marco

8 Steps to Windows 11 Readiness

1 Milestone One:
Assess Your Current Environment

Timeline: **Beginner/Intermediate**   Timeline: **1-2 Weeks**

- [ ] Identify all hardware that is currently running Windows 10 throughout your organization.
- [ ] Identify which devices are Windows 11 eligible

2 Milestone Two:
Plan for Upgrades

Timeline: **Intermediate**   Timeline: **1-2 Weeks**

- [ ] Test Windows 11 on a small set of Windows 11-eligible devices to identify any potential compatibility issues with your software or processes
- [ ] Budget for replacing devices that are not eligible for Windows 11

3 Milestone Three:
Review Software and Applications

Timeline: **Intermediate**   Timeline: **2-4 weeks**

- [ ] Ensure all critical applications used in your business will work on Windows 11
- [ ] Update or replace any software that is no longer supported or incompatible
- [ ] Evaluate whether transitioning some systems to cloud-based solutions (including Microsoft 365) could reduce dependency on local hardware

4 Milestone Four:
Develop a Migration Timeline

Timeline: **Intermediate**   Timeline: **1-2 Weeks**

- [ ] Identify any machines and departments that should be prioritized, as well as those that will require additional time and resources
- [ ] Work backwards from October 2025 to make sure all systems are transitioned in advance of Windows 10's EOS date

5 Milestone Five:
Backup and Security

Timeline: **Intermediate**   Timeline: **1-2 Weeks**

- [ ] Before upgrading any device, ensure all critical data is backed up to avoid loss
- [ ] Install interim security patches until upgrades are complete

6 Milestone Six:
Provide Any Needed Training

Timeline: **Intermediate**   Timeline: **2-3 weeks**

- [ ] Train employees on any changes to the user interface or workflow that Windows 11 may introduce
- [ ] Make sure your IT team is equipped to handle the transition

7 Milestone Seven:
Plan for Contingencies

Timeline: **Intermediate to Advanced**   Timeline: **2-3 weeks**

- [ ] Isolate any systems that must remain on Windows 10 temporarily

8 Milestone Eight:
Make the Journey in Stages

Timeline: **Intermediate to Advanced**   Timeline: **2-3 weeks**

- [ ] Implement Windows 11 in stages across departments to isolate any unforeseen issues
- [ ] Allow flexibility for some users to remain on Windows 10 during any critical project timelines

Pro tip: If any of these milestones are too difficult or time-consuming for your in-house staff, we can provide as much or as little help as you need!

Ask for More Options