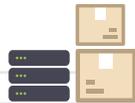# Data Center Relocation Checklist

You can prepare for a successful relocation by understanding the scope, creating a detailed project plan, communicating requirements and having the right resources in place.

A comprehensive project plan is indispensable. Invest time and resources in creating a plan that includes:

- An assigned project manager/owner
- Environment prerequisites
- Hardware prerequisites
- Software prerequisites
- Task prerequisites
- Key team players
- Key dates for each stage of your data center relocation project
- A back-out plan

Use careful planning and methodical execution to achieve a successful move. Add to your task prerequisites:

- Label cabling in the existing and target data center
- Backups completed
- DBAs and application administrators disable services
- Shut down and power off equipment
- Network administrator checks cabling, switch configuration and firewall connectivity
- OS Administrator remotely connects to console access to reconfigure network settings for the service (if not done prior to shutdown)
- OS Administrator checks health of OS, network and storage connectivity
- DBAs and application administrators check services.
- QA team tests all applications and certifies the environment

Minimize downtime and risk by testing backups in advance of your relocation. Identify and follow the proper steps for your environment.

- Know and test how you would restore the data in the new data center should things go awry
- Be ready with media and license keys for installing backup server client software if needed
- Ensure that your backup and build servers are ready to go in the new data center prior to the relocation date *(Optional but recommended should you need to perform a server recovery)*

Plan for the time and events you could encounter when shutting down your affected server, storage and/or network equipment.

- Are all applications shut down?
- Are all databases shut down?
- Test shutdown and start up

The day of your move is next month. Make sure to account for:

- Physical size of doors/elevators/stairwells and loading dock/truck ramp
- Moving tools: fork lift, dolly, flatbed cart
- Area for packaging and un-packaging in both data centers
- Identifying your development, staging and production equipment to avoid misplacement at new site
- Un-racking and racking at new site
- Time for cabling needs

For a detailed relocation guide, read **How To Plan A Successful Data Center Relocation**