

SharePoint Migration Validation — Sample Report

nextM365

September 21, 2026

CONTENTS

SharePoint Migration Validation — Sample Report

About This Sample

Executive Summary — Sample Data

Validation Scope — Sample Data

Migration Wave Overview — Sample Data

Content Validation — Sample Data

Metadata Validation — Sample Data

Permissions Validation — Sample Data

Version Validation — Sample Data

Workflow Validation — Sample Data

Integration Validation — Sample Data

Customization Validation — Sample Data

Exceptions — Sample Data

Issue Register — Sample Data

Business Acceptance — Sample Data

Validation Summary — Sample Data

Recommended Actions — Sample Data

Assumptions and Limitations

Planning a SharePoint Migration?

SharePoint Migration Validation — Sample Report

SAMPLE REPORT — Demonstration Data Only. Not Based on a Real Customer Engagement.

Fictional organization: Contoso Manufacturing (demonstration company). All baselines, comparisons, exceptions, and sign-off records in this document are invented illustrations of validation structure. They do not describe a real customer, a real migration, or real project results.

About This Sample

This sample shows what post-migration verification can look like: source baselines compared against the migrated destination, exceptions tracked to resolution, and business acceptance recorded separately from technical checks. A migration tool reporting successful transfer is the starting point of this document, not its conclusion.

Every section containing fictional migration metrics is marked **Sample Data**.

Executive Summary — Sample Data

Demonstration scope: Wave 1 of the fictional Contoso Manufacturing migration — 12 team collaboration sites moved to SharePoint Online over one weekend window.

Overall wave verdict: **CONDITIONAL PASS** — content and versions verified; three exceptions remain open and the wave proceeds to business review with documented caveats. Two areas passed, three passed with notes, and two require remediation before sign-off. Not everything passed, by design: the value of validation is what it catches.

Area	Demonstration Verdict
Content	Pass
Metadata	Review
Permissions	Review
Versions	Pass
Workflows	Fail (1 connection)
Integrations	Review
Customizations	Pass with notes
External sharing	Review

Validation Scope — Sample Data

In scope for this demonstration wave:

- 12 team sites, 48 libraries, 9,600 items (demonstration counts)
- Metadata mappings agreed in the demonstration assessment
- Permission remodeling per the target design
- Version policy conformance
- One Power Automate approval flow and one directory web part
- External sharing posture against the approved list

Excluded from this wave: business-critical finance workloads (Wave 3), historical archive content, and end-user device sync behavior.

Migration Wave Overview — Sample Data

Item	Demonstration Value
Wave	Wave 1 — low-complexity collaboration sites
Window	Weekend cutover, read-only source enforced
Source baseline recorded	Yes, prior to cutover
Tool-reported transfer	Complete with 4 warnings
Destination scan	Complete, day after cutover
Technical validation	Complete
Business acceptance	In progress (2 of 4 owners signed)

Content Validation — Sample Data

Measure	Source Baseline	Destination	Demonstration Result
Sites	12	12	Match
Libraries	48	48	Match
Items	9,600	9,596	4 items quarantined (see VAL-004)
Storage	38.2 GB	38.1 GB	Within tolerance
Blocked file types	0 expected	0 found	Match

Metadata Validation — Sample Data

Measure	Expected	Actual	Demonstration Result
Required columns mapped	14 columns	14 present	Match
Department values populated	100%	99.8% (17 items missing)	Review (VAL-001)
Content type assignment	Per mapping	3 libraries defaulted incorrectly	Review (VAL-002)
Managed metadata terms	210 terms	210 resolved	Match

Permissions Validation — Sample Data

Measure	Expected	Actual	Demonstration Result
Permission assignments	1,140 modeled	1,138 effective	2 mismatches (VAL-003)
Unique permission scopes	96	96	Match
External users	18 approved	18 present, 1 stale	Review (VAL-005)
Anyone links	0 permitted	0 found	Match
Site-collection admins	4 recertified	4 confirmed	Match

Version Validation — Sample Data

Measure	Expected	Actual	Demonstration Result
Version policy applied	500 major versions	Confirmed on 48 libraries	Pass
History depth conformance	Per retention plan	Sampled 200 items, all conform	Pass
Checked-out files	0 at cutover	0 found	Pass

Workflow Validation — Sample Data

Check	Expected	Actual	Demonstration Result
Approval flow triggers on target	Fires on new item	Fires correctly	Pass
Approval completion	Full cycle in test	Stalls at finance step	Fail (VAL-006)
Notification delivery	Teams message posted	Posted correctly	Pass

The finance-step stall traces to a connection referencing the source tenant service account. The flow logic is sound; its connection must be re-pointed and re-tested before the dependent workload migrates.

Integration Validation — Sample Data

Check	Expected	Actual	Demonstration Result
Directory web part data	Renders roster	Renders correctly	Pass
HR lookup endpoint	Responds < 2s	Responds in 1.1s	Pass
Search crawl freshness	Updated within 24h	3 libraries pending	Review (VAL-007)

Customization Validation — Sample Data

Item	Expected	Actual	Demonstration Result
Retained SPFx roster web part	Behaves as baselined	Matches baseline	Pass with notes
JSON list formatting	Renders status colors	Matches on modern views	Pass with notes

Notes record minor responsive-view differences accepted by the site owner; they are documented rather than treated as defects.

Exceptions — Sample Data

Seven exceptions were recorded. Four are closed; three remain open. Open exceptions block only their affected scope, not the entire wave.

Issue Register — Sample Data

ID	Area	Expected	Actual	Severity	Owner	Remediation	Status
VAL-001	Metadata	Department populated on all items	17 items missing value	Medium	SharePoint Owner	Backfill from source metadata; re-verify	Open
VAL-002	Metadata	Content types per mapping	3 libraries on default type	Medium	Migration Lead	Reapply mapping; rescan	Open
VAL-003	Permissions	1,140 modeled assignments	2 assignments mismatch	High	Security Team	Correct group nesting; re-sample	Open
VAL-004	Content	9,600 items transferred	4 quarantined (path length)	Low	Migration Lead	Shorten paths; delta copy	Closed
VAL-005	External sharing	18 approved guests	1 stale guest present	Medium	Security Team	Remove stale guest; confirm	Closed
VAL-006	Workflow	Approval completes end-to-end	Stalls at finance step	High	Application Owner	Re-point connection; retest	Open
VAL-007	Integrations	Search fresh within 24h	3 libraries pending	Low	SharePoint Owner	Request reindex; confirm	Closed

Business Acceptance — Sample Data

Technical validation and business acceptance are separate gates.

Gate	Demonstration Status
Technical validation	Complete with 3 open exceptions
Business owner review (Operations)	Signed with noted exceptions
Business owner review (HR)	Signed
Business owner review (Finance)	Pending VAL-006 resolution
Business owner review (Legal)	Pending review meeting
Issue resolution	Tracked in register above

Wave sign-off rule used in this demonstration: technical validation plus affected-owner acceptance plus documented disposition of every exception. Acceptance is never automatic.

Validation Summary — Sample Data

Wave 1 demonstrated that transfer success and business readiness are different questions. Counts matched, versions held, and two workflows behaved — while metadata gaps, two permission mismatches, and one broken workflow connection were caught before business sign-off. That is the intended function of this process.

Recommended Actions — Sample Data

1. Resolve VAL-006 and re-test the approval flow before Wave 3 planning.
2. Backfill VAL-001 metadata and re-verify completeness.
3. Correct VAL-003 group nesting and re-sample effective access.
4. Record updated baselines after remediation for the delta comparison.
5. Hold the Finance and Legal acceptance reviews against the updated register.
6. Carry the connection-rotation lesson into the migration runbook.

Assumptions and Limitations

- All data in this report is fictional and created to demonstrate structure.
- Demonstration counts are small for readability; real waves vary widely.
- Tool warnings referenced here are illustrative, not vendor output.
- This sample is not a case study and describes no real migration.

Planning a SharePoint Migration?

A structured readiness assessment can help identify migration scope, dependencies, modernization requirements, and validation needs before production migration begins.

Book a SharePoint Migration Assessment: <https://nextm365.com/services/sharepoint-migration-assessment>

SAMPLE