



Content Migration Schedule Process

New Projects

1. To schedule content migrators, assign Content Migration task with details about how many pages (*In description & in Custom Field*), as well as details about the task.
2. Content Migration Lead will acknowledge the request for migration resources within 1 business day.
3. Content Migration Lead will schedule one or more migrators and confirm that with you directly within 3 business days via Wrike Task.
4. The Content Migration Lead will create a Wrike task and assign it to the appropriate Content Migrator, as well as include the relevant materials.
5. All instructions should go to Content Migration Lead.
 - a. Create a CMS user account with the credentials "cmlead" and password "Temp123!".
 - b. Deliver Content Migration Sitemap via Wrike task.
 - c. Any additional details about page templates, content layout etc, should be included within the sitemap, and the Wrike task.

Upgrade Projects

1. Schedule review of Final scripted content via a Wrike task with a copy from the appropriate form template.
2. Content Migration Lead will review the site and move pages where determined using the Final Sitemap provided by the PM
3. If Forms/Surveys are to be re-created for the client, they must be specified within the Wrike task for the content migration.
4. Content Migration Lead will send back the sitemap with notes after completing the moving of the pages via the Wrike Task.