

Data Center Migration, Move and Relocation Checklist

Section A: Team and Responsibility

This section is designed to capture resource matrix for Approver, Resources and their respective Role and Responsibilities

	Budget	Approver 1/Designation	Approver 2/Designation	Remarks
	Less than \$5000			
	\$5001 to \$50000			
	More Than \$50001			

	Role	Primary Resource	Backup Resource	contact Information
	Project Owner			
	Project Management Office			
	Project Manager			
	Project Coordinator			
	Purchase Department			
	Network Specialist			
	Server Specialist			
	Storage Specialist			
	Facilities Department			
	Vendor Coordination			

Section B: Inventory (Migrate , Move, Purchase)

This Section is designed to identify Inventory needed to accomplish desired project. Depending on need to inventory item to be migrated, moved or newly purchased. Items mentioned in the list are symbolic. Please add all equipments used in your migration, move,built.

Sno	Inventory List	Migrate	Move	New Purchase
1	Network Racks			
2	Server Racks			
3	Patch Panels			
4	Fiber Patch Panels			
5	Power Strips			
6	Servers			
7	Network Switches			
8	Storage			

Section C: Migration Blueprint Inventory

This Section is designed to document and record design related documents and blueprints. Also record current

Sno	Inventory List	Current Version	Changes Made	Changes Done By
1	Data Center Layout			
2	Rack Devices Inventory			
3	Move process document			
4	Task List			
5	Target list with time lines			
6	Risk Register			
7	Migration task list			
8	Vendor contact list			

Section D: Data Center Migration Relocation Phase

This Section is designed to document and record movement related task and information

Sno	Task	Resources/Team	Remarks
1	Down Time Start details		
2	Responsible team		
3	Data Center contacts		
4	Document and Take Backups		
5	Record Information related to department move		
6	Deploy Test plan		
7	Deploy Rollback plan		

Section E: Closure/Completion

This Section is designed to document and record design related documents and blueprints. Also record current

	Test Plan	Observations	UAT	Remarks
1	Migration Completed			
2	Initiate Test Plan			
3	User Acceptance Tests			
4	Stakeholder Sign off			
5	update Blueprints, Documents, Policies as needed			
6	CLOSE the project			