



Portfolio Discovery and Planning



Based on their usage, which applications are ideal candidates for archiving or sun-setting?

▶ Dashboard 'Usage' > 'Notes Client Usage'

Focus on the idle apps in the bottom left corner

▶ Dashboard 'Catalog'

- Select 'Columns' > 'Default', sort by 'Last Access', so that 'Never' is up
- Select 'Columns' > 'Usage', sort by 'U access days all', so that '0' is up
- Select 'Columns' > 'Usage', sort available columns titled '<...> 90d' so that '0' is up, click on the apps with result '0' and analyze historic usage in 'Instance Details' > 'Usage'



Which applications are mostly used read-only and are ideal candidates for content migration (e.g. to IBM Connections)?

▶ Dashboard 'Usage' > 'Notes Client Usage'

Focus on the bottom from center to the right hand side



Which applications are less complex in their design and easier to migrate?

▶ Dashboard 'Usage' > 'Sessions vs. Complexity'

Focus on the lower third center and right hand side

▶ Dashboard 'Catalog'

Select 'Columns' > 'Default', in column 'Impact Score' apply filter for the following values 'Insignificant', 'Very Low' and 'Low'



Which applications contain code that makes migration difficult?

▶ Dashboard 'Usage' > 'Sessions vs. Complexity'

Focus on the upper third center and right hand side

▶ Dashboard 'Catalog'

Select 'Columns' > 'Default', in column 'Impact Score' apply filter for the following values 'High', 'Very High' and 'Exceptional'