

Cloud Migration Planning Checklist

Cloud Migration Planning Checklist for Toronto Businesses

STAGE 1: ASSESSMENT

- Complete inventory of all applications and software
- All application dependencies mapped (what connects to what)
- Data inventory: volumes, types, locations, compliance requirements
- Internet bandwidth tested and assessed for cloud workloads
- Compliance requirements documented (PIPEDA, PHIPA, industry-specific)

STAGE 2: PLANNING

- Migration order defined (low-risk systems first)
- Rollback procedure documented for each migration phase
- Downtime windows scheduled and communicated to staff
- Budget approved including migration costs plus 15% contingency
- Staff communication plan written and approved

STAGE 3: MIGRATION

- Email and file storage migrated and verified stable
- Core business applications migrated and tested
- User accounts and permissions configured correctly
- Security settings configured (MFA, sharing policies, DLP)

STAGE 4: TESTING

- All applications tested by actual end users (not just IT)
- Performance matches or exceeds on-premise baseline
- All integrations tested end-to-end
- Backup systems configured and first backup verified

STAGE 5: OPTIMIZATION

- Cloud spend monitoring dashboard configured
- Unused resources identified and removed
- Staff training completed for all cloud tools
- Old on-premise infrastructure decommissioned safely

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itbiztek.com | info@itbiztek.com