| Check | Data Conversion Readiness Check |
|---|---|
| ❑ | Are the project scope and objectives clearly identified? |
| ❑ | Are specific critical success factors documented? |
| ❑ | Is the impact of each dependent task from other processes considered? |
| ❑ | Are the conversion requirements clearly defined, including all legacy applications and business objects?  Do the definitions indicate the level of detail and history to be converted? |
| ❑ | Is a disposition path for every existing business object/data element clearly defined? |
| ❑ | Is the strategy understood by those on the distribution list for this deliverable? |
| ❑ | Are all assumptions, constraints, and risks that could impact the conversion stated, understood, and mitigated? |

| Check | Conversion Project Metrics | Units | Description |
|---|---|---|---|
| ❑ | number of platforms: | | |
| ❑ | number of conversion business objects to design and build: | | |
| ❑ | number of database tables (may not be known): | | |
| ❑ | number of conversion modules that can be reused: | | |
| ❑ | number of source applications to convert from: | | |
| ❑ | volume of data to be converted and/or migrated: | | |
| ❑ | complexity of the data to be converted and/or migrated: | | |
| ❑ | number of legacy data sources: | | |
| ❑ | amount of required data cleanup: | | |
| ❑ | number of data translations: | | |