From Livelink to SharePoint
A journey

Joost van de Wijnkel
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Agenda

• Scope of the migration project
• Set up of the migration project
• Plan of approach
• Migration steps per business unit
• Livelink and SharePoint: apples and oranges
• Success factors and lessons learned
• SharePoint: document management and collaboration combined
Goal is to migrate content from Livelink to SharePoint, to archive content that has no owner or is not active, or to delete content on request of content owners.

Scope was originally larger: information management improvement and migration

But that was too ambitious:
• My team had to migrate 45TB of content;
• Technical limitations (adding metadata during migration makes the migration period several times longer);
• SharePoint tool with several new records management options was already quite a change for users.
Set up of the migration project

- Each business unit has its own client facing migration programme
- One central programme for guidelines, processes, tools and a migration factory
- Regular meetings of central programme teams and business migration programme teams
- E2E manager for communications between migration factory and business unit migration programme
# Plan of approach

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**Legend:**
- **Large dark green area:** High level engagement
- **Large dark yellow area:** Topology design and creation
- **Large dark blue area:** Migration, including analysis and validation
- **Large dark red area:** Post migration activities and postponed migrations
- **Large grey area:** Archive (un)assigned content and deleted content
Migration steps per department

- Initial migration plan
- Set up focal point network
- Engage with senior management
- Set up steering committee

High level business engagement
Business preparations
Migrations and training
Validation
Hypercare
Migration steps per department

- High level business engagement
- Business preparations
- Migrations and training
- Validation
- Hypercare

- Deep dives
- Content mapping
- Topology analysis
- Site creation
- Permission settings
- Sign off analysis
Migration steps per department

- End user training
- Site owner training
- Validation training
- Migration of content by factory
Migration steps per department

- High level business engagement
- Business preparations
- Migrations and training
- Validation
- Hypercare

- Migration go live
- Technical validation
- Business validation
- Sign off on migrations
- SharePoint ready to use
Migration steps per department

- High level business engagement
- Business preparations
- Migrations and training
- Validation
- Hypercare

- Hyper care
- Livelink inaccessible
- Migration evaluation
Livelink and SharePoint: apples and oranges

- Livelink is a robust Enterprise content management system. SharePoint is a collaboration tool with document management features.
- So Livelink has options that are not available in SharePoint, for instance compound documents. And SharePoint has collaboration options that are new to Livelink users, for instance using Share button.
- This really has to be explained to the content owners.

Well, they are both fruit
Success factors and lessons learned

- Management Engagement
- Agreed timebox
- Topology
- Upfront restructuring
- Rehoming
- Spotfire
- Upfront deleting
- Deep dives
- Mapping tool
- Webcasts
- Validation process
- Training
SharePoint: document management and collaboration combined
Thank you

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