



E-Commerce Platform Migration Project Checklist Template 2026

Pre-Migration Discovery & Audit

Inventory of all existing products, categories, customer data, and historical order records to ensure data integrity.

Legacy Platform Name

Write something...

Total SKU Count

Enter a number...

Data Assets to Migrate

- ☐ Customer Profiles
- ☐ Product Catalog
- ☐ Order History
- ☐ Discount/Coupon Codes
- ☐ Customer Reviews
- ☐ Wishlists

Audit Completion Date

Enter date...

Current Site Export/Manifest

 Upload File

Identified Technical Risks

Write something...

Technical Requirements & Infrastructure Setup

Defining server specifications, hosting environments, API integrations, and SSL/security protocols for the new platform.

Server/Hosting Provider Name

Write something...

Deployment Environment

- ☐ Development
- ☐
- ☐ Production

Required Integrations

- ☐ Payment Gateway
- ☐ ERP System
- ☐ CRM
- ☐ Inventory Management
- ☐ Email Marketing

Infrastructure Provisioning Deadline

Enter date...

Architecture Diagram / Network Map

 Upload File

Security & SSL Configuration Notes

Write something...

Data Mapping & Migration Planning

Mapping data fields from the legacy system to the new architecture and establishing ETL (Extract, Transform, Load) processes.

Source System Name

Write something...

Target System Name

Write something...

Data Mapping Logic Documentation

Write something...

Data Migration Deadline

Enter date...

Migration Complexity Level

- ☐ Low
- ☐ Medium
- ☐ High

Data Schema Mapping Document

 Upload File

Data Entities to Migrate

- ☐ Customer Profiles
- ☐ Product Catalog
- ☐ Order History
- ☐ Inventory Levels
- ☐ Discount/Coupon Codes

Design & User Experience (UX) Implementation

Development of the new storefront, mobile responsiveness testing, and ensuring brand consistency across the new UI.

Design Assets Completed

- ☐ Responsive Wireframes
- ☐ High-Fidelity Mockups
- ☐ Brand Style Guide
- ☐ UI Component Library
- ☐ Prototype Prototype

UI Design Approval Status

Write something...

Upload Final Design Specifications

 Upload File

Design Handover Date

Enter date...

UX Testing Feedback Summary

Write something...

Design Lead Approval Signature

Third-Party Integrations & Ecosystem Check

Validation of payment gateways, ERP systems, CRM connectivity, shipping carriers, and email marketing automation.

Integrated Services Verified

- ☐ Payment Gateway (Stripe/PayPal)
- ☐ ERP/Inventory Management
- ☐ CRM (Salesforce/HubSpot)
- ☐ Email Marketing Automation
- ☐ Shipping & Logistics API
- ☐ Customer Support Chatbot

API Endpoint URL Verification

Write something...

Integration Error Logs & Troubleshooting Notes

Write something...

Final Integration Testing Completion Date

Enter date...

API Documentation & Mapping Documentation

 Upload File

Lead Developer Approval

SEO & URL Redirection Strategy

Mapping old URLs to new structures, managing 301 redirects, and updating sitemaps to preserve organic search rankings.

URL Mapping Documentation Link

Write something...

Redirect Types Implemented

- ☐ 301 Permanent Redirect
- ☐ 302 Temporary Redirect
- ☐ Regex Pattern Redirect
- ☐ Folder-to-Folder Redirect

Updated XML Sitemap

 **Upload File**

Canonical Tag Audit Status

- ☐ Completed
- ☐ In Progress
- ☐ Not Started

Redirect Implementation Deadline

Enter date...

Content & Catalog Migration

Uploading product descriptions, high-resolution imagery, metadata, and ensuring all legal/policy pages are updated.

Content Types to be Migrated

- ☐ Product Descriptions
- ☐ High-Resolution Images
- ☐ Customer Reviews
- ☐ Category Hierarchies
- ☐ Blog Posts/Articles
- ☐ Legal/Policy Documentation

Total Number of SKUs to Migrate

Enter a number...

Content Migration Deadline

Enter date...

Mapping Spreadsheet (Source to Destination)

 Upload File

Migration Status

- ☐ Not Started
- ☐ In Progress
- ☐ Review Required
- ☐ Completed

Migration Discrepancy Notes

Write something...

Quality Assurance (QA) & User Acceptance Testing

End-to-end testing of the checkout flow, discount code functionality, search accuracy, and cross-browser compatibility.

Tested Browser Environments

- ☐ Google Chrome
- ☐ Safari
- ☐ Mozilla Firefox
- ☐ Microsoft Edge
- ☐ Mobile Safari (iOS)
- ☐ Chrome Mobile (Android)

Checkout Flow Status

- ☐ Passed
- ☐ Failed
- ☐ Issues Identified - Pending Fix

Bug Reports & Defect Log

Write something...

UAT Bug Screenshots/Logs

 Upload File

Testing Completion Date

Enter date...

QA Lead Approval Signature

User Acceptance Testing (UAT) & Security Audit

Final verification by stakeholders and rigorous penetration testing to ensure PCI-DSS compliance and data protection.

Security Check Components Verified

- ☐ SSL Certificate Validation
- ☐ Payment Gateway Sandbox Testing
- ☐ User Authentication & Permissions
- ☐ Data Encryption at Rest/Transit
- ☐ SQL Injection & XSS Vulnerability Scans

UAT Completion Status

- ☐ Passed
- ☐ Passed with Minor Issues
- ☐ Failed - Requires Remediation

Identified Vulnerabilities or UX Issues

Write something...

Audit Completion Date

Enter date...

Security Lead Approval

Deployment & Go-Live Execution

The final 'cutover' process, DNS updates, cache purging, and the transition from the legacy site to the live environment.

Scheduled Go-Live Date

Enter date...

Maintenance Window Start Time

Enter time...

Deployment Environment

- ☐ Production
- ☐ Staging
- ☐ Blue/Green Deployment

Pre-deployment Checklist Completion

- ☐ DNS Records Updated
- ☐ SSL Certificate Verified
- ☐ Database Backup Completed
- ☐ Cache Cleared

Deployment Lead Name

Write something...

Post-Deployment Verification Report

 Upload File

Project Manager Approval

Post-Launch Monitoring & Optimization

Real-time error monitoring, tracking conversion rates, and addressing any immediate bugs or performance bottlenecks.

Post-Launch Audit Date

Enter date...

Critical Bugs Identified

Write something...

Performance Observation Notes

Write something...

Initial Page Load Speed (Seconds)

Enter a number...

System Stability Status

- ☐ Stable
- ☐ Degraded
- ☐ Critical Failure

Monitored KPI Metrics

- ☐ Conversion Rate
- ☐ Bounce Rate
- ☐ Average Order Value (AOV)
- ☐ Cart Abandonment Rate

Post-Launch Performance Report

 Upload File

Project Lead Final Sign-off

< Previous

> Next

✔ Finish

🔧 Generate Sample Report