

Upgrade Checklist

Free support for Windows 10 ends in October.
You should be looking at upgrading your business to Windows 11 now.
Here's a checklist to help make it a smooth transition.



1.
Check your devices

Run the PC Health Check tool on all business devices
Identify incompatible devices and decide whether to upgrade or replace them
Plan for hardware upgrades (RAM, storage, enabling TPM 2.0) if needed
If necessary, budget for new Windows 11-ready devices



2.
Back up everything before upgrading

Confirm cloud backups are up to date (or set this up if you don't have a cloud backup)
Back up all important files, emails, and business documents
Make sure important software settings and licences are saved
Create a system restore point in case you need to roll back



3.
Test software and devices for compatibility

Check your essential business apps are compatible with Windows 11
Update software to the latest versions to avoid compatibility issues
Test printers, scanners, and other peripherals to make sure they'll work
Contact software vendors for guidance if needed



4.
Plan your upgrade schedule

Choose the best time to upgrade (avoid busy periods)
Plan to upgrade a test device first
Decide whether to upgrade other devices in phases or all at once
Make sure IT support is available during the transition
Communicate the plan to employees so they know what to expect



5.
Install Windows 11 and test its performance

Upgrade the test device first before rolling out to the rest of the business
Monitor system performance after installation
Check that all files, software, and settings have transferred properly
Address any compatibility or performance issues immediately



6.
Train your team

Introduce employees to Windows 11's new layout and Start menu
Show them how to use Snap Layouts for better multitasking
Explain the new built-in Microsoft Teams integration
Highlight security improvements and best practices



7.
Stay secure and keep systems up to date

Enable automatic updates to receive the latest security patches
Review cyber security policies to make sure you're following best practice
Set up regular system maintenance to optimise performance