

BR-SYSTEMS · ENGLISH EDITION

Microsoft 365 migration checklist

Move identities, mail and collaboration data without losing ownership or rollback options.

Personally accountable · clearly documented · vendor-transparent

From concern to an owned action plan

This guide is designed for small and medium-sized organisations that need practical decisions rather than generic fear or a product-first answer.

How to use it

Work through the actions with the people who own the affected business processes. Mark what is already evidenced, assign an owner to every gap and agree a realistic review date.

Decision principles

01	Start from business impact and responsibility.
02	Prefer written evidence over assumed status.
03	Keep alternatives and exit paths visible.
04	Test recovery and operating processes, not only settings.

Important

This publication provides technical orientation. It is not legal advice, a certification or a guarantee of security. Current law, contracts, manufacturer documentation and the organisation's specific risk context remain authoritative.

Practical action checklist

Use the right-hand side of a printed copy for owner, evidence and due date.

01	Define scope, owners, success criteria and a rollback decision point.
02	Clean up identities, aliases, groups and stale accounts.
03	Select licences from user roles rather than one standard bundle.
04	Confirm domain, DNS and mail-flow dependencies.
05	Plan MFA, Conditional Access and emergency administration.
06	Inventory mailboxes, archives, shared data and permissions.
07	Pilot with representative users and record issues.
08	Plan cutover communication, support and coexistence.
09	Verify backup, retention and recovery requirements separately.
10	Document the tenant, administration and operating handover.

A sensible next step

BR-Systems can help establish the baseline, prioritise the gaps and implement or operate the agreed measures. A short initial consultation is enough to determine whether that would be useful.

br-systems.eu · info@br-systems.eu · +49 179 160 1700