IT Handoff KIT – Ready for Onboarding Checklist

This checklist prepares you for a smooth transition away from your current IT provider. Your organization owns its systems, data, and credentials.

Access & Credentials

Microsoft 365 / Google Workspace Admin Access:

Server Admin Access:

Firewall Access:

Backup System Access:

Domain Registrar Login:

DNS Hosting Access:

Documentation & Assets

Network Diagrams:

Server & Cloud Documentation:

Backup Documentation:

Software License Details:

Hardware Inventory:

Contracts & Billing

IT Contract End Date:

Notice Period Required:

Leased Equipment:

Subscriptions Billed Through Old Provider:

Data & Backup Verification

Last Successful Backup Date:

Backup Restore Tested:

Backup Storage Location:

Transition Planning

Target Go-Live Date:

Internal Staff Notification Complete:

Key Users Identified:

Cutover Readiness

All Admin Access Confirmed:

Emergency Contacts Established:

Escalation Plan Shared: