# Migration Team

**Project Name:**

Migration Team

**Date:**

1 October 2018

**Project Sponsor:**

Alma Implementation Steering Committee

**Project Description and Purpose:**

The Migration Team will work with Ex Libris and UH System Libraries to facilitate the technical aspects of the move to Alma and Primo.  This team meets regularly with the Ex Libris Project team for data migration, system configuration, and implementation planning and enactment.

**Project Assumptions:**

- The work of this team and the success of the migration depends on open communication with other implementation teams
- This team will need to have regular communication with Ex Libris representatives to ensure data migration, system configurations and integration are completed successfully.
- The work of this team involves configurations for several functional areas; members of this team will need access to a broader spectrum training and documentation to fulfill their project scope
- This team will have access and opportunities to consult with expertise needed to complete the migration and configuration, in particular integration for third party vendors and applications

**Project Scope:**

The Migration Team is responsible for providing migration and implementation deliverables required by ExLibris; extracting and validating of Sierra and E-resources data for migration to Alma; facilitating system configuration of Alma to maximize interoperability with campus enterprise systems and third-party vendor systems

**Project Deliverables:**

*Initial Project Deliverables:*

- *Preliminary Project Plan & Milestones*
- *Preliminary schedule/timeline of activities*
- *Define roles (as needed) for team members*

*Project Deliverables:*

- Provide migration and implementation deliverables required by Ex Libris.
- Extract, validate, and test Sierra and electronic resources data (Serials Solutions, SFX, ERLR, Ebsco (DT) and other vendors) for migration to Alma.
- Facilitate configuration of Alma to maximize integration and interoperability with campus enterprise systems and third-party vendor systems.

**Project Milestones:**

- Delivery of Alma Configuration Form
- Delivery of Sierra & electronic resource data
- Completed Pre-go-live checklist

**Project Team Leader:**

Richard Guajardo (UH), Chair

**Project Team Members:**

Jeannie Castro (UH)
Lee Hilyer (UH)
Emily Lawson (LAW)
Steven Ring (UHD)
Jingshan Xiao (UHCL)
Frederick Young (UH)

**Project Stakeholders:**

Rob Spragg
Campus IT
PeopleSoft
All functional teams

**Project Expenses:**

None anticipated.

**Project Approval Requirements:**

Alma Steering Committee

**Project Start and End Dates:**

November 2018 - July 2019

**Revision History/Change Control:**

*Note here any substantive changes to this project charter, including names and dates where applicable.*

*Changes to this document or other project parameters should be submitted in writing (paper or email) to the project manager and must be approved by the Alma Steering Committee.*

**Issue Log/Conflict Resolution:**

*For continuous improvement, project leads should capture any process problems in an Issue Log for review by the Alma Steering Committee. Project managers and Steering Committee members are available to assist in resolving conflicts that may arise during project execution.*

**Acknowledgments:**

*Both the project sponsor and the project team leader should acknowledge the contents of the project charter to confirm shared understanding of responsibilities and expectations.*

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Alma Steering Committee              Richard Guajardo, PM

Approved 30 October; Minor changes 14 November 2018