



# iGrafX GoCloud! Platform Migration Plan

# Agenda

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- Review Objectives
- Ensure completeness of team
- Clarify Tasks and Dependencies
- Discuss Timelines and Deliverables

*This is a sample template that may be used for your own implementation.*

# Project Objectives

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The purpose of this project is to :

- Transition the current iGrafx on-prem platform to the iGrafx Cloud
- Enable Single Sign-on
- Ensure continuity of operations with our internal IT Support functions via monitoring and documented support processes
- Decommission existing environments

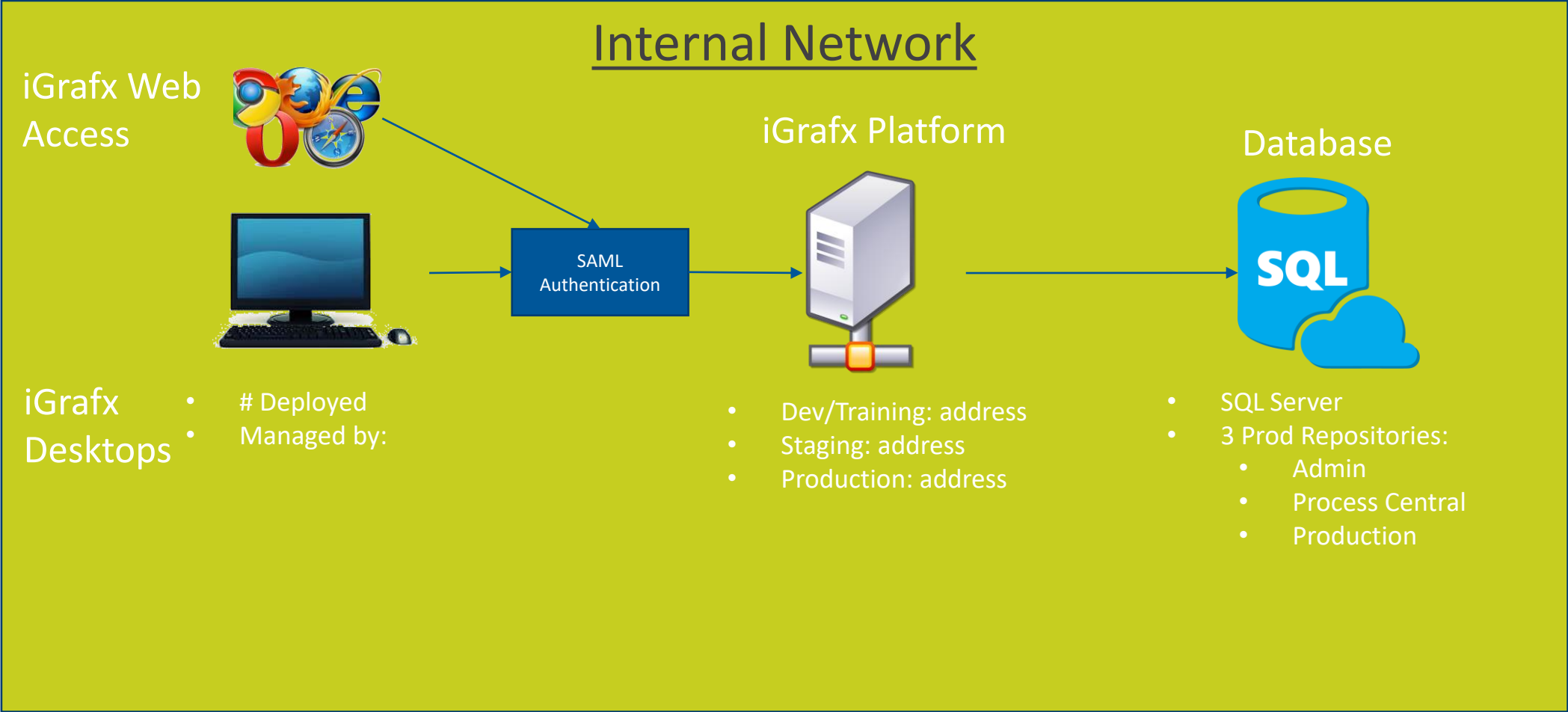
# Project Team

Group	Contact	Responsibilities
Overall Lead		<ul style="list-style-type: none"><li>• Project Communications and Execution</li></ul>
IT Project Manager		<ul style="list-style-type: none"><li>• Coordinate DBA, Windows Admin, Security team schedule and support</li></ul>
Business Project Manager		<ul style="list-style-type: none"><li>• Complete test cases for confirmation of migrated environment</li></ul>
iGrafx Contact		<ul style="list-style-type: none"><li>• Stand-up and configuration of cloud platform</li><li>• Support for migration</li></ul>

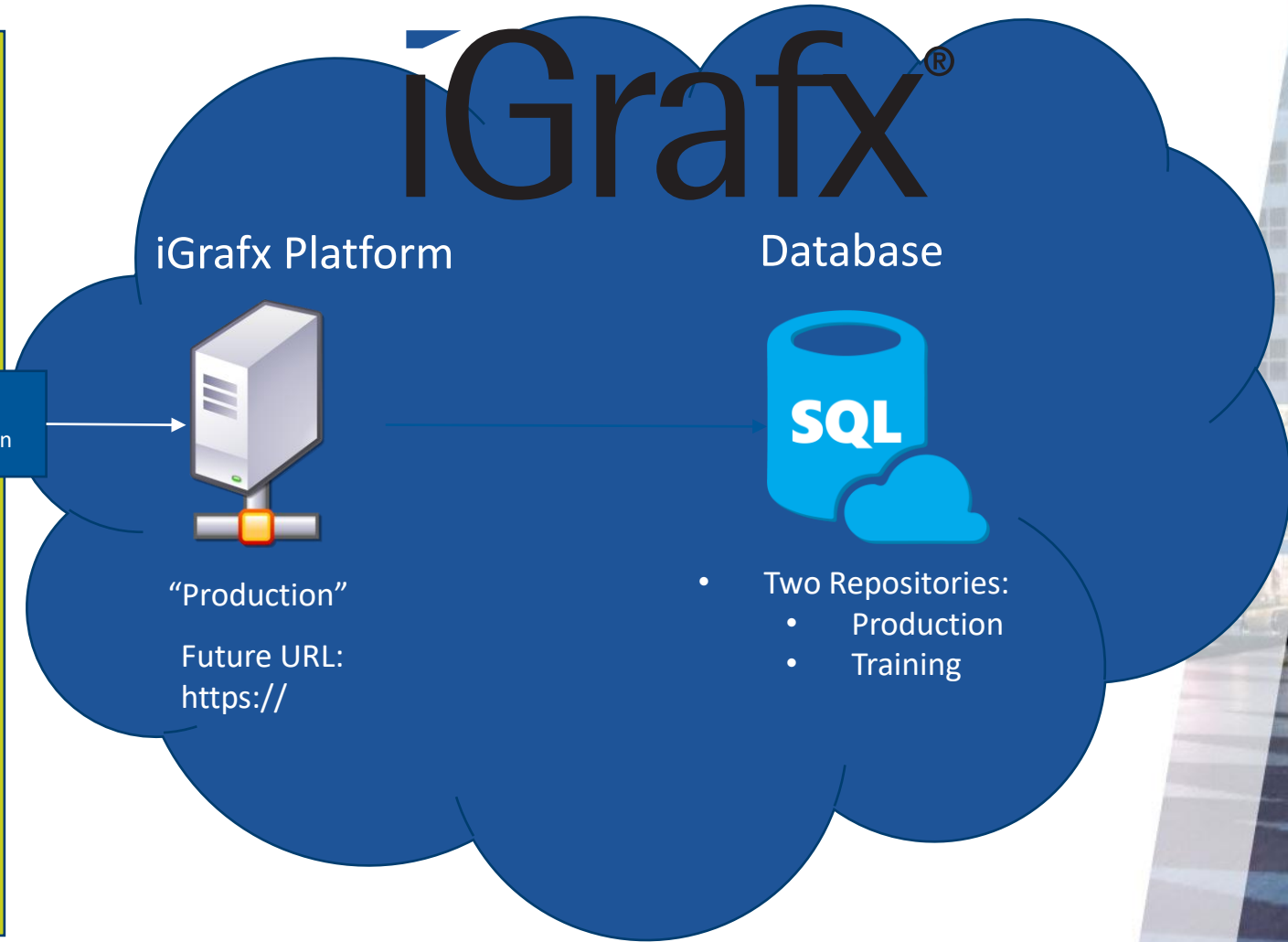
# Project Support Team

Group	Contact	Responsibilities
DBA - SQL Server		<ul style="list-style-type: none"><li>• Backup Upload and Decommissioning</li></ul>
Azure AD		<ul style="list-style-type: none"><li>• Single Sign-On Provisioning with iGrafX</li></ul>
Windows Servers		<ul style="list-style-type: none"><li>• Existing Server Decommissioning</li></ul>
IT Security		<ul style="list-style-type: none"><li>• Security Analysis and Approval</li></ul>
Single Sign-On		<ul style="list-style-type: none"><li>• Single Sign-On setup</li></ul>
IT Support		<ul style="list-style-type: none"><li>• Update Support Documentation</li></ul>

# Current Environment (sample)



# Future Environment (sample)



# iGrafx Cloud Migration Project Task List

## Pre-Migration

- Project Team: Kick-off Project
- Project Team: Send Communication to Designers, Collaborators and Viewers
- Project Team: Send License Model Change Communication to License Owners
- IT/iGrafx: Clarify SSL Ownership
- IT/iGrafx: Clarify SSO Integration requirements (firewall port availability, etc.)
- Project Team: Confirm Training Repository availability in iGrafx cloud
- IT: Update database to reflect new roles
- Project Team / IT: Confirm number of desktop clients deployed
- Project Team / iGrafx: Confirm license types / counts necessary
- Project Team: Confirm all production iGx files are checked in to repository.
- Project Team: Review / Confirm number of iGx files to be converted to iGxw.

## Pre-Migration Testing

- Project Team: Schedule and Host Platform Change Sessions
- Project Team: Send Periodic Updates to Platform Users
- BPM Team: Schedule User Testing
- IT: Prepare and deliver copy of Production Database Backup to iGrafx
- iGrafx: Stand up Database Backup in iGrafx Cloud
- IT/iGrafx: Integrate SAML Directory with iGrafx Cloud
- Project Team: Confirm Cloud Availability
- IT: Setup and Test New Monitoring
- Project Team: Execute User Testing Plan to verify migration was successful.
- IT: Develop Support Documentation
- Project Team/IT: Ensure all configuration parameters are set (i.e.. Email configuration)
- Project Team / iGrafx: Test igx file conversion

## Production Migration

- Project Team: Send Notification of Migration Pending to Users
- IT: Turn off access to iGrafx on-prem platform
- IT: Prepare and deliver copy of Production Database Backup to iGrafx
- iGrafx: Stand up Database Backup in iGrafx Cloud
- Project Team: Confirm Production Repository availability in iGrafx Cloud
- IT: Redirect all iGrafx traffic to new URL
- IT: Verify Monitoring is Functioning as expected
- Project Team: Update Business Continuity Outage Notification documentation
- Project Team / iGrafx: convert iGx files to iGxw

## Post-Migration

- Project Team: Communicate Migration success
- Project Team: Schedule additional trainings as needed
- IT: Monitor Users and Platforms for Issues
- IT: Decommission existing on-prem installations (i.e. Servers, Databases, Desktop clients).



# Things to Consider:

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- Will all desktop clients be migrated to web diagramming?
  - How many igx files need to be converted?
- Have all necessary change management requests been completed and approved?
- Have SSO requirements have been agreed to?
  - Are firewall port openings necessary?
  - SAML Authentication (ADFS, Okta, Centrify, Azure AD) documentation can be [found here](#)
  - iGrafx owns SSL certificates
- Will Multi-Factor Authentication be required?
- Has DBA signed off on transfer of DB backups to iGrafx?
- Where can iGrafx Platform availability be monitored:
  - <http://>
- Has pre-migration testing been completed?
- Is additional Penetration Test required? (requires iGrafx support and approval)
- Has documentation been updated for how to contact iGrafx support in case of outages?
  - iGrafx doesn't consider anything less than 5 minutes to be a 'system down' concern
  - After 10 minutes, iGrafx will perform a reboot
  - At 15 minutes, iGrafx considers the system down and will initiate troubleshooting procedures

# Change Request Log

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Change Request #	Description	Owner	Entered Date	Completed Date

# Open Issues Log

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#	Issue	Owner	Incident # (if support ticket opened)	Status
1				
2				

# Closed Issues

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#	Issue	Owner	Status