

Windows 10 End Of Life CHECKLIST



Pre-EOL Preparation

1. Inventory Assessment:

- Identify all devices running Windows 10.
- Document the version and build of Windows 10 on each device.

2. Back Up Data:

- Ensure all critical data is backed up.
- Verify backup integrity and accessibility.

3. Evaluate Compatibility:

- Assess hardware compatibility with newer Windows versions (Windows 11 or later).
- Check for software and application compatibility.

4. Licensing:

- Review current Windows 10 licenses.
- Purchase necessary licenses for the new Windows version.

5. Notify Stakeholders:

- Inform all stakeholders of the EOL plans and timelines.
- Provide regular updates on the migration progress.

6. Support Channels:

- Set up support channels for users to report issues and get assistance during the transition.

Migration Planning

1. Upgrade Path:

- Decide between an in-place upgrade or a fresh installation.
- Develop a timeline for the upgrade process.

2. Training:

- Prepare training materials for users on the new Windows version.
- Schedule training sessions for staff.

3. Testing:

- Set up a test environment to simulate the upgrade process.
- Test critical applications and workflows on the new Windows version.

During Migration

1. Backup Confirmation:

- Double-check that all data is backed up before starting the upgrade.

2. Upgrade Execution:

- Perform the upgrade during off-peak hours to minimize disruption.
- Follow a phased rollout plan, starting with non-critical systems.

3. Monitor And Troubleshoot:

- Monitor the upgrade process closely.
- Address any issues or errors that arise promptly.

Post-Migration

1. Verification:

- Verify that all systems have been successfully upgraded.
- Check that all applications and services are functioning correctly.

2. Update Documentation:

- Update inventory records with the new Windows version and build.
- Document any issues encountered and their resolutions.

3. User Feedback:

- Collect feedback from users regarding the new Windows version.
- Address any concerns or issues reported by users.

Security Measures

1. Patch Management:

- Ensure all systems are up to date with the latest security patches.
- Implement a regular patch management schedule.

2. Security Policies:

- Review and update security policies to align with the new Windows version.
- Ensure antivirus and endpoint protection solutions are compatible and up to date.

Decommissioning Windows 10

1. Data Migration:

- Ensure all data from Windows 10 systems is migrated to the new environment.

2. Secure Disposal:

- Wipe data from old Windows 10 systems before disposal or repurposing.
- Follow proper e-waste disposal procedures.

3. License Management:

- Deactivate or reassign Windows 10 licenses as needed.

Continuous Improvement

1. Review And Learn:

- Conduct a post-migration review to identify lessons learned.
- Implement improvements for future migrations.

2. Stay Informed:

- Keep abreast of updates and announcements from Microsoft regarding Windows support and new releases.



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