Windows 10 Migration Checklist
Ensure a Smooth and Secure Upgrade Before the Deadline

Microsoft Ends Windows 10 Support on October 14, 2025!
Prepare your business now with this step-by-step migration checklist!

Step 1: Identify Affected Devices

- ☐ Create an inventory of all computers, laptops, and workstations running Windows 10.
- ☐ Use IT asset management tools or manually check each system.
- ☐ Identify any mission-critical systems that could be impacted.

Step 2: Assess Upgrade Compatibility

- ☐ Check if current devices meet Windows 11 system requirements (CPU, RAM, TPM 2.0).
- ☐ Verify if existing software and applications will run on Windows 11.
- ☐ Identify any specialized software that may need updates or replacements.

Step 3: Decide on Upgrade Path

- ☐ Upgrade in-place to Windows 11 if hardware is compatible.
- ☐ Replace outdated hardware with new Windows 11-ready devices.
- ☐ Explore alternative solutions, such as virtual desktops or managed cloud environments.

Step 4: Back Up All Critical Data

- ☐ Ensure all files, settings, and applications are backed up.
- ☐ Use cloud backups, external drives, or network storage for redundancy.
- ☐ Confirm that business-critical software and databases are backed up properly.

Step 5: Develop a Migration Plan

- ☐ Plan phased rollouts to minimize downtime.
- ☐ Assign key personnel to oversee the transition.
- ☐ Schedule upgrades outside peak business hours to reduce disruptions.

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Step 6: Test the Upgrade Process

- [ ] Run pilot upgrades on a few select machines.
- [ ] Test software, network compatibility, and security settings.
- [ ] Gather employee feedback before rolling out company-wide.

Step 7: Deploy the Upgrade

- [ ] Schedule system upgrades based on the migration plan.
- [ ] Ensure IT support is available during the transition.
- [ ] Monitor systems for performance and stability issues post-upgrade.

Step 8: Train Employees on Windows 11 Features

- [ ] Provide guides or training sessions on Windows 11 interface changes.
- [ ] Offer support resources for common troubleshooting issues.
- [ ] Ensure employees understand security best practices for the new OS.

Step 9: Verify Security & Compliance

- [ ] Check firewall, antivirus, and security settings post-upgrade.
- [ ] Ensure all compliance requirements are met (especially for industries like healthcare, finance, and legal).
- [ ] Update IT policies to reflect Windows 11 security protocols.

Step 10: Decommission Windows 10 Systems Properly

- [ ] Retire old devices securely, ensuring all data is wiped.
- [ ] Recycle or repurpose outdated hardware responsibly.
- [ ] Ensure all licensing and asset records are updated.

Next Steps: Get a Custom Migration Plan

Don't navigate this alone. Novatech can help assess your current setup, create a seamless transition plan, and ensure a stress-free upgrade.

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