CHECKLIST TO MIGRATE TO WINDOWS NT SERVER

Project:	NetWare Retirement	Project Manager:
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PLANNING

Printing Needs – ***Identify Obsolete Equipment***

No.	Procedure	Detail	Action	Completed By	Date Completed
1.	Identify older personal printers that are connected to the network.	These printers—such as the smaller LaserJet models—may not work well with NT.	Physically inventory the printers and make contingency plans in the event these printers do not work with NT.		
2.	Identify JetDirect cards that may not be capable of supporting IP (NT) printing.	Some JetDirect cards that have worked well with IPX (NetWare) printing may not work with the future printing strategy.	Physically inventory all JetDirect cards. Submit a project request to the responsible cell requesting the future use status of JetDirect cards. The cell administrator can provide this answer.		
3.	Identify networked printers that do not use a JetDirect card (internal or external).	Some NetWare printers may be connected without a JetDirect card (may use NPRINTER).	Determine if it is necessary to have these printers connected to the network. If so, purchase IP-ready JetDirect cards.		
4.	Identify networked printers that do not use a JetDirect card (internal or external).	Some NT printers may be connected without a JetDirect card (may use	All network printers are **required** to use a JetDirect card for network printing in the		

		an NT print share).	future.		

Special Printing Needs – **Identify Non-standard Print Requirements**

No.	Procedure	Detail	Action	Completed By	Date Completed
5.	Identify ERP solutions/products that use special forms; business segment development personnel will need to be made aware of the forthcoming conversion to NT.	ERP solutions such as Avalon have been noted as requiring special print needs which require customization.	Notify the business segment's appropriate application specialist so that arrangements can be made to convert to NT.		
6.	Some printers may need to be managed by an NT Workstation for special printing needs.	Requirements such as this are in addition to the use of JetDirect cards.	This is a precautionary step so that local systems personnel can be aware.		
7.	Special "forms" requirements may need to use a more robust print solution (i.e., two printers at Plant I and Plant III are still on NetWare due to form printing requirements).	The interim solution will be a NetWare server dedicated toward special print requirements (managed by Corp. I.S.).	Work with the cell administrators and business segment application specialists to determine if any such print requirements exists at the unit.		

Operational Needs – **Identify Obsolete Inventory (Shop-Floor Impact)**

No.	Procedure	Detail	Action	Completed By	Date Completed
8.	Identify older PC technologies—DOS-based and Windows 3.x PCs.	Older technologies such as these have been difficult to connect to the NT network.	Inventory all PCs and determine the operating system.		
9.	Identify workstations that boot from the server (diskless workstations).	Older technologies such as these have been difficult to connect to the NT network.	Inventory all workstations and determine the function.		
10.	Identify any remaining shop-floor	Older technologies such	Inventory items in the office and		

	equipment, i.e., CNC routers, which may be connected to the network.	as these have been difficult to connect to the NT network.	shop-floor as to what impact, if any, converting the LAN network will impose.		

Operational Needs – **Hardware Resources**

No.	Procedure	Detail	Action	Completed By	Date Completed
11.	Determine life span of current network equipment if it is to be used to house Windows NT server.	Assets need to be properly retired.	Work with Accounting to query the Fixed Asset system to determine capitalization of the asset.		
12.	Determine if the unit will need to purchase a NetServer to house NT, or if the unit will consolidate onto a server within their segment.	Efforts to consolidate onto an existing server should be considered and implemented where feasible.	Discuss with business cell segment. Reach consensus.		

Operational Needs – **Client Software, Data Structure/Security, and Applications**

No.	Procedure	Detail	Action	Completed By	Date Completed
13.	Determine what network clients are loaded on the PCs connecting to the network. The action step at right will enable users to connect with Novell NetWare, yet favorably position the PC for conversion to NT.	To provide the most efficient connection environment, all Novell NetWare client software will need to be removed and replaced with Microsoft-created client software.	Inventory the client software. For Windows 95/98 workstations, add the Client Services for Microsoft Networks, Client for Novell NetWare, and the Microsoft NDS support pack. Remove all Novell-created client software.		
14.	Determine and document the data structure of the existing NetWare server.	The current data structure hierarchy will likely change from a tall	Outline/map out the data hierarchy to visually determine how the data structure has		

		to a flat structure to effectively manage and secure information.	evolved. Forward this documentation to NT cell administrator for review.		
15.	Determine the access to data for the information contained on the NetWare server.	It will be necessary to have this information in order to set up security on the NT server.	1) Inventory all groups, members of groups, and access the 'group' provides. 2) Identify any trustees of the server and their access to each group. See TBACKUP Utility and Group Show Documentation.doc for instructions. 3) If file/folder-level access has been used, inventory all occurrences and access each 'occurrence' provides.		
16.	Determine what applications reside on Novell NetWare.	It will be necessary to find out if an NT-capable version exists or if the application should be retired all together.	1) Inventory all applications running on NetWare. 2) Contact the vendor to determine if an NT-capable version exists. If so, arrange to obtain an evaluation copy.		
17.	Determine functionality and need of login script.	The login script for NT differs in function than that of Novell NetWare. What the login script accomplishes in NetWare may be accomplished in different ways for NT.	Work with NT cell administrator to diverge upon options—including the use of the NT login script—to achieve the same results. A more efficient method independent of the login script may exist.		