



# Data migration and cleansing

Playbook



# Data migration plan

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Concerto will undertake a comprehensive assessment of your organisation's data landscape, identifying available datasets across IT systems and spreadsheets. A structured data migration plan will be developed, covering data extraction, transformation, validation, and loading into the new system. This plan will ensure minimal disruption to live services by implementing phased migration with rigorous testing at each stage.

Workshops will be conducted with your organisation's key stakeholders to confirm data ownership, define data structures, and establish migration rules. Concerto's data analysts will work closely with your IT team to validate data quality, ensuring that only clean, structured, and relevant data is migrated.

# Data migration execution

Concerto will be responsible for the full migration of data from your organisation's existing IT solutions and spreadsheets to Concerto. Data migration will follow a staged approach:

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## Extract

Retrieve data from legacy systems, including structured and unstructured data sources.

## Transform

Cleanse and standardise data formats to align with the new system's schema.

## Load

Import validated datasets into the Concerto, ensuring integrity and accuracy.

## Verify

Perform data reconciliation to confirm successful migration.

Live services will remain operational throughout migration, with parallel run testing conducted where necessary to mitigate risk.

# Data related task assignments

To ensure a seamless migration, clear task ownership will be assigned between Concerto, BCC, and third-party suppliers. Expected tasks include:

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## **Your responsibilities:**

- Provide access to legacy data sources and confirm data governance policies.
- Review and approve data mapping and transformation rules.
- Validate migrated data during UAT.

## **Concerto responsibilities:**

- Lead data extraction, transformation, and loading activities
- Conduct data quality assessments and propose cleansing strategies.
- Provide support for UAT and resolve any data discrepancies.

## **Third-party responsibilities:**

- Support integration points where data is exchanged with external systems.
- Provide system access and technical documentation where required.

A migration timeline will be developed, specifying task dependencies, urgency, and deadlines.



# Book a demo

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