Relativity Server to Relativity aiR Migration: Team Roles & Responsibilities

Successful migrations start with early, collaborative planning between your team and Relativity. In our experience, customers see the best results when they align around a core set of roles. Depending on your team structure, individuals may take on multiple responsibilities.

- **Data Migration Champion**: An informed and motivated leader who sets priorities, drives momentum, and helps overcome internal obstacles to meet deadlines.
- **Technical Lead**: A team member responsible for coordinating subject matter experts within the organization to optimize the Relativity Server environment, ensure network reliability, manage the installation of required applications across workstations, VMs, and agent servers, and identify efficient methods for data migration from the organization.
- **Data Migration Project Lead**: A team member who partners closely with Relativity to guide the project, offer feedback, and help solve challenges.
- **Data Migration Assistants**: Individuals responsible for migrating workspaces to Relativity aiR, addressing any issues with Relativity's support team, and performing validation once the workspace is restored in Relativity aiR.

Phase	Tasks	Estimated time commitment
Plan data migration	Assemble the team that will plan and execute the migration, including contacting your Relativity account team for assistance.	1 hour
	Review and develop the migration plan.	4 to 8 hours
	Document performance and progress assumptions.	2 to 6 hours
Pilot data migration	Select sample workspaces that will test the migration plan.	1 to 2 hours
	Train on Relativity aiR data migration products.	2 to 3 hours
	Run sample workspaces through the full workflow.	6 to 8 hours
	Document performance of sample workspaces.	1 hour
	Finalize the migration plan and strategy.	1 hour
Migration wave	Migrate workspaces.	10 to 40 hours per week
	Attend weekly check-ins with your Relativity migration specialist.	15 to 25 minutes per week
	Resolve technical issues as they arise.	TBD
	Celebrate successful migration from Relativity Server!	Forever