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'
    - a) Select 'Columns' > 'Default', sort by 'Last Access', so that 'Never' is up
    - b) Select 'Columns' > 'Usage', sort by 'U access days all', so that '0' is up
    - c) 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'