



MRP Data Migration Checklist

Pre-Migration Planning

Tasks related to planning and preparing for the data migration process.

Define Migration Objectives

Write something...

Estimated Data Volume (GB)

Enter a number...

Planned Migration Start Date

Enter date...

Data Scope (Full/Partial)

- ☐ Full Data
- ☐ Partial Data

Data Entities to Migrate

- ☐ Item Master
- ☐ Bill of Materials
- ☐ Work Orders
- ☐ Inventory Records
- ☐ Supplier Information

Identify Data Owners & Stakeholders

Write something...

Data Extraction & Cleansing

Steps involved in extracting data from the legacy system and cleaning it for import.

Description of Data Source(s)

Write something...

Estimated Record Count

Enter a number...

Sample Data File (for validation)

 Upload File

Data Extraction Script/Process Description

Write something...

Data Quality Issues Identified (e.g., Missing Values, Inconsistent Formats)

- ☐ Missing Values
- ☐ Inconsistent Formats
- ☐ Duplicate Records
- ☐ Incorrect Data Types
- ☐ Out-of-Range Values

Data Cleansing Rules Applied

Write something...

Data Transformation & Mapping

Activities focused on transforming the extracted data and mapping it to the new MRP system's structure.

Item Number Conversion Factor

Enter a number...

Unit of Measure Conversion Rate

Enter a number...

Default Costing Method

- ☐ Standard
- ☐ Average
- ☐ FIFO

Default Location Mapping

- ☐ Warehouse A
- ☐ Warehouse B
- ☐ Shipping Dock

Custom Field Transformation Logic

Write something...

Effective Date of Data Transformation

Enter date...

Data Loading & Verification

The process of loading the transformed data into the new MRP system and verifying its accuracy.

Total Records Loaded

Enter a number...

Records with Errors

Enter a number...

Records Successfully Imported

Enter a number...

Error Log Summary

Write something...

Data Validation Rule Applied

- ☐ Standard Validation
- ☐ Custom Validation Rule

Date of Data Load

Enter date...

Time of Data Load

Post-Migration Validation & Reconciliation

Activities to validate the migrated data, reconcile differences, and ensure data integrity.

Total Records Migrated

Enter a number...

Records with Discrepancies

Enter a number...

Description of Discrepancies Found

Write something...

Data Integrity Check Results (Pass/Fail)

- ☐ Pass
- ☐ Fail

Date of Reconciliation Review

Enter date...

Summary of Reconciliation Findings

Write something...

Signature of Reconciliation Reviewer

User Acceptance Testing (UAT)

Testing by key users to confirm the data meets their requirements and is functional within the new system.

Verify Bill of Materials (BOM) Accuracy

- ☐ Accurate Item Hierarchy
- ☐ Correct Component Quantities
- ☐ Valid Routing Information

Inventory Quantity Validation (Item ABC)

Enter a number...

Describe any discrepancies found in Production Orders

Write something...

Validate Scheduled Delivery Dates

Enter date...

Confirm Master Data Accuracy (Vendor XYZ)

- ☐ Accurate
- ☐ Minor Inaccuracy
- ☐ Major Inaccuracy

User Acceptance Signature

Cutover & Go-Live

Tasks for transitioning to the new MRP system and decommissioning the legacy system.

Planned Go-Live Date

Enter date...

Planned Downtime Start Time

Estimated Downtime Duration (hours)

Enter a number...

Communication Plan Execution Checklist - Briefly describe actions taken

Write something...

System Freeze Status

- ☐ Not Frozen
- ☐ Frozen
- ☐ Confirmation Required

Confirmation of Final Data Freeze - Data Owner

Any Issues Encountered During Cutover - Briefly Describe

Write something...

Post-Implementation Support & Monitoring

Ongoing support and monitoring to ensure the data migration remains stable and accurate.

Last Data Validation Date

Enter date...

Number of Data Errors Found (Last 7 Days)

Enter a number...

Summary of Recent Data Migration Issues & Resolutions

Write something...

System Performance Status (Last 24 Hours)

- ☐ Normal
- ☐ Warning
- ☐ Critical

Scheduled Data Backup Time

Areas Requiring Ongoing Monitoring

- ☐ Inventory Levels
- ☐ Lead Times
- ☐ Bill of Materials
- ☐ Routing
- ☐ Work Orders

Contact Person for Data Migration Support

Write something...