SharePoint Pre-Migration Check & House Cleanup

Presented by :

"Sameer" Muzammil Mohammed
Twitter : @sameerM2003
Email : sm@aqltech.com

"Sameer" Muzammil Mohammed

- SharePoint Principal @ AQL Technologies
- 20+ years of IT Experience
- Implementing SharePoint since 2003
- Microsoft Certified in several version of SharePoint

- Email   : sm@aqltech.com
- LinkedIn   : http://Linkedin.com/in/sameer-muz-mohammed
- Twitter   : @sameerm2003

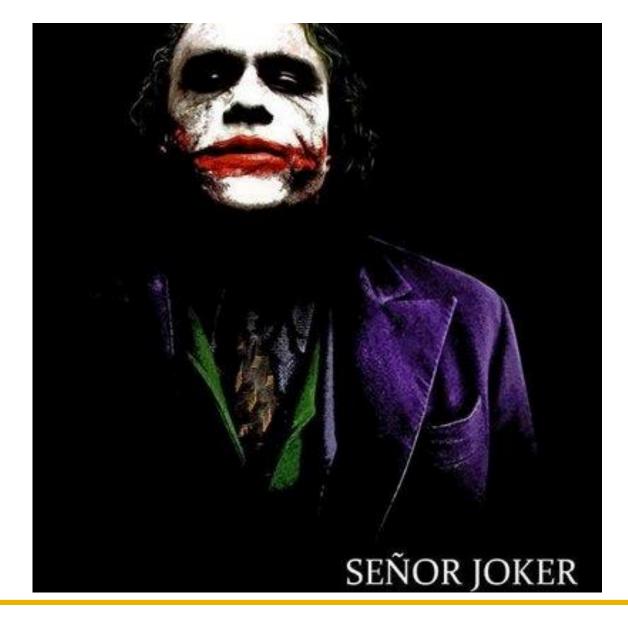# AQL Technologies
AQLTech.com

- SharePoint Focused 11+ years of SharePoint Implementations
- 100's of SharePoint\ Office 365 Migrations
- 100's of SharePoint application development projects
- SharePoint Focused Managed Services Practice
- System Integration
- Legacy Modernization

SharePoint Pre-Migration Check & House Cleanup

- Chaos at the bottom means order on the top ... chaos is never fair.

Agenda

Pre-Migration checks

Pre-Migration cleanup

Intro to Microsoft free tools

Review other 3rd party tools
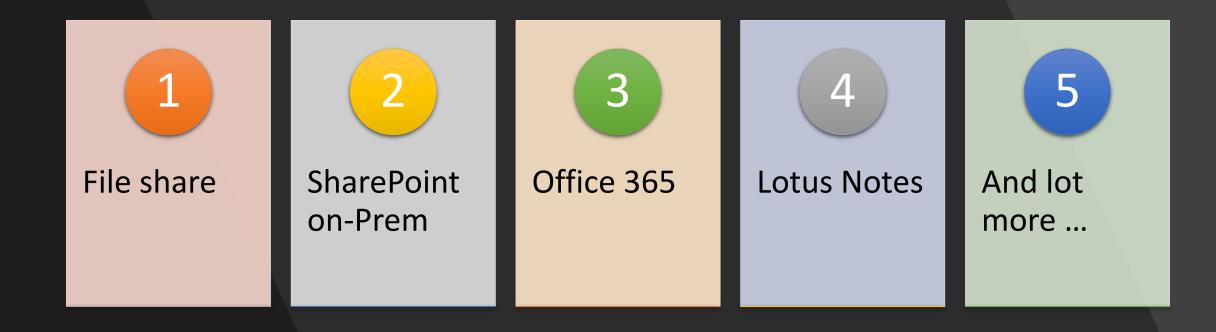
A Migration use case

Pre-Migration Checks

Different Data Sources

1 File share

2 SharePoint on-Prem

3 Office 365

4 Lotus Notes

5 And lot more …

Type of Reports

Environment Assessment Reports

Cleanup Reports

File share Reports

- Inventory Size

- Large files

- Count of files

- File Type Report

- Permissions on the folders\ drives

- Health of the file share server

FOLDER SIZES
disk space management

SharePoint Server Reports

- Farm & Health Analysis Report
- SharePoint Services Report
- Content Report
- 3rd Party Products Report
- Customizations Report
- Database Backups

Farm & Health Analysis Report

- Farm topology

- Service Pack/ Patches

- Language Packs

- Current Farm Usages

- Health Report

- Event & SharePoint logs

SharePoint Services Report

- SharePoint Service Applications

- Line of Business Integration services like BCS

- Custom Search Scopes

- UserProfile & My Sites

- And more about services.

Content Report

- List of Web apps, Url, port

- Application pool

- Trusted Identity Providers

- Authentication types
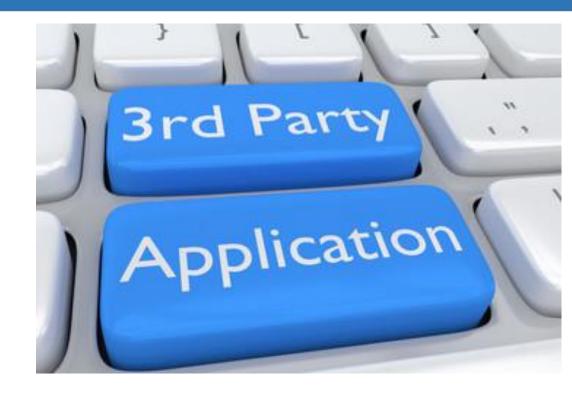
- Anonymous

- SSL

- AAM

- Database Size

- # of site collections

- Sites with basic details likes size, last used

- Deprecated site Templates
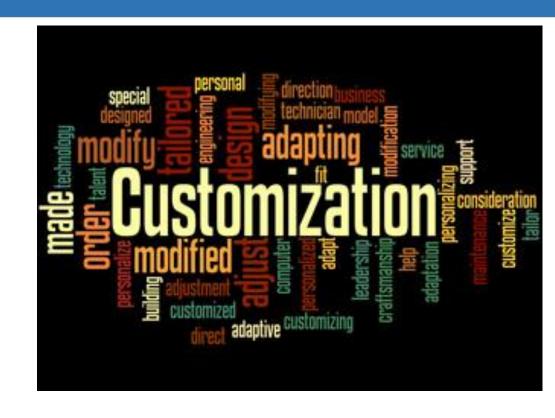
3rd Party Products Report

- Externalized Blob storage
- Forms – Nintex, K2 etc
- Workflows – Nintex , K2 etc
- Any others?

Customizations Report

- WSPs, Apps
- Active Features & webparts
- Custom JavaScript
- Custom CSS
- Custom Authentication providers
- Web.config file
- Custom Folders in Hive\ Root

Database Backups

- Verify the Database backup plan

- Test a complete farm restore

- Repair data issues
  - Check databases for corrupted data
  - Check databases for duplicate or orphaned site collections
  - Check variations

Few Cleanup Reports

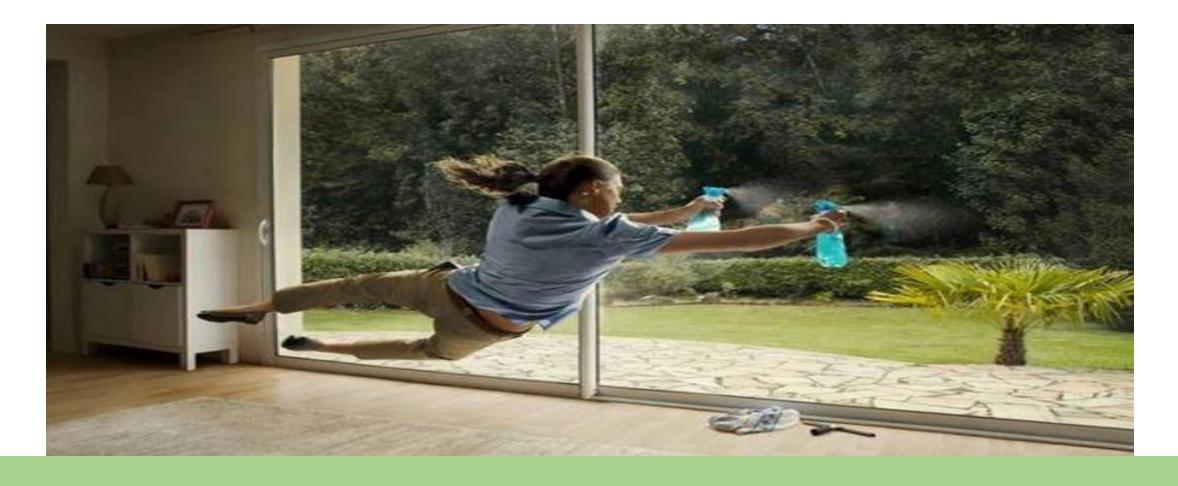| Document	User	List	Site
• Larger than 50 MB • Unchanged in last 6 months • Anonymous guest links enabled • Custom permissions • Explicit permissions to users	• External Users • Orphaned users	• Explicit permissions to users • Unchanged in last 6 months • With custom permissions • More then 5K items • With workflows • Without major version limit	• Number of Subsites per Site collection • Site Collections Reports • Sites unchanged in last 6 months • sites with Anonymous access • Sites with custom permissions

Pre-Migration Cleanup

Guiding Stakeholders for Cleanup

- Follow the ROT Principal – Redundant Outdated Trivial content
- Have sessions with the stakeholders to cleanup files
- Delete\ Archiving any thing that is not required
- Prefer a Phased Approach
- Give at least 2 weeks to review and make consolidation decisions
- Setup Recurring meetings
- Lastly, educate the users on the benefits

Moving to Modern UI?

- Are you moving to modern UI?

- Lets not forget SP2019 supports Modern UI

- Lot of UI customizations don't work in Modern UI

- It has to be SPFx customization only

Sites & Site collections Cleanup

- Delete Stale sites and webs
- Breakup Site collection
- Consider moving site collections into separate databases
- Finish Visual Upgrades in SharePoint 2010 Products
- Find Small site collection & demote to subsite

Users & Security Cleanups

- Orphaned Users

- Remove unused SharePoint Security Groups

- Remove orphaned AD Groups

- User permissions VS group permissions

List\ Libraries Cleanup

- Delete excess columns from wide lists or remove wide lists
- Remove extraneous document versions
- Remove huge lists not being used
- Find large sites & try promoting to site collections
- Huge Workflow history Lists
- Checked Out Documents
- Remove Duplicate Files

Customizations

- Remove unused web templates
- Remove unused features
- Remove unused Web Parts & App parts

Folder to Flat structure

- Consider converting folders to flat structure.
- Categorize documents
- Users will need to specify attributes of every document
- Map them to destination List\ Libraries
- Use Term Store & Managed Metadata Columns if needed

Cleanup Permissions

- Keep them simple
- Re-evaluate the permissions
- Try converting Individual permission to Group permissions
- Leverage AD & Azure Security Groups

Pre-Migration Check & Clean up Tools

SMAT	SPMT
▪Assessment ▪Identity Mapping	Migration

SMAT - Assessment Reports

List

- IRM Enabled Lists
- Email Enabled Lists
- External List
- Checked-out files
- Large Excel Files
- Large List Views
- Large Lists
- Managed Metadata Columns
- Publishing Pages
- Workflow Associations 2010
- Workflow Associations 2013
- Workflow Running Solutions 2010
- Workflow Running Solutions 2013

Sites

- Large Sites
- Locked Sites
- Publishing Sites
- Unsupported Site Templates

Customizations

- Master Pages
- Customized Pages
- Sandbox Solution
- Apps
- Full Trust Component Results
- InfoPath
- Custom Permission Level
- Custom Profile Property Mappings

General

- Alerts
- BCS
- Browser File Handling
- File Versions
- Long OneDrive URLs
- Secure Store
- Site Template Language
- Web Application Policies

SMAT - Identity Mapping Reports

- Full Identity Report
- Identity Mapping Report

SPMT

- Supports file share & SharePoint 2013 to SharePoint Online & OneDrive Migrations.

- Providers a Wizard like experience.

- Generates Post-Migration reports

Other 3ʳᵈ Party Tools

Comparison of 3rd Party Tools

	Sharegate	Microsoft Tools	Metalogix	Avepoint
Farm Assessment Report	Few	No	Yes	Yes
Cleanup Reports	Yes	Yes	Yes	Yes
SharePoint Migration	Yes	To O365	Yes	Yes
File Share Migration	Yes	Yes	Yes	Yes
Assessment Tool Cost	Trial	Free	Free	Trial
Migration Tool Cost	$3999/-	Free		

Migration Use Case

Data sources
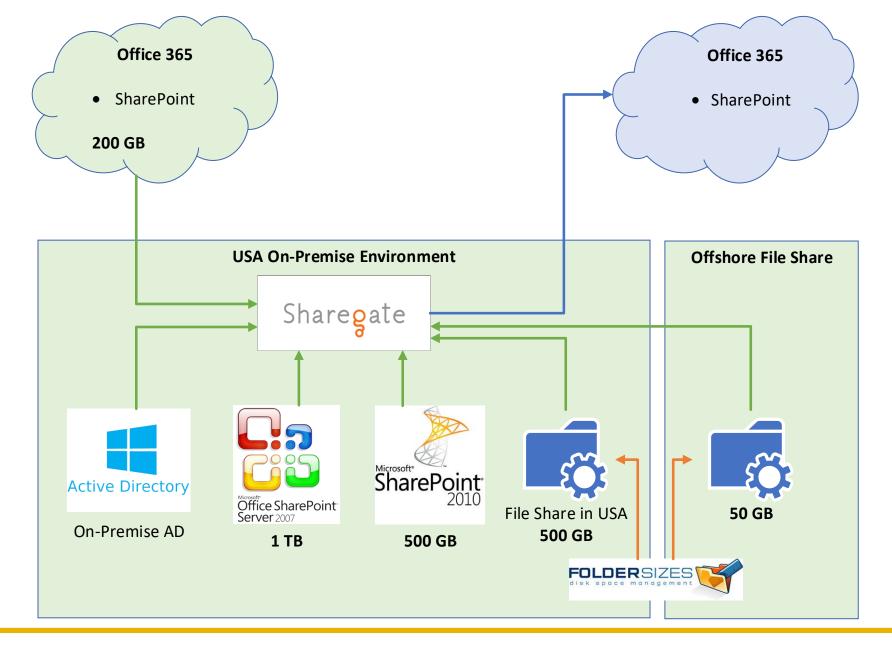
Files share size in several countries

Office 365 Tenant

SharePoint 2007

SharePoint 2010

SharePoint Deployment Planning Services

- Program gives you vouchers for assessments.

Activity	Engagement length				
	1-Day	3-Day	5-Day	10-Day	15-Day
Pre-engagement Questionnaire	x	x	x	x	x
Customer Workshop	x	x	x	x	x
Demo	x	x	x	x	x
Summary Report	x	x	x	x	x
Technical Upgrade Assessment			x	x	x
Initial Functional Assessment			x	x	x
Proof of Concept (POC)				x	x
POC Findings Report				x	x

FREE Promotions from AQL

1. **Free 4 hour SharePoint Farm Diagnostic assessment.**

2. **Free 4 hour SharePoint pre-migration farm assessment.**

Fill Out Your Session Surveys!

1 Click on the 'Agenda' button in the app

2 Select the session you wish to review

3 Click on the 'Take Survey' button at the bottom of the page