LEGACY IT MODERNIZATION
PROJECT CHECKLIST

Successful Legacy IT Modernization is a comprehensive, carefully managed process. This checklist is a general guide and may not include every aspect pertinent to your unique IT modernization project. Consult with an IT project manager or professional for a comprehensive analysis.

☐ ## 1. Identification of Legacy Systems

- Catalogue all existing legacy systems in your organization.
- Document their functionality and understand how they interface with other systems.

☐ ## 2. Understanding Business Requirements

- Evaluate how your business processes align with the functions of your legacy systems.
- Identify gaps and new requirements that are not met by current systems.

☐ ## 3. Selection of Modernization Approach

- Decide between re-hosting, re-platforming, refactoring, re-architecting, or rebuilding the legacy systems based on your needs.
- Ensure the chosen approach aligns with your business objectives and budget constraints.

☐ ## 4. Independent Verification & Validation (IV&V)

- Engage IV&V services early in the lifecycle to identify and rectify high-risk errors.
- Use IV&V to validate the system's functionality against the original requirements.
- Ensure the modernized system aligns with best practices for software engineering processes.

☐ ## 5. Risk Assessment

- Identify potential risks related to data migration, integration, security, and system downtime.
- Develop a comprehensive risk mitigation plan.

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☐ **6. Data Migration Strategy**

- Plan for secure and efficient data migration.
- Ensure data integrity and availability during the migration process.

☐ **7. Training & Change Management**

- Train employees on the new system and processes.
- Implement change management strategies to reduce resistance and increase user adoption.

☐ **8. Post-Implementation Review & Continuous Improvement**

- Conduct post-implementation audits and gather feedback.
- Use IV&V for ongoing system improvements and to validate system updates.

Remember, successful legacy IT modernization not only depends on the right technology but also on effective project management, sound planning, and the skilled application of IV&V principles.

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