

# APPLICATION DECOMMISSIONING

## Getting Started

### CHECKLIST

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Are you ready to start decommissioning aging, duplicate, or other systems? If so, this checklist can help you get started.

#### SOURCE APPLICATIONS: Do we know...

The number and types of applications to be decommissioned (commercial, home-grown, etc)?

#### SOURCE SYSTEM: For each one, do we know...

The type of platform (e.g., Windows, Unix/Linux, mainframe)?

The data type (e.g., RDBMS, ODBC accessible, COBOL copybook, proprietary, etc.)?

The data size (e.g., 10 terabytes)?

Export capabilities (e.g., CSV files)?

If there are unstructured data types and their volume?

#### SOURCE DATA MODEL: Do we know...

The number of databases and tables?

The data analysis approach (e.g., SQL tracing, web crawling, etc.)?

#### ARCHIVE SEARCH & REPORTING: Do we know...

The number of search forms needed?

The average number of fields per search form, search results?

If there are any special display requirements?

#### ARCHIVE INTEGRATION & RETENTION: Do we know...

If the system requires Single Sign On or Context Sensitive integration?

If user authentication or user management with AD/LDAP is required?

What the retention policies are?