



Hosted Applications Migration Checklist for Schools

Time period	Task	Date completed
3 or 4 weeks (or more) before migration	Hosted Applications Service evaluation	
	Connectivity checks	
	Printer checks	
	Functionality checks	
	Remote access (ie home) check (optional service)	
Approx 2 weeks prior to migration	Pre Migration Preparation	
	SIMS data cleansing	
	Database health checks	
	Docstorage health check	
	Inform Scomis of number of SIMS users requiring access	
	Inform Scomis of all SIMS modules used – ie Options, Nova, Exams	
	Inform Scomis of all 3 rd party applications used (ie Cashless Catering, Teachers2Parents, ParentPay, Truancy Call, schoolcomms)	
3 days before migration	Information to submit to Scomis	
	Identify SIMS users – submit first/last name, SIMS username, email address	
	Identify users requiring user management tool (reset passwords, request new users, allocate shortcuts)	
	Specify static IP addresses of server/workstations using external applications	
	Submit SIMS/FMS/Finance apps administrator login and passwords	
Migration (over 2 days)	Migration Day	
	Migration completed and overview carried out	
	Shortcuts allocated	
	School to distribute new logins	
	Floorwalking / training issued for school staff	
2 weeks after migration	Completion / Signoff	