

# On the Move – What you Need to Know When Moving Your Facility

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# Preparation - Develop Organization

- Obtain high level management support for the project
- At least one dedicated project manager with adequate authority or reporting to manager with adequate authority
- Project managers and sub-teams for each of the major areas – network, facilities, operations, applications, systems

# Preparation – Assumptions & Strategy

- Document the project assumptions and goals – the team all needs to be on the same page regarding project requirements, limitations, and assumptions
- Develop a strategy and obtain management and team consensus on the strategy
- Develop a budget based on the approved strategy – leave margin for error

# Preparation – Detailed Project Plans

- Each sub-team should develop a detailed project plan based on the approved strategy
- These plans should be reviewed by the other sub-teams
- The project manager will need to integrate the project plans, adding interdependencies between the plans as appropriate
- There should be high level plan that incorporates major milestones and interdependencies between teams

# Coordination with Data Center Build

- Data Center migration plan needs to be coordinated with data center construction project
- Install carrier facilities, telecom cabling infrastructure, cabinets, racks, cable trays, and receptacles before construction is complete
- Install and test network, SANs, and swing equipment during commissioning if properly coordinated
- Install and label channel cabling and patch cables for the initial moves

# Preparation in Old Data Centers

- Prepare network and storage infrastructure for extension to the new data center
- Defer installation of normal upgrades and deploy upgrades as swing equipment
- Test new technologies to be used during the move (channel extension, mirroring, SANs)
- Identify and separate systems/subnets/applications into groups that can be moved independently

# Keeping the data up and running

- Change freeze on system, application, & network changes prior to and during moves
- Break move into manageable pieces
- Never move more than you can undo during each move window
- Coordinate moves with business activities
- Mirror or backup data
- Develop contingency and back off plans
- Pay attention to the details

# Scripting Moves (1 of 2)

- Script the moves in great detail
- Walk through the script with all participants prior to each move – everyone should know when they should show up, where they should be, what they should be doing, and during which points in the plan they need an approval to proceed
- Participants need to check in when they show up and ask for permission to leave
- Coordination with external organizations needs special attention

## Scripting Moves (2 of 2)

- The script should clearly identify key coordination and decision points
- Perform dress-rehearsals of complex moves (e.g. relocation of mainframe systems)
- The script should have full contact info for all participants including backups and vendors
- Need a procedure for reporting and dealing with problems, including management escalation
- End of script should have a wrap up to identify outstanding issues and provide turnover

# Hiring Outside Help

- Data center relocation is often the biggest project a IT organization will undertake.
- Data center relocation is a specialty
- Experts in data center relocation could be helpful in project management and developing the major documents (strategy, project plan, scripts)
- Relocation and testing will require extensive weekend and evening work
- Outside help is helpful to backfill for staff assigned to the project