

Artwork Migration Checklist



Project: _____

Coordinator: _____

Prepare Data

- ☐ Audit existing artwork files
- ☐ Identify dependencies (templates, dielines, logos)
- ☐ Export all metadata and approval logs
- ☐ Verify file formats (PDF, AI, INDD, PNG)
- ☐ Create data backup before migration

Map Metadata & Versions

- ☐ Build metadata mapping table (Old → New field)
- ☐ Align version numbers and naming conventions
- ☐ Preserve timestamps and authorship data
- ☐ Test import with 50–100 sample assets

Preserve Relationships

- ☐ Document parent–child asset links
- ☐ Import base assets before variants
- ☐ Link related files (e.g., dieline ↔ artwork)
- ☐ Verify references after upload

- **Clean your metadata before migration.** It's easier to fix in Excel than after upload.
- **Use automation.** APIs, import scripts, and bulk tools save time and reduce human error.
- **Document everything.** Keep a master migration log with file names, IDs, and import status.
- **Communicate early.** Involve artwork coordinators, designers, and regulatory teams from the start.

Transfer Comments & Approvals

- ☐ Export proof comments (PDF/XML/JSON)
- ☐ Attach summaries or annotations in new system
- ☐ Validate that comment threads display correctly
- ☐ Archive old proofing data for reference

Bulk Transfer Execution

- ☐ Split uploads into batches (500–1,000 files)
- ☐ Validate upload completion reports
- ☐ Checksum validation for duplicates
- ☐ Retry failed uploads automatically

Validation & Testing

- ☐ Review 10% of imported assets manually
- ☐ Confirm metadata accuracy and version links
- ☐ Verify search filters and access permissions
- ☐ Run approval tests for workflow validation

Go Live & Post-Migration

- ☐ Freeze legacy system updates
- ☐ Import final delta (last batch of new files)
- ☐ Archive metadata exports for compliance
- ☐ Train users and document new workflows