CHECKLIST TO MIGRATE TO WINDOWS NT SERVER

Project:	NetWare Retirement	Project Manager:
Project Identifier: 11179		Last Updated by:
Date Created:		Date Last Updated:

EXECUTION

Pre-requisite – **Prior Work and Review of Potential Action Steps**

No.	Procedure	Detail	Action	Completed By	Date Completed
1.	Verify the "Conversion Checklist—Planning" is complete. ❖ *Retirement Coordinator*	This is to ensure that all needed steps are complete.	Retirement Coordinator and Corporate Contact should meet to develop go-forward plan.		
2.	Begin thinking as to how the conversion can be efficiently handled. ❖ *Retirement Coordinator*	This is a checkpoint before moving ahead. A number of items should be, at the very least, thought out.	1. What types of printers are in place? JetDirect devices? 2. Any special print (forms) requirements? 3. What O/S is on the workstations?		
3.	Educate users about the forthcoming conversion. It is important to advise users that there will be differences; they must be willing to adjust. ❖ *Retirement Coordinator*	Drive mappings may change—functionality will be different.	The Retirement Coordinator should use his/her discretion as to how users are made aware. Taping sheets to users' screens being converted is one method.		

Server Creation – **Build the NT Server**

No.	Procedure	Detail	Action	Completed By	Date Completed
4.	Determine what NT server the existing data and print services on NetWare will be migrated to.	Data and printing from NetWare will likely be consolidated onto an	Work with Corporate Contact to determine if this unit's NetWare information will be merged onto		

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	❖ *Retirement Coordinator*	existing NT server. Otherwise, a different server will need to be procured.	an existing server or if a new server needs to be procured.		
5.	Build the NT Server using the "NT Consolidated File/Print Server System, Data, and Security Structure" as a standard. ❖ *Corporate Contact*	The creation of NT servers should fall in line with Corporate to ensure consistency amongst servers on the network.	1. Identify hardware—work with cell manager to locate 2. Build the NT server 3. Use the NT structure model as a blueprint when building		
6.	Create a test login script on the NT server. ❖ *Corporate Contact*	This is needed for a number of reasons including the mapping of drives/files as existed on the NetWare server.	1. Write login script in NT using KIXTART 2. Test the login script to ensure it functions properly.		
7.	After the NT server is built, notify Enterprise Systems to review before moving forward. ❖ *Corporate Contact*	Advise Corporate IS via e-mail for review and approval before migrating data from NetWare to NT.	1. Send an e-mail to Enterprise Systems requesting review 2. Do not progress further until approval to do so is granted.		

Migration – *Printing, Applications, and Data*

No.	Procedure	Detail	Action	Completed By	Date Completed
8a.	Document a list of printers that need to be created in NT. ❖ *Retirement Coordinator*	Determine printers that need network print services in NT.	Send e-mail to the cell Corporate Contact listing out printer ids to be created in NT.		

8b.	After receiving approval from #2 above, create printers on the NT server. ❖ *Corporate Contact*	Keep the NetWare printing environment available; in the event printer experiences problems, consider moving the print back to NetWare on the Corporate NetWare print server.	1. Set up the printers NT 2. Test printers (test users) 3. Migrate users of those printers to NT 4. Document printers that experience problems printing in NT 5. Make decision for troublesome printers		
9a.	Document a list of applications that need to be migrated from NetWare to NT. ❖ *Retirement Coordinator*	Determine applications that will need to be moved from the NetWare server.	1. Send e-mail of the applications that need to be migrated from NetWare. 2. Test the applications once available in NT 3. Advise Corporate Contact as to when the application can **be placed in <u>Production</u>** in NT and, therefore, removed from NetWare.		
9b.	Begin moving application(s) from NetWare to NT. ❖ *Corporate Contact*	Recommend moving not more than one application per day.	1. Migrate application to NT. 2. Advise Retirement Coordinator so they may test the application 3. Upon receiving approval from Retirement Coordinator to "go live" with the NT version, active the application on NT as **<u>Production</u>** and disable access to the application on NetWare.		

No.	Procedure	Detail	Action	Completed By	Date Completed
10a.	Document a list of data that needs to be migrated from NetWare to NT. ❖ *Retirement Coordinator*	This can be users' directories and any shared directories.	1. Create a daily/weekly conversion schedule, with dates, as to what and when the pieces of data should be converted. 2. Forward a copy of this schedule to the Corporate Contact.		
10b.	Begin moving user data from NetWare to NT. ❖ *Corporate Contact*	Recommend moving users by department and no more than one department per day. For example, users could be moved daily in functional groups like Accounting, HR, Engineering, Purchasing, etc. Data moved could include shared directories and user workareas.	1. Follow the timeline developed by the Retirement Coordinator. 2. Copy data from NT to NetWare. 3. Once copied, have the Retirement Coordinator test access to the data in NT. 4. If tests to access to the data in NT are favorable, disable access to the data in NetWare.		

Migration – **Access-Related Tasks**

No.	Procedure	Detail	Action	Completed By	Date Completed
11.	Identify Terminal Server users. ❖ *Retirement Coordinator*	Terminal Server users will need to change their GSNW setting.	Make this setting change.		

Information Security – **Norton Anti-Virus on NT**

No.	Procedure	Detail	Action	Completed By	Date Completed
12.	Verify that Norton Anti-virus is loaded onto the NT Server.	Ensure software is loaded onto the NT	1. Verify software is loaded. 2. Verify updates occur		

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	❖ *Corporate Contact*	server and that it is pushing out updates to clients as they log in.	regularly for definition files. 3. Verify the login script pushes out new definition files to clients during as the log in.		
13.	Communicate that Norton is properly set up and running on the NT server. ❖ *Corporate Contact*	Provide this information to Corporate Security.	Send e-mail to Corporate Security.		

*Post-Conversion Items – **Proper Disposition of NetWare Hardware and Software***

No.	Procedure	Detail	Action	Completed By	Date Completed
14.	Once the NT server is performing within acceptable parameters, and all data, printing, and applications have been successfully moved from the NetWare server, begin final assessment. ❖ *Retirement Coordinator*	This is the final step before the server is deleted in NetWare for good.	Verify any data residing on the NetWare server has been re-located elsewhere or is no longer needed.		
15.	Remove the NetWare server from the NetWare tree. ❖ *Retirement Coordinator*	This includes replicas, container(s), and the server object from the NDS.	1. Leave server powered-on and connected to the network. 2. Send note to Enterprise Systems requesting the replica, container(s), and object be deleted from the NDS.		
16.	License diskettes need to be returned to Corporate IS; the licenses may be added to the consolidated server. ❖ *Retirement Coordinator*	Some employees from units will continue to log in to NetWare for a period of time during the retirement effort.	Through intra-company mail, send license diskettes to Enterprise Systems.		
17.	Once a note Enterprise Systems has been received notifying that the server is removed from the NDS,	Continued use of the server may be as a test box. Consideration on	Find a new use for the machine or consider donating or disposing of the server in an		

physically retire the server. ❖ *Retirement Coordinator*	donating to a school or library would be another outlet.	appropriate manner.		