Microsoft 365
migration checklist

RAFAŁ
DELIVERY MANAGER

WIOLETA
BUSINESS DEVELOPMENT MANAGER

Take advantage of our bespoke checklist to make sure your migration process is seamless, safe and users quickly adapt new solutions.

We ensured the list is accurate and complete. How?

- It was based on knowledge of 100+ Sii Microsoft 365 experts
- We used best practices from numerous projects delivered to industry leaders from Poland and abroad
- We took into account every aspect of the transition, including both technical and organizational issues, so you don't have to worry that any critical part of the process will be omitted

■ Technical ■ Organizational ■ Business critical

Audit your current environment
Check your current setup and infrastructure, ensure that you have identified all infrastructure resources and all environments

Define the target environment setup
Define your target setup and infrastructure

Appoint a Single Point of Contact
Appoint a Coordinator – a person responsible for communication and decision-making

Appoint Business Owners
Identify areas and a Business Owner responsible for each of them – a person able to answer questions concerning the stored data, applications and processes

Check users' geography
Determine the users' location, create the users' geographical segmentation

Clean your data
Review data within the current resources with the appointed Business Owners – remove/archive outdated or irrelevant data to exclude it from migration

Secure your data
Review the permissions structure within the current resources with the appointed Business Owners

Create a communication plan
Determine communication targets, channels and timeline

List your migration resources
Prepare and confirm a list of resources to be migrated

Review integrations
Analyze all external systems that provide your processes or applications with data

Map applications and processes
Identify all applications and processes in current use (and the outdated ones)

Identify business-critical resources
Identify business-critical applications and processes

Identify peak usage
Identify peak days/hours (for a given geographical location), determine the best time for data transfers and the cutover

Prepare your administration
- Set up a VPN for the vendor
- Create user accounts for the vendor with administrator permissions
- Create a technical account for the vendor to create processes and notifications

Sii Lublin Team

The checklist is a great start, but there is much more to learn about a successful migration process.

If you want to make sure that you are well prepared for the cloud journey, contact us and schedule a migration workshop at Sii.

Our experts will:

- help you adapt the checklist to your organization's profile
- guide you through all aspects of a successful Microsoft 365 migration to make it fast and seamless

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