

# Best practices for Microsoft SharePoint migration



# What is a Microsoft SharePoint ?

- [Microsoft SharePoint](#) is a collaboration and document management platform that centralizes content creation, management, and sharing for organizations.
- It features tools for document management, version control, collaboration, search, business intelligence, and workflow automation.
- SharePoint can be customized to meet specific needs and integrates with other Microsoft technologies.
- It is deployable on-premises or in the cloud, and is an effective solution for improving collaboration, document management, and productivity.




## Reasons to consider migrating to SharePoint Online:

- Save on IT overhead costs
- Enhanced security
- Better collaboration capabilities
- Consolidating content
- Superior mobile access
- Improved user experience

# 6 best practices during the SharePoint Online migration process

Create a detailed migration plan to avoid potential errors, reduce downtime, and ensure that your SharePoint migration project runs smoothly.

1. **Take inventory** of your SharePoint data by performing an audit of what's currently on your environment
2. **Clean up your environment** from data that's redundant, unused, or no longer up-to-date
3. **Plan and structure** your information architecture for your business to get your new environment ready



**4. Communicate the benefits** behind the move to users so that they understand ahead of time

**5. Kick-off your migration with the right tools** to ensure success. Ideally, choose a tool that offers you automated migration reports to keep everything smooth

**6. Generate a post-migration checklist** that makes sense to you reality, and helps you keep tabs of all things you need to consider post your migration

A [SharePoint Online migration](#) can be a huge undertaking, especially for large organizations with an abundance of content, configurations and customizations to move.



Bettering your Expectations

# Thank You

