Windows 11 Transition Readiness Checklist

Use this checklist to assess your business's readiness for Windows 11. Once completed, submit this form to **At One Designs, LLC** for a free consultation.

Business Information

1. **Business Name:** _____

2. **Contact Name:** _____

3. **Email Address:** _____

4. **Phone Number:** _____

5. **Number of Locations:** ☐ Single ☐ Multiple (Specify: _____)

6. **Number of Employees:** ☐ 1-5 ☐ 6-10 ☐ 11-20 ☐ 20+

Current Windows 10 Infrastructure

7. **How many PCs are currently running Windows 10?**

    o ☐ 1-3 PCs

    o ☐ 4-10 PCs

    o ☐ 11-20 PCs

    o ☐ 20+ PCs

8. **Do any of these PCs run mission-critical software?**

    o ☐ Yes ☐ No

    o If Yes, specify software: _____

9. **Do you currently have an IT support provider?**

   - ○ ☐ Yes (Specify: _____)

   - ○ ☐ No

10. **Do you have a cybersecurity plan in place?**

- • ☐ Yes ☐ No

11. **Do you currently back up business data?**

- • ☐ Yes, automatically

- • ☐ Yes, manually

- • ☐ No backup in place

Windows 11 Compatibility & Upgrade Readiness

12. **Have you checked if your current PCs meet Windows 11 requirements?**

- • ☐ Yes (Used Microsoft's PC Health Check Tool)

- • ☐ No

13. **Do your PCs meet Windows 11 hardware requirements?**

- • ☐ Yes, all PCs are compatible

- • ☐ Some PCs are compatible, others are not

- • ☐ No, none of our PCs are compatible

14. **Would you prefer upgrading hardware or replacing older PCs?**

- • ☐ Upgrade existing PCs

- • ☐ Purchase new PCs

15. **Are you considering refurbished PCs for cost savings?**

- • ☐ Yes

- ☐ No

- ☐ Need guidance

Software & Peripheral Compatibility

16. **Do you use any industry-specific software that must be checked for Windows 11 compatibility?**

- ☐ Yes (Specify: _____)

- ☐ No

17. **Do you use any of the following Microsoft products?**

- ☐ Microsoft 365 (Word, Excel, Outlook, Teams, etc.)

- ☐ QuickBooks or other accounting software

- ☐ Custom or legacy software

18. **Do you have external devices that may need driver updates for Windows 11?**

- ☐ Printers

- ☐ Scanners

- ☐ POS Systems

- ☐ Label Printers

- ☐ Other: _____

Planning & Scheduling Your Transition

19. **When do you plan to complete your transition to Windows 11?**

- ☐ Immediately

- ☐ In the next 3 months

- ☐ In the next 6 months

- ☐ Closer to the Windows 10 end-of-support deadline (October 2025)

20. **What is your preferred transition approach?**

- ☐ Upgrade all PCs at once

- ☐ Phase upgrades (gradual transition)

- ☐ Not sure, need consultation

21. **Do you need employee training on Windows 11 changes?**

- ☐ Yes

- ☐ No

Budget & Financial Planning

22. **What is your estimated budget for the transition?**

- ☐ Under $1,000

- ☐ $1,000 - $5,000

- ☐ $5,000 - $10,000

- ☐ $10,000+

Final Considerations

23. **Do you have any concerns about moving to Windows 11?**

- ☐ Software compatibility

- ☐ Hardware costs

- ☐ Data migration & security

- ☐ Employee training

- ☐ Other: _____

24. **Would you like At One Designs, LLC to handle the upgrade for you?**

- ☐ Yes, please provide a quote

- ☐ No, I just need guidance

- ☐ Not sure yet

Additional Notes: _____

What's Next?

Once you've completed this checklist, you will have a clear roadmap outlining your business's readiness for Windows 11 and identifying any necessary upgrades or replacements.

If you have any questions or would like a **free assessment**, simply submit the completed form to **projectmanager@atonedesigns.com**. Our team will review your information and provide tailored recommendations to ensure a smooth and cost-effective transition for your business.