# Qmlativ Migration Process
# ROADMAP TO SUCCESS

## Discover
### 1
**MIGRATION READINESS**
Learn about migration project elements, including roadmap, phase resource documents, and Qmlativ features documents. Determine if your district is ready to proceed to Qmlativ!

## Onboard
### 2
**PREPARE APPROACH**
Assemble a lead project team, engage project sponsors, assess risk, inventory all third-party connections, and complete other onboarding activities as directed by your Project Team.

## Implement
### 3
**SUCCESS AGREEMENT**
Finalize the Onboard phase outcomes and build your district's Success Agreement plan to formally schedule your migration project on the statewide schedule.

## Data Validation
**INITIAL PASS**
Review data for errors, cleanup opportunities and system usage discussions. District users should start training in the district's Qmlativ data.

## Pre-work
**PLANNING**
Determine training timelines, training tools and identify targeted user groups. Begin SMS Cleanup and set an ongoing maintenance plan.

## Qmlativ Configuration
**CONFIG COPY PLANNING**
Start assembling the Go-Live Qmlativ configuration database; many areas can be copied into the Production database at Go-Live if they are done in advance.

## Data Validation
**MID-CYCLE PASS**
Review data for errors and cleanup opportunities. District users should start training in the district's Qmlativ data and confirm that system usage supports district practices.

## Data Validation
**PRE-FINAL PASS**
Clean up errors, validate data, freeze DMT, complete staff trainings, and finalize Go-Live plans and tasks.

## Data Finalization
**CONFIRMATION**
Close out business processes for final migration and confirm all build areas that started during the CONFIG COPY PLANNING stage.

## Support
### 5
**OPTIMIZATION**
Review performance, activate defined sustainment outcomes, transfer ownership, and celebrate your success!

## Go Live
### 4
**FINAL MIGRATION**
Freeze SMS and set to Read Only, complete final data migration, validate outcomes, perform production configuration, and begin allowing users to access the system.

**A NOTE ON TIMELINES**
*Project timelines – set during the Onboarding stage – depend on the size and complexity of each district.*

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