



DSMN8 Platform Migration Checklist

- Data from previous platform secured

- Users for migration confirmed

- Team Leaders/Curators trained & have DSMN8 access

- Communications sent to employees announcing migration

- Confirmed date for previous tool to be decommissioned

- Users have access to new tool when required (SSO)

- Users Email Addresses Confirmed

- Launch Day Confirmed

- Webinar Confirmed

- Initial Communications Sent

- Early Access Email Sent

- Platform Invites Sent

- Webinar Invitations Sent
