

# Preparing for a Migration to the Cloud

No matter your reason for moving to the Cloud, there are important things to consider before you begin your transition. This checklist will help you on your way to planning a successful migration.



Familiarize yourself with the Cloud platform you have selected. The service provider will have lots of documentation, checklists, and best practices for you to review.



Get your end users on board early in the planning process. Encourage participation by asking users to identify current pain points and consider "nice to haves" that might be possible in the new environment.



Conduct a full inventory of your current data, and determine if that data needs to be migrated or if it can be retired. Organize your data into "migrate ready" status - an easily moveable structure that makes sense for the new environment.



List the applications and services your business currently uses, and determine if they can move to the cloud or need to be replaced. Including who will need access to these applications will help with determining end user licensing later on.



Perform an internet speed test, and plan to upgrade your internet before you migrate if required. We recommend a service plan of 300 megabits per second (Mbps) or higher.



Create a catalogue of your user devices, including their age and operating system. Plan to upgrade or replace outdated devices and operating systems before your migration.



Confirm which end users will require which licenses. Create a licensing matrix to assist you in easily assigning licenses in the new environment.



Become informed about security in your selected platform and consider the effect it might have on your migration and your new environment before you move.



**OPTIONAL** - Find a reliable Cloud solutions company to assist with the process and provide valuable knowledge and experience. You don't have to go it alone!

