Intranet Migration Checklist
SharePoint 2019 ➝ SharePoint Online

Pre-Planning

- Review content as links will change during migration.
- Important links may be in documents, files, and automated messages.
- Clean up content and only migrate necessary items.
- Assess if redevelopment is needed for InfoPath Forms and Designer Workflows.

Permissions & Groups

- Check site-level permissions and any custom permissions.
- Ensure you understand your content responsibilities and confirm existing permissions are replicated in your new SharePoint Online site.

Create a Website

- Create a new SharePoint Online site with settings similar to your SharePoint 2019.
- Explore features of M365, including MS Forms, Power Platform, WhiteBoard, and Teams.

Plan for Redevelopment

Choose to either:

- Begin immediate redevelopment using Power Apps, Power Automate, or modern SharePoint, migrating legacy data later.
- Or remain on-premises while utilizing M365 tools for customization and automation.
- For help, reach out to your Business Lead or request custom development.