

READY, SET, UPGRADE: A CHECKLIST FOR WINDOWS 10 END-OF-LIFE

Starting October 14, 2025, Windows 10 will no longer receive support updates or free software updates. Businesses should begin planning their upgrades *now* to avoid potential security risks and performance issues. At Back To Business I.T., we specialize in helping organizations upgrade smoothly with minimal disruption. Use this checklist to prepare for the transition, and reach out if you need expert assistance along the way.

WINDOWS 10 END-OF-LIFE CHECKLIST

- Identify Devices**
Make a list of all devices currently running Windows 10. Prioritize critical systems that need to be upgraded first.
- Check Hardware Compatibility**
Verify that devices meet the minimum requirements for Windows 11, including CPU, RAM, storage, and TPM 2.0. Plan for replacements or upgrades where needed.
- Create a Rollout Schedule**
Break the upgrade process into phases by department or function. Schedule upgrades during off-peak hours to minimize disruptions.
- Backup Important Data**
Ensure that all essential data is backed up and test the recovery process to avoid data loss during the upgrade.
- Test Software Compatibility**
Confirm that all critical applications are compatible with Windows 11. Update or replace any software that may not function properly.
- Run a Pilot Upgrade**
Start with a small group of users for testing. Gather feedback, resolve issues, and adjust your plan before rolling out to the entire organization.
- Provide Employee Training**
Inform employees about what to expect from the upgrade. Offer brief training on Windows 11 features to reduce the learning curve.
- Finalize the Rollout**
Once the pilot is successful, proceed with the full rollout according to your schedule. Monitor the process closely and offer support as needed.
- Decommission Old Devices**
For any devices being replaced, ensure they are properly wiped and disposed of in compliance with data protection regulations.

Need Help with Your Windows 11 Upgrade?

We offer I.T. Assessments, Hardware Upgrades, and Managed Rollouts to make your Windows migration smooth and stress-free. Schedule your free consultation today!

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