

Quest Archive Manager Migration Checklist

Why prepare now?



Protect your records
Early planning helps preserve access, metadata and defensibility.



Avoid a reactive project
More time means fewer rushed decisions, and costly fixes.



Decommission sooner
Good preparation helps you retire the legacy archive sooner.

The 10-point readiness checklist

Tick one box per row.
Count 1 point for each tick in the Yes column.

Readiness question	Yes	Partly	No
Do you know the total volume of data held in Quest Archive Manager?			
Have you identified active, inactive and former employee archives?			
Has journal archive data, or journal-derived data, been identified separately?			
Is the target platform agreed and commercially approved?			
Have retention, legal hold and compliance requirements been mapped to the target?			
Do you know which metadata, folder structures and permissions must be preserved?			
Have any data quality, corruption or accessibility issues been assessed?			
Has migration throughput been tested against the available timeframe?			
Is there a plan to validate completeness and deal with exceptions?			
Is there an agreed point at which QAM can be decommissioned?			

How to score it

Count one point for each tick in the “Yes” column. The higher your score, the closer you are to a controlled migration and credible decommissioning plan.



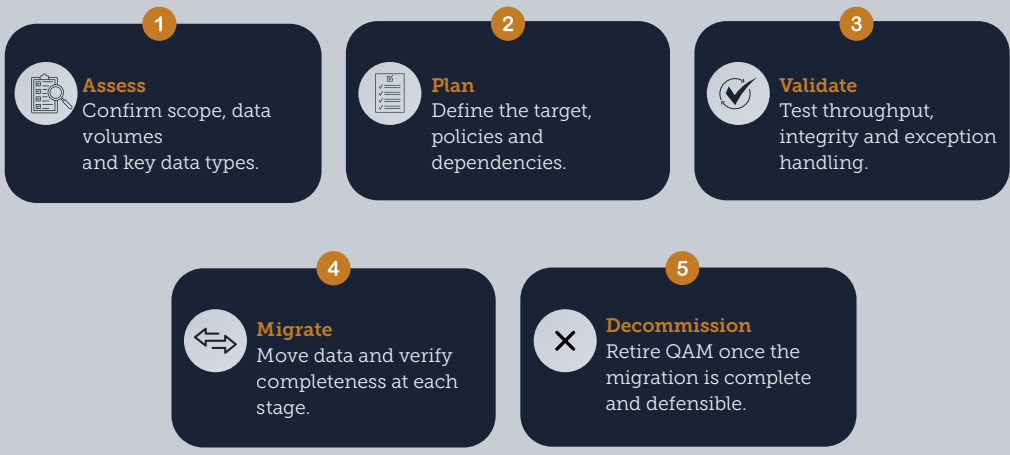
-  0-4 Delivery risk, key decisions and dependencies are still unresolved.
-  5-7 Planning gap, work is moving but important issues still need closing out.
-  8-10 Ready to move, planning is advanced and decommissioning looks achievable.

Three migration decisions to resolve now

These three questions have a major influence on migration timescales, validation and how quickly QAM can ultimately be decommissioned.

- 1** **How long will the migration actually take?**
Archive size is only one input. Throughput, source performance, target throttling and remediation all affect the programme.
- 2** **How quickly can you prove the migration was successful?**
A defensible migration needs more than a completion percentage. You should be able to show what moved, what did not and why.
- 3** **When can QAM be switched off?**
The value comes from reaching a defensible decommissioning point quickly, rather than allowing the legacy environment to linger.

A sensible path from now to decommissioning



Ready to plan your route out of QAM?

Transvault can assess your environment and help you build a clear, defensible path to migration and decommissioning.

[Speak to our migration specialist](#)