

## The Data Center Migration (DCM) Evaluation Tool

The DCM Evaluation Tool is a series of targeted questions intended to establish a baseline for your migration's scope, schedule and cost. The questions are grouped into these categories:

1. [Goals and Requirements](#)
2. [Server Population](#)
3. [Services](#)
4. [Site Infrastructure](#)
5. [Organization and Resources](#)

A note to users: Double click on the check boxes to select an answer.

### Goals and Requirements

#### 1. Why are you initiating this effort?

(E.g. Legal Regulation, Cost Savings, Lease Termination)

Answer:

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#### 2. Have a comprehensive business case and metrics been identified?

Yes

No

Describe metrics:

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#### 3. Who is on your team?

Senior Management  IT Management  IT Staff  HR  Vendors  Others

List:

How many of your technical resources have experience with data center migrations?

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**4. What (if any) upgrades or changes are desired as part of the move?**

(E.g. Increase Virtualization, Upgrade Software Version, Refresh Hardware)

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**5. What total timeline is set aside?**

Answer:

Why?

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**6. Is there a hard stop you must complete by?**

Yes

No

Please explain:

Are there any target windows we must hit?

(E.g. Must move on July 4<sup>th</sup>; Must avoid end of year processing restrictions or black-out date, etc.)

Yes

No

Please explain:

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**7. Can any services/equipment be left behind?**

Yes

No

Describe?

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8. Is taking everything in a “single lift” a viable option?

Yes

No

Why?

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9. Have you identified your budget and have funds been secured?

Capital Budget  Yes  No

Expense Budget:  Yes  No

Amount:

Amount:

## Server Population

### 10. How many total servers?

Answer:

### 11. What percentage is virtualized?

Answer:

### 12. What are your physical equipment profiles?

(E.g. Mostly new dell blades, half is HP rack-mounts that are 5+ yrs old and out of warranty, or a third is running UNIX supporting floor manufacturing, etc.)

### 13. How are you managing the configuration of your systems, servers, and applications?

Configuration Management Data Base

Spreadsheet

Describe the completeness and relevancy of the system. What shape is it in?

### 14. How completely has the name, serial number, contact information, IP address, etc. for each server been documented?

What percentage? \_\_\_\_\_

### 15. Describe your storage environment:

What are the major pieces of storage equipment? What resides on them? How much data are we looking at?

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16. Is there anything highly unusual/exceptional about this population of servers, storage, and applications?

No

Yes

Describe:

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## Services

### 17. What are the major services being hosted at the origin site?

(E.g. VOIP, ERP, E-mail)

### 18. On average, how long can the services at the origin site be down?

Zero downtime  A few hours  A day  A few days

Other:

## Site Infrastructure

### 19. Origin site?

Address:

What class facility? (Tier I, II, III):

What type? (Owned, Co-location):

### 20. Destination site?

Address:

What class facility? (Tier I, II, III):

What type? (Owned, Co-location):

### 21. What is the distance between the origin and destination site?

Answer:

### 22. Is the destination site ready to receive equipment from the origin site?

No

Yes

Please explain:

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**23. What is the connectivity between the origin and destination sites?**

(E.g. A dedicated T1, T3, etc.)

What percentage is utilized on average?

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**24. What kind of backup infrastructure exists at each site? (e.g. TSM)**

Answer:

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**25. Do you have a disaster recovery plan in place?**

Yes

No

For which systems?

When was it last tested and certified?

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**26. Are ISCP / BIA docs up to date (systems continuity plan and the business impact analysis)?**

Yes

No



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## 27. What is the typical procurement process & cycle time?

(E.g. purchasing switches, storage, etc.)

## Organization and Resources

28. How many internal resources will be assigned to the effort? In what role? At what allocation?

Answer:

29. Describe how rigid and lengthy the corporate processes are relating to server migration (approvals, reviews, etc.)?

Answer:

30. How aggressive will sponsor support be?

Answer:

31. Is this move mandated, or must buy-in be sought from key leaders?

Yes

Yes

Describe:

32. What kind of reports and metrics must be reported out?

Hours Worked  Power Savings  Executive Presentations  Post Move Audit  Other

Describe:



The difference is focus.

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### 33. What kind of laws & regulations are you subject to?

(e.g. SOX, HIPAA, Clearances, Anything International?)

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