

Self-service and assisted migration rollout plan

Summary

The migration tool is not fully tested against a variety of use cases, and requires a small amount of onboarding for lower-code users before use. It needs to be given out freely for Notion users to migrate their personal content and cannot solely be managed by the Implementation team.

- Document steps and timeline proposed for successful rollout
- Ensure timeline enables us to maintain pace for Aug 31, 2025 Notion EOL

Proposed end date: Aug 1, 2025

Constraints and risks

- Confluence tool will not be ready for testing and use until Jul 28, 2025 (earliest).
 - █████ out of office from Jul 21, 2025 - Jul 25, 2025 .
 - The migration tool requires engineering approval before going live.
- Confluence tool not robustly tested and may require updates or documented caveats.
- Notion EOL is Aug 29, 2025 and all content must be migrated before then. Teams must have enough time between tool adoption and EOL.

Immediate stakeholders

Door 1 users	Have selected to move content on their own, but will likely use the tool or experiment once it is available.
Door 2 users	Have selected to use a tool to migrate their content as-is. This implies Implementation team assistance (“white glove” migration), but many teams will likely be comfortable using the migration tool on their own.
Notion users with personal content	Any Notion user with personal content is a possible migration tool user. Notion users with large amounts of personal content are likely to require it.
Implementation team Cole Garbo ██████████	Required for “white glove” migration and any assistance.

Breakdown and timeline

Completion date	Action	Owner/notes
On or before: Jul 23, 2025	<ul style="list-style-type: none"> Select teams that are best suited for a brief trial of the migration tool Draft comms for selected teams 	Cole Garbo , ██████████ Teams: People, TPMs, Customer Support, DevPlat, CloudPlat/SREs, ProdEng
On or before: Jul 25, 2025	<ul style="list-style-type: none"> Contact selected teams with information about trial, requirements, deadlines. Schedule optional training session with volunteers and ██████████ for following week (Jul 28, 2025) 	Cole Garbo , ██████████ Tracking outreach ██████████ Comms via ██████████ channel
Jul 28, 2025	<ul style="list-style-type: none"> ██████████ returns Migration tool goes live <ul style="list-style-type: none"> Update migration tool docs Training session with Harris if needed (trial users and imp. team) 	Cole Garbo , ██████████ Risk: Migration tool availability is dependent upon engineering requirements/approval
Jul 28, 2025 -	<ul style="list-style-type: none"> Provide migration tool and usage docs to trial teams 	Knowledge Architecture, ██████████
Jul 29, 2025	<ul style="list-style-type: none"> Collect feedback on use Have Go/No Go bug discussion Update docs as needed Draft comms for org rollout 	Risk: Limited feedback, bugs
Jul 30, 2025 -	<ul style="list-style-type: none"> Send out comms Roll out tool to organization 	██████████
Aug 1, 2025		Rollout date depends on testing.
Aug 1, 2025	Post-rollout support begins	Knowledge Architecture, IT

Post-rollout support

- IT tickets for assistance to be redirected to ██████████ Slack channel (KA)
- KA to schedule any required migration assistance
- KA on deck to answer questions in ██████████ Slack channel