

Migration Prep Checklist

Preparing to switch webhosts involves three steps: cleanup, review, and notice.

➔ Cleanup

Cleanup is critical as you want to reduce the size of the website files as much as possible for things that don't need to be migrated.

- Reduce files and database size

- Clean up root folder

➔ Review

Next is reviewing your content, network resources and configurations as well as checking whether this migration needs to be manually completed due to file size.

- Make a content audit of all files, folders, and pages

- Make an inventory of content for yourself and the client

- Include an inventory of network resources and configurations, IP information, domain names, firewall access control lists, internal and external DNS entries

- Contact SSL certificate provider to determine migration of SSL cert

- Review whether this will be a manual or automatic migration based on website size

➔ Notice

The last step is setting notifications. When preparing for a migration, the current website will need a maintenance page for visits made in-between the migration and when the domain's DNS finishes propagation.

- Put up maintenance page with helpful links on old website

- Assist client (or advise client) to send a notice to website users about downtime (for sites with login accounts)