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DISCOVERY CHECKLIST

The 5 Key Planning Steps for a Successful IT Infrastructure Migration

Who Is This Checklist For?

You, if you're the **CEO, CIO** or **CTO** and you're planning to **migrate your data centre, network or critical business applications.**

Discovery is the first vital step. That's knowing:

- What you have
- What you need
- What to migrate
- What to discard.

This **Discovery Checklist** summarises the **5 Key Planning Steps** to align **your people**, and your **existing** and **proposed environments** to maximise your project's success.

> "
> *Due diligence in the discovery and planning phases are critical.*
>
> **State of the Cloud 2020, Flexera Survey**

For the full details, read the blog here.

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#1: Get Your People On Board

**The migration project will impact everyone.
Anticipate and allay everyone's fears before you start.**

Have you:

Shared the reason and your vision for the migration with the Management Team, Business Managers and your IT Team?

Explained the unique benefits for each party in a 'win-them-over' strategy?

Devised a clear Change Management plan including implementation & communication?

Confirmed the IT Team's critical role in the Discovery Phase?

Showed the IT Team how and where they'll fit in the new environment?

> *Great implementers create the right buzz around change by engaging the broader organization ....leaders instead methodically cascade a compelling change story through the entire business.*

McKinsey & Co: Secrets of Successful Change Implementation

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#2: Document Your Current State

**Unless you've documented everything, you could miss something vital.
Get an accurate picture of your environment and minimise your risk.**

Do you have:

A high-level view of your environment (e.g. number of sites, servers, applications)

A detailed register of all your IT Assets?

Dependency Maps of your Infrastructure and Applications?

A comparison between current technology capability and what you need?

Costs of your current and proposed Infrastructure and Applications?

Diagrams of your Network 'As It Is'?

A clear picture of the vulnerabilities in your current environment?

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#3: Design Your Target State

Understand exactly what you need and where the gaps are.
Reduce future vulnerabilities by building only what you must have.

Do you know:

The capabilities you need but don't have now?	Which applications are critical now and in the future?	The key inter-dependencies between applications and services?
The potential risks in the migration process?	Which elements will need modification before migration (e.g. additional security)?	Which legacy systems will function in the new environment or need upgrade first?

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#4: Anticipate The Business Impact

**Know your Current State and plan a move that won't break the business.
Protect Business As Usual during the critical transition.**

Have you:

Anticipated the impact of planned changes to existing services?

Prioritised the availability and performance required for each service?

Planned the migration with the business and your customers at front-of-mind?

Addressed any security vulnerabilities that might impact critical services?

Planned accurately for the right levels of capability and service in future?

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#5: Know Your Costs

The migration needs to deliver clear business benefits.
If lower TCO (Total Cost of Ownership) is one of them, be sure you know the facts.

Do you know:

TCO of your current IT Infrastructure?

The associated peripheral costs (e.g. licence renewals, hardware warranties and repairs, and costs of operations, staff, premises energy, security)?

TCO of the new infrastructure?

How the new infrastructure will affect peripheral costs?

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Next Steps

If you're keen to **minimise the people and business impact** of your planned migration and **maximise its success**, this Discovery Checklist will help. You can also read the [full blog post.](#)

If you think **you're not objective enough** to conduct the discovery, give us a call.

Riteway Solutions Group is the only IT firm specialised in cloud, application and data centre migrations who consistently delivers prescribed business outcomes on time and on budget.

Find out how we can streamline your Discovery Phase and make your migration precise and stress-free.

CONTACT US ABOUT DISCOVERY

📞 1300 696 955

✉ info@ritewaysolutionsgroup.com.au

⌂ www.ritewaysolutionsgroup.com.au

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