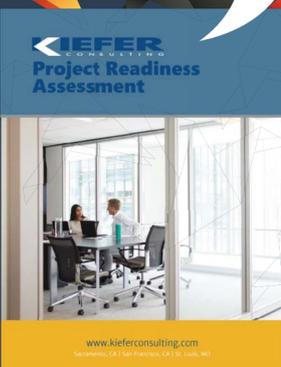# MIGRATING TO SHAREPOINT
BEST PRACTICES

If you are planning to migrate data from file shares to SharePoint, here are a few things you should consider!

DETERMINE READINESS

Moving volumes of legacy data to a new content management system is a significant undertaking. You can mitigate risks and identify potential barriers by performing a readiness assessment. Kiefer has been refining a project readiness assessment over the last 4 years.

KIEFER
Project Readiness Assessment

www.kieferconsulting.com

CLICK HERE TO DOWNLOAD THE READINESS ASSESSMENT

PLAN YOUR MOVE

One of the first things you need to do when planning a migration to SharePoint is to determine what data is going to be migrated. By knowing what must be moved, how many files you have, the size of the files, and what content won't be moved is important to fully understand the scope and complexity of the migration.

KNOW HOW MUCH YOU NEED TO MOVE

It's critical you understand how much you are data you are migrating to SharePoint. Once you know how much data you have to move, you'll be able to verify if there is enough storage in SharePoint for your content.

WHAT ARE YOU MOVING?

If most of the documents that your organization has in file shares are Microsoft Office documents, SharePoint is a great content management system. If your files are not of the Office variety, SharePoint may not be the ideal place for your content. It is important to know that certain file extensions can't be saved to SharePoint

PURGE & CLEAN-UP CONTENT

Be sure that you are only migrating the information that has business value. In SharePoint, you have the power of version control and you can rid yourself of older versions of the same document. Garbage in- Garbage out.

ENGAGE AN EXPERT

In addition to expertise and experience, it's a good idea that your partner have experience with the right tools to help with your migration. We prefer to use **ShareGate** as a tool to migrate clients to SharePoint. ShareGate is also an excellent option for clients that are looking to move content from SharePoint to a newer version of SharePoint.

FIND THE RIGHT TOOL

A tool like Sharegate will help you migrate content to SharePoint.

KIEFER CONSULTING