

# 14-Step Cloud Migration Checklist

From greater workflow efficiency and scalability to easier innovation and cost reduction, cloud technology offers a wealth of benefits for organizations of any size across all industries. But moving to the cloud requires extensive research, and many things can go awry if you don't plan your migration carefully.

No matter where you are on your cloud journey, this checklist will help guide your business toward a successful migration.



## 1. Assess apps to migrate

Among the massive volume of applications you use, create a list of the ones that require cloud migration.

## 2. Identify and engage stakeholders

Notifying and getting support from IT and business stakeholders will lead to a smoother cloud migration.

## 3. Select cloud deployment model

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## 4. Calculate costs and savings

Create a business case that outlines the costs of migrating to the cloud, then compare them to the costs of keeping systems in-house.

## 5. Identify processes that need to change

Introducing cloud-based apps can change a number of business processes — ensure these processes are identified and updated.

## 6. Update internal policies

Some policies, such as those on bring your own device (BYOD) and cybersecurity, may need to be updated or added to.

## 7. Plan for network readiness

To accommodate cloud-based apps, you may need to consider DNS changes, server reconfigurations, and firewall updates.

## 8. Communicate with users

Make sure you announce that a transition to the cloud is imminent and keep users up to date with features and migration progress.

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## 9. Reconfigure connected systems

Some connected systems, such as the application server or company database, may need to be reconfigured or recoded.

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## 10. Run a pilot migration

Run a pilot migration first with users that have low-complexity workloads to iron out problems before migrating at scale.

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## 11. Migrate by department

To keep the cloud migration as simple and straightforward as possible, migrate similar users together by department.

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## 12. Perform post-migration testing

Test the applications on multiple criteria such as functional, performance, security, integration, and disaster recovery.

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## 13. Provide user training

Bring in cloud experts to train your staff so they are familiar with and can fully leverage the features and functionalities of your new cloud apps.

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## 14. Remove on-premises infrastructure

Following a successful migration, you can decommission on-premises systems to save office space and reduce IT overheads.

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Transitioning to the cloud is a huge undertaking. By following the above checklist, you can plan for possible issues, avoid complications, and ensure a smoother migration.