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Windows 10 Upgrade
Checklist and Guidelines

Microsoft ends Windows 7 & Server 2008 on January 14, 2020. To ensure your business is secure, a Windows 10 upgrade is a must...

✓	Action	Guideline
	Decide whether you should buy or lease new hardware or keep your current hardware and migrate to a new/supported version of Windows.	It is recommended that once your hardware is 5 years or older, it should be upgraded. The typical hardware lifecycle is 3-5 years. If your hardware is less than 5 years old, you can migrate to a new/supported version of Windows.
	Check for software compatibility issues for running applications on Windows 10.	Windows Analytics Upgrade Readiness collects data and hardware drivers installed on your machines. It highlights any known issues with Windows 10 compatibility to help you plan your migration.
	Determine any Windows 7 or Windows Server 2008/R2 machines that have to be kept after the end of life date, (this may be the case if you have a legacy application that won't run on the newer OS).	Take a look at the costs with the Microsoft Windows Extended Security Updates (ESU) program. The Windows Virtual Desktop on Azure service allows you to run Windows 7 virtual desktops and includes 3 years of ESU for free. Windows Server 2008/R2 workloads can be moved to Azure virtual machines and you'll get 3 years of ESU for free.
	Create a migration plan to move your Windows 7 to Windows 10.	Migrate your devices in small groups and validate the process before rolling it out to the whole environment.
	Consider using an SKU for your Windows 7 and Windows 10 machines.	Microsoft recommend an in-place upgrade for Windows 7 to 10 if possible. This approach automatically saves and restores user and application data. Systems with Windows 7 32-bit installed can only be upgraded to Windows 10 32-bit, not 64-bit. Windows 10 64-bit is preferred because it offers better security and access to more RAM.
	Take a look at licensing options for Windows 10 and Windows Server.	Options: • Windows 10 Pro upgrade license – This license is recommended for those who want to upgrade Windows 7 Pro machines to Windows 10 Pro. • Windows 10 Enterprise E3 device or user-based license. • Windows 10 Enterprise E5 device or user-based license. • Microsoft 365 bundle – Includes a license to Windows 10 Enterprise or Business, Office 365 and Enterprise mobility plus security. • Server licensing options – which server OS version (2012,16,19) is right for you?
	Learn and understand Windows as a Service.	Windows as a Service is Microsoft's new way of delivering Windows 10 updates. This includes feature releases twice a year and monthly patches. Windows 10 feature releases are aligned with Office 365 updates. The monthly patch releases are cumulative.

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