|  | Level 3 of the source path | SUBCAT\_ID\* |
|  | Level 4 of the source path | SUBSUBCAT\_ID\* |
| $SourcePath$ | The entire source path | CLIENT\_PATH |

Note, items with \* will involve a custom C# script. Script details are below in the Required Scripts section of this document.

\*\*Obtaining the message id and parent message id of emails stored in Source System will require Velocity to look at the message header for all emails and pull the values directly from the message. This will introduce additional overhead in the migration process and will most likely reduce the overall migration performance.

## Folders and Path Mapping

The following rules will be used for the Source System folder path.

No folders will be created in Target System for emails. All documents will maintain their folder structure when migrated to the Target System.

In addition, for all documents (both those assigned PLD\_HB\_COMBO\_MPROF and PLD\_HBS\_COMBO\_PROF) the Source System path structure names will be assigned to Target System attributes. For reference, the Source System path structure consists of 6 levels (level 1\level 2\level 3\level 4\level 5\level 6). Level 1 corresponds to existing folders, level 2 to the DocType Folder, and levels 3 – 6 are folders or virtual containers. Here are a few example folder structures:

* 00001-1006 Human Resources Department\Recruiting/New Hire (Private) 00001-1006\On-Campus Interviewing 00001-1006\Reports/Tracking
* James, Evan Bodan and Laura Smith - Shell Client 53038-0001 Estate Planning - Shell Matter\Executed Documents 53688-0002
* Johnson Outdoor Advertising 32307-0003 Billboard Dispute\Pleadings 32167-0006\14CV2887 36807-0007

The following rules will be used to assign Target System attributes from the Source System path:

* The name of path segment at level 3 will be assigned to the Target System SUBCAT\_ID attribute. There is a required mapping to translate the folder name at this level into the SUBCAT\_ID lookup ID. This will require a script, which is defined in detail in the Required Scripts section.
* The name of path segment at level 4 will be assigned to the Target System SUBSUBCAT\_ID attribute. There is a required mapping to translate the folder name at this level into the SUBSUBCAT\_ID lookup ID. This will require a script, which is defined in detail in the Required Scripts section.
* There are some folders that exist and level’s five a six in Source System. These folder names will not be mapped to meta-data attributes.
* The entire Source System path will be stored in the Target System attribute CLIENT\_PATH.

# Permissions Mapping

Permissions will be brought over from Source System for every document. All Source System users have been brought into Target System and will be mapped using the user ID. All Source System groups have been brought into Target System with “WI\_” appended to the group name and will be mapped from the Source System groups. A custom C# script will be required to append the “WI\_” to the group name in Target System. Details of the script are described below in the Required Scripts section of this document.

The following table describes the specific details of how permissions will be mapped.

|  |  |
| --- | --- |
| Source System View Access Mapping | |
| View group mapped to: | All Users |
| View group Target System right: | Read Only (45) |
| Other ACL entries: | Map to individual users and groups |
|  |  |
| Source System Public Access Mapping | |
| Public group mapped to: | All Users |
| Public group Target System right: | Normal Access (63) |
| Specific ACL entries: | Map to individual users and groups |
|  |  |
| Source System Private Access Mapping | |
| Specific ACL entries: | Map to individual users and groups |
|  |  |
| Miscellaneous | |
| Incomplete user/group mapping or no user map defined | If no user map is defined, or if the user and group map is incomplete, and the Source System user/group doesn't exist in Target System, the document will be added and a warning will be created listing the user/group that didn't get assigned to the Target System ACL. |

The following rights will be assigned for all specific user and group ACL entries:

|  |  |
| --- | --- |
| Source System Right | Target System Right |
| imRightNone | Deny (16711680) |
| imRightRead | Read Only (45) |
| imRightReadWrite | Normal Access (63) |
| imRightAll | Full Control (255) |

# File Types

The following types are not currently allowed in Target System and documents with these types will not be migrated to Target System. The table below lists the extension and the number of objects in Source System (as of September 1, 20xx) associated with each extension.

|  |  |
| --- | --- |
| Extension | Number Of Objects |
| Blank | 54 |
| %v | 25 |
| ai | 3 |
| dxl | 3 |
| frm | 43 |
| pcx | 3 |

Client will clean up these files in the Source System prior to the migration. If any content of these types remains in Source System during the migration a report listing the documents that aren’t migrated because they are of a type listed above can be provided at the end of the production migration.

There are 6,337 documents in Source System that have different formats (extensions) from one version to another. This does include documents that have pre-Office 2007 and post-Office 2007 extensions (for example .doc and .docx) extensions in different versions. As Target System doesn’t allow for documents to have different extensions from one version to another, these documents will be handled as follows:

Velocity will treat all Office document extensions as the same extension and write these files to Target System. All other documents that have an extension change from one version to another will throw an error and will not be migrated with the initial migration. A report will be produced (by document number) listing all the documents with this error and the Client team will decide how to proceed with these documents. If Client decides to migrate these documents using Velocity the following options will be available:

* Migrate the current version of the document only.
* Reprocess the documents and create them in Target System using the process described below:
  + One document will be created with all versions of the same type starting at the first version.
  + Every time the extension changes for subsequent versions a new object will be created.
  + A template document will be added for all types except the most recent version, which will have a type corresponding to the most recent version type in Source System.
  + The objects will be related to each other in Target System.
  + The Source System document number will be assigned to the most recent version type object in Target System. All previous version type objects will get the document number automatically assigned when the document is created in Target System.

# Version mapping

All versions will be brought over as major versions in Target System. Some Source System version attribute values will be brought over as the version comment in Target System (for all but the first version). For the first version, Target System overwrites the version comments with “Original Version.”

The Source System version attributes that will be added to the Target System version comments are:

1. Version Description (aka Name)
2. Author (imProfileAuthor from each versions profile)
3. Version comments (imProfileComment from each versions profile)

As these fields will be combined into a single attribute in Target System (Target System version comments) they will be merged in the order specified above and the respective values will be separated by a dash.

Obtaining these values and merging them together for storage in the Target System version comments does require a custom script (Merge Version Attributes in Required Scripts).

## Zero Byte Versions

There are approximately 3,930 documents that have a version(s) with a 0-byte file size. A list of these documents has been provided to Client and they will be removed from Source System prior to the migration. If any 0-byte files are found during the migration, they will be partially created in Target System but should be reviewed after the migration as Target System will stop adding versions when a 0-byte version is encountered.

# Related Documents

Related document relationships will be maintained when documents are migrated to Target System. In order to do this all target related documents will be migrated first. This will ensure that when documents with relationships are migrated the target documents already exist in Target System and can be related.

# Miscellaneous Details and Assumptions

The following miscellaneous details and assumptions are being made for this migration.

* The meta-data for all Target System documents will be taken from the most recent Source System version (including the name of the document). Meta-data from other versions will not be brought over into Target System.
* Source System references (aka shortcuts) will be created as a Target System Reference, not a link or a duplicate document.
* Digital Fingerprint will be disabled and duplicate documents will be migrated.
* The Source System audit trail (history records) will not be migrated.
* imProfileEditProfileTime will not be migrated to Target System. Instead the imProfileEditTime will be used for the LAST\_EDIT\_TIME in Target System.
* Target System lookup lists and users have been updated to include the values coming from Source System or from Velocity translations.
* The Source System document numbers (that will be assigned as the Target System document numbers) are not currently in use in the Target System system. The starting Target System document number range will be higher than any document number in use in Source System.
* Source links will not be translated to Target links as part of the migration. The current plan is to not translate embedded Source System links to a Target System format. If Client decides this is a translation they would like to make the Velocity product will be configured to support this translation and the link conversion will be handled as post migration process. The configuration change will be based on the existing Link Converter post process already available in Velocity and will update the embedded hyperlinks stored in Word, Excel, PowerPoint, and PDF files to the Target System embedding link format. Should this change be requested, an additional SOW detailing the specifics of how the links will be updated, the cost for the configuration change, and the timeline to deliver the work will be created and agreed upon by SeeUnity and Client.
* Source System users subscriptions will not be migrated as part of the Velocity process.

# Required Scripts

The following custom C# scripts will be required to perform the migration as outlined above.

## Group Translation

This script will do two things when assigning security in Target System.

1. Append “WI\_” to every group name coming from Source System
2. Replace any spaces in the Source System group name with underscores

For example, the Source System group NON LEGAL STAFF becomes WI\_NON\_LEGAL\_STAFF in Target System.

The only exceptions to this will be the Public and View groups, which will be mapped to the Everyone group in Target System.

## Date and Time Merge

This script will merge the Source System imProfileEditDate and imProfileEditTime fields into one date and time field called LASTEDITDATETIME. The LASTEDITDATETIME field will then be used to update the Target System fields of LAST\_EDIT\_DATE and LAST\_EDIT\_TIME to ensure these values are migrated from Source System.

## Target System Category ID Translation

This script will translate the Source System imProfileClass field (with a description of Doc Type) to the Target System TYPE\_ID field (with a description of Category ID). The translation will be performed internally in the script and the values will be translated as follows:

|  |  |
| --- | --- |
| Source System imProfileClass (Doc Type) | Target System TYPE\_ID (Category ID) |
| ADMIN-BILL | BILLING |
| ADMINISTRATIVTARGET SYSTEM | ADMIN |
| AGREEMENT | AGRCONT |
| ASSETS | ASSETS |
| BILL | BILLING |
| CLIENTDOC | CLIENTDOCS |
| CORP | CORPDOCS |
| CORR | CORR |
| DELETE | DELETE |
| DOCPROD | DOCSPROD |
| DRAFT | DRAFT |
| DRAWING | DRAWING |
| DUEDIL | DUEDIL |
| EMAIL | EMAIL |
| EXECUTED | EXECUDOCS |
| FILING | FILINGS |
| GEN | GEN |
| MARK-GEN | MRKTMAT |
| HR | HR |
| WEBDOC | WEBDOC |
| INVENTORY | INVENACCT |
| LEGALOP | OPIN |
| MEDREC | MEDREC |
| ADMIN-MIS | MIS |
| TBF | MISFILED |
| MEMO | NOTE |
| PERSONALDOCS | PERSONAL |
| PLEADING | PLEADING |
| PRACGROUPDOC | PRACGROUPD |
| REF | REFER |
| RESEARCH | RESEARCH |
| TAX | ESTAX |
| TRIAL | TRIAL |
| WITNESSES | WIT |

## Blank Client/Matter Assign Hardcoded Value

There are some documents without a client or matter assigned in Source System. This script will check to see if the client and/or matter number is blank when the document is extracted from Source System. If the fields are blank, the client number “NO CLIENT” and matter number “NO MATTER” will be assigned for the blank field.

## Client and Matter Translation

The client and matter numbers are different in the Source System and Target System systems. As such, these values will need to be translated so the correct client and matter numbers are assigned when creating documents in Target System. This script will perform the translation by reading a mapping file (located in the Velocity directory structure) and assigning the correct client/matter numbers when writing to Target System.

A single mapping file will be used for clients and matters. The file will include all the client and matter numbers (including closed matters) in CLIENT and will map the correct client and matter number. Each row in the files will represent a unique client/matter. The mapping file will be in the format of source client - matter number, a comma (used for a separator), and the corresponding target client - matter number. An example of what a few rows of the client and matter mapping files will look like is below:

* Example Client Mapping File:

01162-0016,801162-16

01164-0004,801164-4

01169-0003,801169-3

01194-0016,801194-16

01194-0031,801194-31

01198-0002,801198-2

01202-0001,801202-1

01236-0004,801236-4

## SUBCAT\_ID and SUBSUBCAT\_ID Translation

Each Source System documents container path will be parsed and levels 3 and 4 will be stored as the SUBCAT\_ID and SUBSUBCAT\_ID respectively. A script will be used to extract levels 3 and 4 and translate the folder names into the correct Target System lookup ID value. This script will perform the translation by reading a mapping file (located in the Velocity directory structure) and assigning the correct ID derived from those mapping files when writing to Target System.

A separate mapping file will be used for SUBCAT\_ID and SUBSUBCAT\_ID. The SUBCAT\_ID mapping file will include all folder names from Source System in the level 3 position and their corresponding lookup ID. The SUBSUBCAT\_ID mapping file will include all folder names from Source System in the level 4 position and their corresponding lookup ID. Each row in the files will represent a unique SUBCAT\_ID/SUBSUBCAT\_ID.

The mapping file will be in the format of level 3 or 4 folder name, >>>> (used for a separator), and the corresponding SUBCAT\_ID/SUBSUBCAT\_ID. An example of what a few rows of the mapping files will look like is below:

* Example SUBCAT\_ID Mapping File:

1230 Hurlbut Street\_Land 28548-0004 >>>> 1230 Hurlb

13-AP-2598 26859-0110 >>>> 13-AP-2598

13-CV-11550 33032-0001 >>>> 13-CV-1155

13-CV-49 33440-0001 >>>> 13-CV-49

13-CV-937 32137-0004 >>>> 13-CV-937

13-PR-7 33440-0001 >>>> 13-PR-7 33

1410 Partnership Drive\_Manufacturing 28548-0004 >>>> 1410 Partn

14-AP-208 10229-0426 >>>> 14-AP-208

* Example SUBSUBCAT\_ID Mapping File:

02/10 MBA Judges Night >>>> 02/10 MBA\_1

03/12 JDRF Annual Gala >>>> 03/12 JDRF\_2

03/18 SFCC Wine & Chocolate Tasting >>>> 03/18 SFCC\_3

04/23 GMCC Biz Expo >>>> 04/23 GMCC\_4

05/09 Kids Build Wisconsin >>>> 05/09 Kids\_5

05/10 Kids Building Wisconsin >>>> 05/10 Kids\_6

05/12 Wis Credit Union League Annual Meeting >>>> 05/12 Wis\_7

11/07 WEJF Annual Dinner >>>> 11/07 WEJF\_8

11/12 Porchlight Annual Recognition Dinner >>>> 11/12 Porc\_9

## Merge Version Attributes

This script will merge multiple version attributes into the Target System version comments field. Details of how this will work are described above in the Version Mapping section.

# Product Enhancements

The following product enhancements will be made to Velocity:

## Message and Parent Message ID Mapping

Velocity will be configured to support the extraction of the email message id and parent message id from the email headers for emails being migrated from Source System. Velocity will map these two values to the MAIL\_ID and PARENTMAIL\_ID value respectively in Target System. The MAIL\_ID will be populated with the value of the Message-ID attribute of the email object, and the PARENTMAIL\_ID will be populated with the value of the In-Reply-To attribute.

# Migration Results Report

SeeUnity will make the following information available in Migration Report after the full production migration is complete. The information in the Migration Report will show the results of the testing that will be performed during and after the migration.

The Migration Report will contain the following information:

* Number of documents crawled/read from Source System.
* Number of documents written to Target System.
* Number of documents with errors. The report will include the specific error and a description of the problem.

Trace information will also be stored in the SeeUnity database for document. This information will be based off the source information returned from the Source System and the information sent to the Target System API when writing target documents. This information will not be pulled directly from Source System or Target System.

The following information will be available in the trace database:

* Source System Document Information
  + Document Version Information
    - Name
    - Comments
    - Major Version Number
    - Extension
    - File Size
    - Creation Date
    - Edit Date
  + Document Meta-data from the Source System profile
    - Profile field ID
    - Profile field Value
  + Document Permissions
    - Name of User/Group
    - Right of User/Group
  + Source Path
  + Migration Date
* Target System Information
  + Document Version Information
    - Name
    - Comments
    - Major Version Number
    - Extension
    - File Size
    - Creation Date
  + Document Meta-data assigned to the Target System profile
    - Profile Form
    - Profile field ID
    - Profile field Value
  + Document Permissions
    - Name of User/Group
    - Right of User/Group
  + Migration Date

The SeeUnity team will perform frequent spot testing of documents migrated to ensure the documents are created in Target System as outlined in this document. It is also suggested that the Client team perform periodic checks of the content and verify documents are being correctly created in Target System.

{Document acceptance on the following page}

# Acceptance

By accepting this document Client agrees they have reviewed, understand, and approve the plan outlined in this document for the Source System to Target System migration project.

|  |
| --- |
| Client |
| By: |
| Printed: |
| Title: |
| Date: |