

3. PRE-SERVER DEPLOYMENT

- Prepare the target server area:
- Network connectivity
 - Internet connectivity
 - Layout/server room diagram
 - Network cabling
 - Power management
 - Rack placement
 - VPNs
 - DNS
- Prepare in-house deployment staff
 - Safety procedure training
 - Training session/rehearsal of the server deployment protocol, including:
 - Labeling and packing equipment
 - Cables
 - Rails
 - Pair experienced partners with first-timers
 - Remind staff of availability and importance of the data center lift for server:
 - Installation/removals
 - Transportation
 - Positioning
 - Arm leaders with program timelines and server room diagrams
 - Advise staff and clients of upcoming system downtime
 - Schedule project manager to work onsite from start through sign-off

4. PREPARING IN-HOUSE HARDWARE & SOFTWARE

- Review and update diagrams and lists for each rack
- Verify in-cabinet physical availability
- Verify safe stored backup copy
- Verify complete virtual assets backup
- Identify and schedule upgrades to perform during migration
- Inventory all hardware and virtual system elements
- Identify and remove unnecessary abandoned cables
- Verify availability of impact, moisture, and other hazard-resistant packing materials

5. EXECUTION OF SERVER DEPLOYMENT

- Mirror power requirements when changing cabinets
- Shut down servers, storage, and networking devices according to established protocol
- Inspect, clean, repair, and re-inventory all items prior to reloading racks
- Ensure project manager sign-off on hardware list and scheduled tests once all items are deployed and inventoried

NOTES:
