



Data Center Migration Project Checklist Template 2026

Pre-Migration Planning & Strategy

Define project scope, identify all critical assets, establish migration objectives, and perform a comprehensive risk assessment.

Project Migration Name

Planned Migration Start Date

Migration Strategy Type

- ☐ Rehost (Lift and Shift)
- ☐ Replatform (Lift and Reshape)
- ☐ Refactor (Re-architecting)
- ☐ Retire (Decommissioning)

Key Stakeholders Involved

- ☐ IT Infrastructure Team
- ☐ Network Engineering
- ☐ Security/CISO Office
- ☐ Database Administrators
- ☐ DevOps Team

Scope Definition & Objectives

Write something...

Initial Risk Assessment Document

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Project Sponsor Approval

Inventory & Asset Discovery

Audit all physical and virtual servers, storage arrays, network devices, and dependencies to create a complete hardware and software inventory.

Server/Device Asset ID

Write something...

Asset Category

- ☐ Physical Server
- ☐ Virtual Machine
- ☐ Storage Array
- ☐ Network Switch/Router
- ☐ Firewall/Security Appliance

IP Address Assignment

Write something...

Criticality Level

- ☐ Mission Critical
- ☐ Business Critical
- ☐ Non-Critical/Dev

Last Audit Date

Enter date...

Asset Configuration Export

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Infrastructure & Network Readiness

Verify target site capacity, validate network bandwidth, configure firewalls/security groups, and ensure power and cooling availability.

Target Migration Date

Enter date...

Target Site Location

- ☐ On-Premise Data Center
- ☐ Cloud (AWS/Azure/GCP)
- ☐ Hybrid Environment
- ☐ Colocation Facility

Available Network Bandwidth (Gbps)

Enter a number...

Pre-requisite Network Checks Completed

- ☐ Firewall Rules Configured
- ☐ VPN Tunnel Established
- ☐ DNS Records Updated
- ☐ IP Address Allocation Verified
- ☐ Load Balancer Setup Ready

Network Topology Diagram

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Infrastructure Readiness Notes

Write something...

Network Lead Approval

Data Integrity & Backup Verification

Execute full backups of all mission-critical data, validate backup integrity, and establish a rollback plan in case of migration failure.

Backup Completion Date

Enter date...

Last Backup Verification Timestamp

Enter date...

Systems Verified for Backup

- ☐ Database Servers
- ☐ Application Servers
- ☐ File Storage/SAN
- ☐ Configuration Files
- ☐ User Profiles & Permissions

Backup Integrity Status

- ☐ Verified - No Errors
- ☐ Warning - Partial Success
- ☐ Failed - Immediate Action Required

Backup Logs & Verification Report

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Discrepancies or Recovery Notes

Write something...

Lead Engineer Approval

Migration Execution & Data Transfer

Execute the migration waves, manage data replication, monitor transfer speeds, and oversee the cutover process for applications and databases.

Migration Cutover Date

Enter date...

Scheduled Migration Window Start Time

Migration Strategy Type

- ☐ Lift and Shift (Rehosting)
- ☐ Replatforming
- ☐ Refactoring

Total Data Volume to Transfer (TB)

Critical Systems Being Migrated

- ☐ Database Servers
- ☐ Web Servers
- ☐ Application Servers
- ☐ Storage Arrays

Data Transfer Logs/Verification Report

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Lead Engineer Approval

Post-Migration Testing & Validation

Perform connectivity tests, verify application functionality, validate latency levels, and ensure all security protocols are operational in the new environment.

Validation Completion Date

Tested Components

- ☐ Network Connectivity
- ☐ Database Integrity
- ☐ Application Latency
- ☐ Security/Firewall Rules
- ☐ Storage Access/Permissions

Validation Results Summary

Validation Test Logs

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Migration Status

- ☐ Success
- ☐ Success with Minor Issues
- ☐ Failed - Rollback Triggered

Lead Engineer Approval

Decommissioning & Legacy Site Cleanup

Securely wipe data from old hardware, decommission legacy physical servers, and manage the disposal or repurposing of old infrastructure.

Decommissioning Tasks Completed

- ☐ Data Sanitization/Wiping Completed
- ☐ Hardware Removal from Racks
- ☐ Network Cables Disconnected
- ☐ Asset Tags Updated in CMDB
- ☐ Physical Site Clearance

Date of Final Hardware Removal

Certificate of Data Destruction

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Disposal Vendor Name

Infrastructure Manager Approval

Project Closure & Documentation Update

Update network diagrams, finalize 'as-built' documentation, conduct a project post-mortem, and officially close the migration project.

Project Completion Date

Enter date...

Post-Mortem Summary & Lessons Learned

Write something...

Updated Documentation Completed

- ☐ Network Diagrams
- ☐ Asset Inventory List
- ☐ Security Protocols
- ☐ Disaster Recovery Plan

Final Project Sign-off Report

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Project Stakeholder Approval

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✔ Finish

🔧 Generate Sample Report