

# SharePoint Online Migration Checklist

## Summary

This checklist is designed for enterprise IT teams.

## Assessment

- \* Inventory sites, libraries, and permissions
- \* Identify content owners and sponsors
- \* Decide migration waves

## Preparation

- \* Clean up stale content
- \* Map permissions and groups
- \* Configure target site structure

## Migration

- \* Run pilot migration
- \* Validate files and metadata
- \* Migrate remaining waves

## Post-Migration

- \* Validate permissions and sharing settings
- \* Train users and update documentation
- \* Decommission legacy storage