



Magento 1-2 Migration Checklist

Section	Task	Responsible	
PREPARE			
Preparation			
	PLANNING	Client/Agency	<input type="checkbox"/>
	DISCOVERY / PRE-STUDY		
	Discovery / project initiation phase	Agency	<input type="checkbox"/>
	Functionality mapping / integrations / data exchange / directions and objects / file formats / user journey	Agency	<input type="checkbox"/>
	Governance & processes	Agency	<input type="checkbox"/>
	DESIGN and UI/UX GRAPHICS		
	Overall Style guide and graphical templating (UI)	Agency	<input type="checkbox"/>
	Key global desktop page design development	Agency	<input type="checkbox"/>
	Mobile designs development	Agency	<input type="checkbox"/>
Set up			
	BASE SETUP		
	Magento development environment setup	Agency	<input type="checkbox"/>
	Collaboration software setup	Agency	<input type="checkbox"/>
	Extension installation & testing		
	if the necessary extensions are not available for M2 - find alternatives, or develop custom modules to cover the functionality	Agency	<input type="checkbox"/>
Development			
	TEMPLATING & THEME ADJUSTMENTS	Agency	<input type="checkbox"/>
	FEATURES & CUSTOM FUNCTIONALITY	Agency	<input type="checkbox"/>
	INTEGRATIONS	Agency	<input type="checkbox"/>
Initial Migration: Full			
	DATA AND SETTINGS MIGRATION		<input type="checkbox"/>
	Upgrade to Magento 2.X		<input type="checkbox"/>
	Prepare Magento 1 database	Agency	<input type="checkbox"/>
	Set up the Magento 2 installation	Agency	<input type="checkbox"/>
	Set up migration tool	Agency	<input type="checkbox"/>
	Configure / prepare for migration procedure	Agency	<input type="checkbox"/>
	Data migration	Agency	<input type="checkbox"/>
Testing			
	GENERAL QA		
	Cross-browser testing and bug fixes	Agency	<input type="checkbox"/>

	Functional testing and bug fixes	Agency	<input type="checkbox"/>
	Automated UI tests (Regression)	Agency	<input type="checkbox"/>
	Stress tests	Agency	<input type="checkbox"/>
	UAT		
	End-to-end UAT on Staging and Production	Agency	<input type="checkbox"/>
	End user/customer performs their version of UAT	Client	<input type="checkbox"/>
	Testing M2 production	Client	<input type="checkbox"/>
	All of the bugs found during UAT are fixed, all adjustments implemented and tested	Agency	<input type="checkbox"/>
SEO			
	SEO		
	Tech SEO requirements and infrastructure	Agency	<input type="checkbox"/>
	SEO extension installation	Agency	<input type="checkbox"/>
	301 mapping - scoping	Agency	<input type="checkbox"/>
	301 mapping - mapping	Agency	<input type="checkbox"/>
	SEO requirements implementation (SEO extension configuration)	Agency	<input type="checkbox"/>
	Robots.txt	Agency	<input type="checkbox"/>
	XML sitemap - generation and configuration	Agency	<input type="checkbox"/>
	Run SEO audit	Agency	<input type="checkbox"/>
	PPC campaigns updated with correct links and ADS	Client	<input type="checkbox"/>
Analytics			
	Digital Analytics / Google Tag Manager		
	Digital Analytics tracking requirements review and preparation	Agency	<input type="checkbox"/>
	dataLayer/GTM module installation for Enhanced eCommerce tracking	Agency	<input type="checkbox"/>
	Google Analytics account configuration	Agency	<input type="checkbox"/>
	Google Tag Manager configurations for Google Analytics Enhanced eCommerce tracking	Agency	<input type="checkbox"/>
	3rd party scripts migration	Agency	<input type="checkbox"/>
PRE-LAUNCH			
Preparation			
	GENERAL		
	All of the agreed functionality and bug fixes developed, tested and approved	Client	<input type="checkbox"/>
	EXTENSIONS / MODULES		
	Switch to Live	Agency	<input type="checkbox"/>
Admin			
	DNS/ Domain name		
	Update DNS zones configuration to point to the new website	Client	<input type="checkbox"/>
	Set Time To Live (TTL) to a low value (e.g. 30 - seconds)	Client	<input type="checkbox"/>
	INFRASTRUCTURE		
	Create Production instances / architecture / load balancing	Agency	<input type="checkbox"/>
	Deploy M2 to pre-live instance	Agency	<input type="checkbox"/>
	SSL set up on production server	Agency	<input type="checkbox"/>

	Automated Backup functionality is set up	Agency	<input type="checkbox"/>
	M2 production environment is accesible	Agency	<input type="checkbox"/>
	IP address restrictions set for pre-live	Agency	<input type="checkbox"/>
	Cron jobs are working	Agency	<input type="checkbox"/>
	Production mode enabled	Agency	<input type="checkbox"/>
	Code		
	Verify Staging and Production environments have identical code bases and integrations	Agency	<input type="checkbox"/>
Configuration			
	CONFIGURATION		
	Change default admin url and admin password	Agency	<input type="checkbox"/>
	Configured taxes	Agency	<input type="checkbox"/>
	Configured shipping methods	Agency	<input type="checkbox"/>
	Configured Back-end Users / Roles	Agency	<input type="checkbox"/>
	Enable HTTPS	Agency	<input type="checkbox"/>
	Configured transaction email senders	Agency	<input type="checkbox"/>
	Configure all email options	Agency	<input type="checkbox"/>
	Assign BE user roles	Client	<input type="checkbox"/>
	Confirm that all debug patches have been removed	Agency	<input type="checkbox"/>
	Remove any users with access to project that no longer require access	Agency	<input type="checkbox"/>
	Configure credetials		<input type="checkbox"/>
Content			
	CONTENT MANAGEMENT		
	Test functionality with live content	Agency	<input type="checkbox"/>
	Ensure all content is added and optimised	Agency/Client	<input type="checkbox"/>
	Ensure all links are working	Agency/Client	<input type="checkbox"/>
	Ensure all meta data is in place	Client	<input type="checkbox"/>
	Check if any added cintent is correct	Client	<input type="checkbox"/>
Testing			
	SMOKE TEST FUNCTIONALITY CHECK		
	Content / Navigation / Links / Notifications / Forms	Client	<input type="checkbox"/>
	Search suggestions	Client	<input type="checkbox"/>
	Shopping cart / Payment / My account	Client	<input type="checkbox"/>
	Back-end login	Client	<input type="checkbox"/>
GO LIVE			
	Maintenance actions		
	Put M1 project in maintence mode	Agency	<input type="checkbox"/>
	Stop cronjob work on both M1 and M2 projects	Agency	<input type="checkbox"/>
	Set M1 MYSQL server temporary variables values	Agency	<input type="checkbox"/>
	Configure data migration tool config.xml file	Agency	<input type="checkbox"/>
	Maintenance page turn on for M2 project	Agency	<input type="checkbox"/>
	EXTENSIONS / MODULES		
	Switch to Live	Agency	<input type="checkbox"/>
Migration: Delta			
	DELTA DATA MIGRATION		
	Final delta data migration from M1 to M2	Agency	<input type="checkbox"/>

	Content verification	Agency	<input type="checkbox"/>
	Reindex		
	Run full data reindex	Agency	<input type="checkbox"/>
	Data check		
	Compare data between M1 and M2 projects	Client	<input type="checkbox"/>
Analytics			
	Google Analytics and GTM switch to Live environment IDs		<input type="checkbox"/>
Testing			
	SMOKE TEST FUNCTIONALITY CHECK		
	Content / Navigation / Links / Notifications / Forms	Client	<input type="checkbox"/>
	Search suggestions	Client	<input type="checkbox"/>
	Shopping cart / Payment / My account	Client	<input type="checkbox"/>
	Back-end login	Client	<input type="checkbox"/>
Store Reopening			
	GO-LIVE		
	Set up Google Analytics with correct credentials	Agency	<input type="checkbox"/>
	Update base URL for M2	Agency	<input type="checkbox"/>
	Switch DNS A record	Client	<input type="checkbox"/>
	Remove M2 maintenance page	Agency	<input type="checkbox"/>
	Keep M1 running	Agency	<input type="checkbox"/>
	SEO go-live checks and adjustments	Agency	<input type="checkbox"/>