

# SaaS Migration Readiness Checklist

Prepare your organisation for a smooth, successful SaaS migration. Use this checklist to ensure you're ready for a secure and efficient transition.

## ✓ Assess Your Current State

- Inventory all applications, data, and configurations
- Identify dependencies and integration points
- Audit current SaaS platform and usage
- Evaluate security and compliance requirements
- Review existing workflows and customisations

## ✓ Define Strategy & Scope

- Set clear migration goal and success metrics
- Identify stakeholders and decision-makers
- Choose the target SaaS platform
- Plan data mapping and transformation
- Establish a change management plan

## ✓ Plan the Migration

- Create a detailed migration roadmap with timelines
- Schedule trial migrations and testing
- Map workflows, permissions and settings
- Plan for user training and adoption
- Prepare data backup and rollback procedures

## ✓ Post-Migration & Optimisation

- Validate data integrity after data migration
- Deliver end-user training and support
- Monitor performance and user adoption
- Optimise configurations and workflows
- Conduct regular reviews for improvements

 **Bonus Tip:** Use BDQ's Migration Analyst for Jira to assess and clean up your Jira instance before migrating to a new SaaS platform.

## Ready to take the next step?

BDQ provides secure, high-impact migration services tailored to your business needs. Visit [bdq.cloud](http://bdq.cloud) or get in touch to book a discovery call.