

## TeamDirection Project Migration from Groove 3.1 to Groove 2007

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Upgrading Groove 3.1 to Groove 2007 will not automatically migrate your TeamDirection for Groove 3.1 projects to Groove 2007.

You will have to manually migrate each of your projects to Groove 2007 using the steps below.

### Overview

#### Why aren't TeamDirection projects automatically migrated?

When you upgrade a Groove 3.1 installation to Groove 2007 your "legacy" Groove 3.1 workspaces will be preserved in Groove 2007 but you will not be able to continue using the "old" TeamDirection Project and Dashboard tools for Groove 3.1 in these workspaces. These tools are no longer supported by Groove 2007.

Instead, you will have to install and use the new TeamDirection Project for Groove 2007 application and manually migrate each project to Groove 2007. You have to export the project data from the "legacy" Groove 3.1 workspace and import the data in TeamDirection for Groove 2007.

Only one project member per project should migrate the project data. The other team members should be invited to the new Groove 2007 project workspace after the project has been migrated.

#### What project data can be migrated from TD Project 3.1?

With the current version of TeamDirection Project for Groove 2007, you will be able to migrate the whole project plan, including:

- all tasks (includes 'standard' task attributes)
- task-to-task links
- user defined resources and resource assignments

#### What project data CANNOT be migrated from TD Project 3.1 at this time?

The following cannot be migrated at this time:

- Custom properties. Custom properties will be supported in the TeamDirection Project release planned for the second quarter of 2007, and the migration functionality will be updated at that time.
- Task-attached document files. Support for this will be available in the TeamDirection Project release planned for the second quarter of 2007. It is recommended that you copy all task-attached documents to a standard Groove files tool before you upgrade from Groove 3.1 to Groove 2007.
- Task linked discussion items. Task linked discussion items will be supported in the TeamDirection Project release planned for the fourth quarter of 2007, and the migration functionality will be updated at that time.
- Meeting Items.
- Task resources that are Groove workspace members. Only user defined resources will be migrated.

### How does Project for Groove 2007 compare with Project & Dashboard for Groove 3.1?

All the key features of the “old” TeamDirection Project are present in TeamDirection Project for Groove 2007. The main exceptions, as noted above, are attaching Groove file links and discussion items to tasks. These will be available in a future release.

Most of the “old” Dashboard functionality has been included in the Project Organizer in TeamDirection Project for Groove. Features not included at this time will be added in the future release.

### Migrating TeamDirection Projects to Groove 2007

To migrate your TeamDirection projects from Groove 3.1 to Groove 2007, you need to:

1. **Export** your TeamDirection Project 3.1 data and **import** it in the TeamDirection Project for Groove 2007 application.
2. **Share** the newly imported project on Groove 2007 and **re-invite** the project members to the new shared workspace.

Only **one member of the project team** should manually export and import the project data.

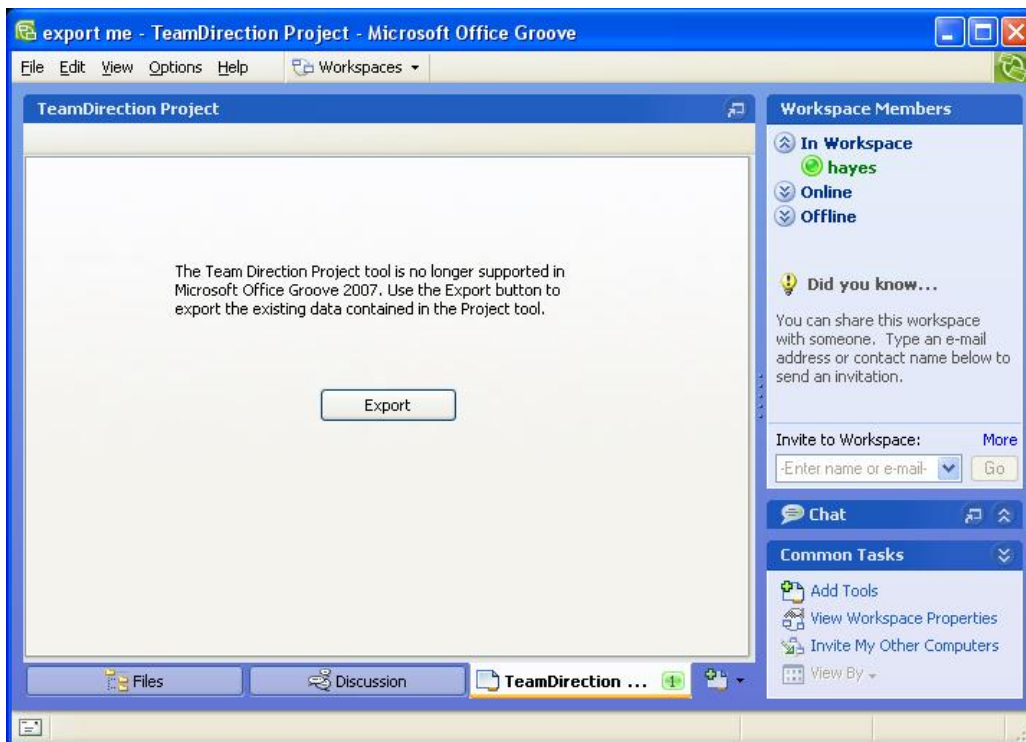
Once the project is imported, he/she should share the project in a **new Groove 2007 workspace** and re-invite the **other project members** to this workspace.

## Before You Start ...

1. Upgrade your Groove 3.1 installation to Groove 2007.
2. Install TeamDirection Project for Groove 3.1

## Exporting and Importing the Project

1. Open the **Groove 2007 workspace** where your project was.
2. Click on **TeamDirection Project tool tab**. You will see the screen below:



3. Click **Export**. This will prompt you to select a file folder and will export your TeamDirection Project 3.1 data.
4. Open the **TeamDirection Project for Groove 2007** application.
5. In the Project Organizer, click **File** → **Import** and select the **TeamDirection Project for Groove 3.1 file format**.
6. Click **Next**. This will create a new project in the Project Organizer from the exported TeamDirection Project for Groove 3.1 data.

## Sharing the Project on Groove 2007

1. Select the **imported project** in the Project Organizer, right-click and select **Share** from the menu. This will invoke the **Project Sharing Wizard**.
2. In the Project Sharing Wizard, select the **Share on Groove** and click **Next**.
3. Enter **the name of the new Groove 2007 workspace** and click **Next**.
4. In the **opened project view**, click **Invite new members** command in the **Shared Project Pane** at the right. This will invoke the Groove 2007 wizard for re-inviting the project members to this new workspace. Alternatively, you can invite the project members directly from the Groove 2007 workspace.
5. In the opened project view, click the **Update** button. This will update the **project members list** in the **Shared Project Pane** with the **workspace members** who accepted the invitation.
6. Click **Tools → Manage Resources**. This will invoke the **resource mapping dialog** and allow you to map **project resources** to **workspace members**. You should map resources only after the other project members have been **invited to the project**, have **accepted the invitation** and **you updated the project** to refresh the **workspace members list** (see steps 4 and 5 above).