

Cloud Migration: A Do-It-Yourself Checklist

It's time to migrate your business to the cloud. Use this 5-Step checklist as a roadmap to help you do it properly.

STEP 1

Do Your Research

- Analyze your current computing environment and assess your future needs.
 - What do you need now and what are you going to need in the future?
- Research cloud service provider (CSP) options.
 - Do they offer industry-leading security?
 - Do they meet compliance standards that apply to your industry and organization?
 - Do they offer ongoing support?
- Research the tactical steps and processes required to migrate.
 - How will you actually perform the migration?
 - How will you ensure everyone and everything is accounted for?
- Estimate the cost to migrate.
 - How much will licensing fees be for each user?
 - How many licenses are you going to need?
 - What type of licenses are you going to need?
 - How much data storage will you need?
 - How much will data storage cost?
- Do you have all the necessary resources available to perform a migration?
 - How many people and how many outside resources will be required to perform a migration?
 - Will there be any associated expenses?

STEP 2

Identify Who and What is Moving

- Establish a lead migration architect role to guide the effort.
- Identify how many users are migrating.
- Are there any shared mailboxes or distribution groups?
- Is it only email migration? Or email and documents?
- How many domains do you have? Do you have access to the DNS records for each domain?
- How many folders and documents are migrating?
- Do you have any public folders or other complexities with your current provider?
- How much total data is migrating?
- Will your chosen cloud solution provider (CSP) offer enough storage space?
- How long will this process take?
- Will there be any down-time resulting in lost profits and productivity?

STEP 3

Verify. Verify. Verify.

- Verify the accuracy of all information identified in Step 1 and Step 2.
- Verify again with additional observers.
- Redundancy is key so you don't forget anything and lose it forever.

STEP 4

Prepare to Sync Existing Data

- Purchase all required licenses.
- Create all desired accounts in your destination environment.
- Set passwords for destination environment.
- Provide ample notice and direction to your users in preparation of the migration.

STEP 5

Begin the Migration

- Sync all existing data and profiles so nothing is lost.
- Verify sync in new location to ensure all data is correct and complete.
- Switch over and organize all newly synced mail.
- Change mail flow by updating the DNS records.
- Configure mail clients to ensure proper functionality. Email accounts will need to be setup for each mail client.
- Migrate documents to Microsoft 365 and verify functionality.
- Verify all employees can now login to new cloud provider.
- Verify access to new products.
- Troubleshoot any issues.
- Provide ongoing education, training and support to ensure smooth adoption within your organization. This is especially important for admin roles create new accounts, assign privileges, reset passwords, etc.

Migrating your business to the cloud is very complex. Mural makes it easy. Our expert-level, white-glove service works with you every step of the way to ensure a seamless transition with guaranteed cloud success.



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