

CLOUD MIGRATION READINESS CHECKLIST



Executive Readiness Tool for Controlled Cloud Transitions

Built for SMB leaders planning cloud migration without operational disruption. Use this checklist to reduce downtime, cost overruns, and execution risk.



How to Use

1. Takes 20–30 minutes
2. Completed by IT Director, Network Admin, or CIO
3. Check each box that applies.
4. Count the total number of checked items.
5. Identify outage and security exposure

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Migration Strategy & Architecture

- Create written cloud migration roadmap
- Define workloads to migrate vs retain
- Map all application dependencies
- Define cloud location per dataset
- Document hybrid connectivity design
- Set migration milestones and timeline

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Automation & Execution Controls

- Select enterprise migration tool
- Document automated migration workflow
- Validate pre-migration configuration scripts
- Assign migration execution owner
- Test automation in staging environment
- Define rollback triggers in plan

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Environment & Resource Planning

- Inventory all servers and applications
- Measure CPU, memory, storage usage
- Identify servers for VM conversion
- Calculate required cloud resources
- Identify consolidation opportunities
- Record baseline performance metrics

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Testing & Cutover Management

- Deploy mirrored cloud test environment
- Migrate sample production dataset
- Run parallel production testing
- Fix bottlenecks before cutover
- Schedule migration during off-peak hours
- Notify staff and customers in advance



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Backup & Rollback Protection

- Backup all production systems pre-cutover
- Document step-by-step rollback plan
- Assign rollback decision authority
- Test rollback procedure in staging
- Define recovery time objective (RTO)
- Preserve pre-migration configurations

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Cloud Control & Optimization

- Monitor performance for 30 days
- Track cloud resource utilization
- Adjust over- or under-provisioned resources
- Audit cloud security configurations
- Implement monthly cloud cost reporting
- Conduct quarterly cloud risk review

Scoring Model

- Count the total number of checked items
- Total Possible Score: 36
- 0–12 → High Risk
- 13–24 → Moderate Risk
- 25–36 → Controlled / Testing-Day Ready

Immediate Red Flags

- No written migration roadmap
- No test environment before cutover
- Rollback process undocumented
- Resource sizing based on estimates only
- Migration scheduled during peak hours
- No cloud cost governance defined

Next Step

If your score indicates operational exposure, schedule a structured Cloud Migration Readiness Assessment.

Schedule a Cloud Migration Readiness Assessment

