



WHITEPAPER |

From One-off to Always-on:

Scaling Content Migration
with the Xillio Migration
Factory

Executive summary

Managing enterprise content migration is no longer a one-time IT initiative—it's a strategic capability. As public sector organizations and governments accelerate their digital transformation, the need for standardized, secure, and scalable migration becomes critical. Traditional, project-based approaches often fail to deliver consistent outcomes, especially when faced with complex legacy systems, diverse stakeholder needs, and evolving compliance requirements.

The Xillio Migration Factory offers a better way forward. It transforms migration from a one-off project into a repeatable service—powered by automation, built-in governance, and a proven eight-phase methodology. Whether you're managing internal transitions or supporting dozens of departments, this approach helps you migrate faster, smarter, and with full operational control.

Why you'll want to read this whitepaper:

- Discover how to turn migration into a repeatable service—not a burden that restarts from scratch every time.
- See how Xillio's eight-phase methodology ensures consistency and compliance across use cases.
- Learn how automated discovery and transformation reduce complexity and ROT content before it reaches your cloud platform.
- Understand how central IT can deliver 'migration-as-a-service' to internal customers with minimal disruption.
- Find out how built-in governance, security, and validation keep your data compliant and auditable.

Why one-off migrations fail

Public sector organizations and government agencies are under growing pressure to modernize their digital infrastructure. This includes consolidating legacy systems, phasing out outdated shared drives, and preparing vast volumes of content for secure collaboration in cloud platforms like Microsoft 365. Yet, despite strong ambitions, many modernization efforts stall or underdeliver, held back by fragmented content environments, complex governance requirements, and a lack of standardized migration approaches.

Without a reusable model, IT teams are forced to reinvent the wheel for each migration. That means:

- Redundant efforts across similar projects
- Inconsistent outcomes and lack of traceability
- Increased reliance on temporary external support
- High project costs and delayed timelines

Over time, this piecemeal approach becomes a bottleneck. Departments delay their transition. Legacy environments remain active. The full benefits of digital transformation are postponed indefinitely.

Introducing the Xillio Migration Factory

The Xillio Migration Factory—built on our user-friendly Xillio Platform—is a structured approach to running content migrations as a scalable service. As such, it provides IT organizations with a central environment, a proven methodology, and a library of reusable logic and automation tools.

But this solution isn't just about tooling. It's about enabling governments, public sector organizations and shared services providers to:

- Standardize content migrations across all departments
- Operate a governed migration capability in-house
- Support both simple and complex migration needs
- Reduce cost and risk through reuse and automation

Key features

- Structured migration process with eight defined phases
- Full auditability, permission mapping, and metadata control
- Automation for ROT analysis, classification, and transfer
- Governance framework integrated at every stage
- Reusable templates and migration logic

Strategic benefits for public sector CIOs

Public sector CIOs are under pressure to modernize, consolidate, and maintain control. The Migration Factory supports all three goals in one model.

Scalability

Quickly scale migration capacity across dozens or even hundreds of departments. Multiple migration streams can run in parallel without losing oversight.

Efficiency

Automate and accelerate routine tasks across migration projects. Save time through reuse of logic, configuration, and transformation rules.

Operational readiness

Embed migration capability into your service catalog. Make migration a service offering that departments can request on demand.

Governance & compliance

Maintain full control over how content is classified, transferred, and validated. Ensure compliance with internal policies and external regulatory frameworks.

Cost control

Reduce total cost of ownership through standardized execution and less reliance on third-party one-offs. Leverage internal teams and existing platforms.

How it works: eight steps to success

The Migration Factory runs on a structured eight-phase methodology that drives consistent execution, high-quality outcomes, and full visibility across all migration efforts. Your IT teams and departments retain control over execution and decision-making at every step.

1 Intake & Scoping

Departments kick off the process by submitting structured intake forms that outline their needs and priorities. Internal project teams review each request, assess its complexity, identify stakeholders, and determine the appropriate migration lane—simple, moderate, or complex. Early conversations align expectations and ensure that the right people, tools, and governance structures are in place.

3 Design & Strategy

Migration architects—typically from internal IT—collaborate with departmental stakeholders to translate the discovery insights into a clear migration blueprint. They define how to clean up, enrich, and restructure content, and map the source environment to the target. The migration team validates the strategy, drafts governance rules, and aligns stakeholders through review sessions and sign-off meetings. This step also involves preparing communication and change plans, to support users through the transition.

5 Pilot migration

Internal teams execute a pilot using a representative content sample. This test validates key elements—transformation logic, permission mapping, metadata quality, and structure. The team monitors performance, gathers feedback from departments, and adjusts the configuration. Once the pilot meets acceptance criteria, the project team approves the full rollout.

2 Discovery & Analysis

Using the Xillio Platform, internal teams scan file shares and repositories to create a detailed map of the current content landscape. The platform flags redundant, obsolete, and trivial (ROT) data, uncovers metadata patterns, and highlights permission structures. Project teams use interactive dashboards to decide what to keep, archive, or remove. They also identify compliance risks early, giving IT a chance to address them before migration begins.

4 Transformation Design & Build

Technical teams configure and test the migration logic using the Xillio Platform. They build cleanup routines, restructure folder hierarchies, enrich metadata, and apply security protocols. Teams also set up connectors to source and target systems, making sure document versions, permissions, and audit trails transfer correctly while retaining full operational control.

6 Migration planning

With the pilot complete, the team creates a detailed plan for execution. This includes batch scheduling, resource allocation, coordination with departmental contacts, and alignment with business-critical calendars to avoid disruption. Dependencies, risks, and rollback procedures are documented, and communication materials are prepared for each group of users. Dashboards provide a centralized view of upcoming activities, and the migration team confirms readiness across all workstreams before launching the first wave.

7 Execution

The migration team begins transferring content using Xillio's automated tooling, as according to the plan established in earlier phases. Each batch is executed with full logging, including real-time tracking of file movement, permission replication, and structural integrity checks. Exceptions are flagged and addressed as they occur. Migration operators monitor the dashboards, respond to incidents, and provide status updates to stakeholders. Progress is measured not only by completion, but also by adherence to quality, security, and governance standards.

8 Validation & Aftercare

Following execution, departments perform validation to confirm that the content has migrated correctly, including file integrity, metadata accuracy, and user access permissions. The IT and migration leads support this effort by providing validation reports, conducting spot checks, and assisting in issue resolution. A formal sign-off process confirms that the department accepts the migration outcome.

Additional aftercare services may include redirecting legacy file paths, training users on the new environment, and providing data governance advice. Lessons learned from each migration feed directly back into the factory model, continuously improving performance.

How the Migration Factory approach was successful for Rijkswaterstaat

Case study: Modernizing information and infrastructure management

Rijkswaterstaat, the executive agency of the Dutch Ministry of Infrastructure and Water Management, oversees the design, construction, and maintenance of the Netherlands' key infrastructure—roads, waterways, bridges, and tunnels. Historically, each infrastructure project or asset had its own IT budget and ECM system, resulting in a fragmented information landscape. This made it difficult to manage content consistently, enforce governance, and enable cross-departmental collaboration.

The goal

Retire legacy systems and consolidate all content into a standardized, compliant environment for both collaboration and long-term records management.

The challenge

Projects and departments used dozens of different ECMs and file shares, each with unique folder structures and metadata conventions. Without a common information model, consistent classification and governance were impossible.

The solution

Rijkswaterstaat implemented a Migration Factory to:

- Consolidate content from a wide range of ECM systems into SharePoint Online with records management
- Classify and enrich content based on a unified metadata and information model
- Enable stakeholder validation of classification and ownership
- Ensure compliance and lifecycle alignment from day one

The result

Rijkswaterstaat now manages infrastructure content in a unified digital workplace. Departments work from a consistent metadata structure, legacy systems are decommissioned, and IT gains clarity and control. Even highly variable, project-based environments can now be migrated into a scalable, governed platform.

It's time to future-proof your migration strategy

As cloud adoption and workplace modernization continue to accelerate, migrations will remain a fact of life. The Xillio Migration Factory transforms these from complex, one-off projects into a strategic, always-on capability.

By building a repeatable, governed, and scalable migration service, public sector CIOs can:

- Reduce risk, cost, and complexity
- Enable departments to modernize faster
- Maintain long-term control and governance

Ready to make migration a core aspect of your digital strategy?

Let's talk.



Ruud de Wolf,
Migration Expert



Why choose Xillio? At Xillio, we don't just deliver solutions; we transform your digital landscape. Our blend of experience, expertise, and cutting-edge technology positions us uniquely to handle even the most complex scenarios. Partner with us for a digital transformation journey that sets new benchmarks in efficiency and innovation.