

Cloud Migration Timeline

UCOP Information Technology Services

ITS sets a migration schedule for each department. Depending on the department's size, the migration takes about five weeks.

	Event	Notification to You	What You Need to Do	Program Resources
Prep Week	ITS holds a kickoff meeting with your department. ITS creates the department migration schedule, and meets with department managers.	Email from John Waugh (ITS) providing an overview of and timeline for the migration.	Review program materials. Delete old files/email you no longer need so they are not migrated to the cloud.	–Program website – Overview of cloud computing – Video : Overview
<i>transition</i>		Email from IT Service Desk re. data migration (Good Sync).	Follow login steps to initiate data migration, per instructions in email.	
Cloud Migration Week	ITS migrates your data to the cloud.		Attend migration appointment. Move your Outlook Personal Folders to cloud storage.	– Cloud storage options – How to move Outlook Personal Folders and other files/folders
<i>transition</i>		Printed packet of introductory materials at your desk.		– Video : How to use cloud computing
Verification Phase (2 weeks)	Customer verifies that all data was migrated.		Check that all your files were successfully migrated. If anything's missing, contact the IT Service Desk: servicedesk@ucop.edu . Important! Move your Outlook Personal Folders to cloud storage now, if you haven't done so already.	– How to move Outlook Personal Folders and other files/folders –Accessing the cloud from a web browser or Citrix Receiver –Accessing the cloud from iOS devices or Google/Android devices
<i>transition</i>		ITS contacts you to schedule your Windows 7 upgrade or computer replacement.		
Equipment Week	Your equipment is either replaced or upgraded to Windows 7.		Report any issues to ITS: servicedesk@ucop.edu .	