Windows 10 End-of-Life Readiness Checklist for IT Leaders

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Checklist for IT Leaders

This checklist will help assess, plan, and execute a seamless transition from legacy systems—with security, productivity, and cost-efficiency in mind.

✔ System Inventory & Assessment

- Catalog all Windows 10 devices and other potentially EOL systems across your organization.
- Document hardware specifications like CPU, RAM, and storage for each device.
- Identify devices that meet the minimum requirements for Windows 11 or other target systems.
- Flag end-of-life hardware that no longer meets requirements and needs replacement.

✔ Application Compatibility Analysis

- Inventory all business-critical applications currently in use.
- Test application compatibility with your target platform (e.g., Windows 11).
- Identify applications requiring updates or replacement before migration.
- Develop remediation plans for incompatible or deprecated software.

✔ Budget Planning

- Calculate hardware replacement costs.
- Estimate software licensing and upgrade expenses.
- Include deployment costs, such as staff time, downtime planning, and staging.
- Budget for training and change management across technical and non-technical users.

✔ Deployment Strategy

- Assess the impact on your network and VPN configurations.
- Update management tools like SCCM, Intune, or third-party RMM platforms.
- Review security policies and make sure they align with new OS or device standards.
- Plan for hardware security requirements like TPM 2.0 and Secure Boot.

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Infrastructure & Security Updates

- Assess the impact on your network and VPN configurations.
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User Communication & Training

- Develop a communication strategy to explain what's happening and why.
- Create short-form training materials that highlight key changes (like UI or app differences).
- Set up support channels to help users transition smoothly.
- Set expectations so teams aren't caught off guard during rollout.

Execution & Monitoring

- Start with pilot groups, then expand after resolving issues.
- Track progress and share updates with stakeholders.
- Document lessons learned to improve future lifecycle transitions.
- Use data to evaluate the impact on productivity, security, and end-user satisfaction.

Need Help with Your Windows 10 Transition?

Let Dataprise guide you through the next steps.
Our experts can help you assess your environment, plan your migration, and ensure a smooth, secure transition.
Contact us today to get started!