Data migration documentation [Mandatory]

Data migration documentation is required when a software project involves moving data from a legacy software system to the new software system. It can also include moving data from manual files or spreadsheets to the new system. Types of data migration documentation includes:

- **Data migration strategy** - a data migration strategy defines the scope, approach to be used in data migration as well as roles and responsibilities. It defines scope of data migration which include the data sets to be migrated including historical period to be included e.g last 5 years. It also defines the approach to be used to migrate the data for each data set including work required to cleanse or convert the data
- **Data migration reports** - Data migration reports are used to record the results of a data migration process which includes validating that the data has been migrated successfully. The process of data migration may include several test cycles to test effectiveness of data migration tools and quality of data. For each cycle a data migration report is produced capturing the data migrated and any issues faced in the migration process. A final migration report is produced when data is migrated to the production environment.

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