SAMPLE PROJECT PLAN

Upgrade from Windows 10 to Windows 11

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| **Revision Date** | **Approval Date** | **Comments** |
| MM/DD/YYYY | MM/DD/YYYY |  |

# Executive Summary

* **Objective:** Upgrade all systems from Windows 10 to Windows 11
* **Scope:** Evaluate, plan, and implement the upgrade across applicable devices
* **Duration:** 6 months
* **Stakeholders:** IT Department, MSP, Business Unit Management, End Users

# Purpose

* **Enhanced Security:** Implement Windows 11’s improved security measures.
* **Improved User Experience:** Provide employees with modern and efficient systems.
* **System Standardization:** Ensure consistent organization-wide endpoint configuration.

# Tasks and Milestones

## Phase 1: Planning and Assessment (0–1 month)

1. Develop a project timeline and estimated budget.
2. Inventory all devices and systems running Windows 10.
3. Verify compatibility with Windows 11 requirements (e.g., hardware, software, peripherals, etc.).
4. Identify critical systems and prioritize their upgrade.

**Deliverable:** Compatibility and readiness report, including budget projections

## Phase 2: Pilot Testing (1–2 months)

1. Select a pilot group of users and systems for testing.
2. Backup critical data for pilot systems.
3. Test hardware, software, and network performance on Windows 11.
4. Identify and resolve potential compatibility issues.
5. Collect feedback from pilot group.

**Deliverable:** Successful pilot test completion with documented results

## Phase 3: Rollout Preparation (2–3 months)

1. Create a detailed deployment plan.
2. Backup critical data for all systems.
3. Develop and distribute user training materials (e.g., guides, FAQs, etc.).
4. Communicate rollout plans to all stakeholders.

**Deliverable:** Approval for deployment

## Phase 4: Deployment (3–5 months)

1. Begin phased rollout to departments.
2. Monitor progress and address issues in real-time.
3. Conduct post-upgrade verification for performance and stability.

**Deliverable:** Deployment completion report

## Phase 5: Post-Implementation Support (5–6 months)

1. Provide support for user issues.
2. Monitor system performance for anomalies.
3. Gather feedback for continuous improvement.

**Deliverable:** Project closeout with post-implementation review

# Resources and Budget

**Human Resources:**

* IT staff for installation and support
* Business unit management and end-user collaboration
* Managed service provider (MSP) for installation and support
* Additional third-party support for advanced compatibility issues

**Technology:**

* Device upgrades for compatibility
* Software upgrade costs
* Tools for automated deployment and monitoring

**Budget:** [Insert estimated cost]

# Risk Assessment

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| **Risk** | **Risk Level** | **Risk Management Plan** |
| Hardware incompatibility | **High** | Identify outdated hardware during assessment and replace as needed. |
| Software incompatibility | **High** | Coordinate with vendors to determine compatibility roadmap. Communicate known limitations to users. Resolve issues during pilot testing, when possible. |
| Security vulnerabilities during transition | **High** | Apply patches and updates in a timely manner. Monitor systems closely for suspicious activity. |
| Limited IT staff capacity | **Medium** | Outsource parts of the upgrade to MSP. Prioritize critical systems and stagger upgrades to balance workload. |
| Insufficient backup and recovery plans | **Medium** | Ensure all critical data is backed up and test the recovery process. Use rollback mechanisms to revert to Windows 10, if severe issues arise. |
| Incompatibility with printing devices (e.g., printers, scanners, etc.) | **Medium** | Test peripheral compatibility during the pilot phase. Update or replace drivers, as needed. Budget for replacement of unsupported systems. |
| User disruption during rollout | **Low** | Provide thorough training and schedule upgrades during opportune hours. |
| Insufficient user training | **Low** | Provide comprehensive training sessions and designate “super users” or department champions to provide peer support. |

# Conclusion

Upgrading to Windows 11 is a step toward enhancing the organization’s security, productivity, and technological capabilities. Thorough planning and implementation will ensure a smooth transition with minimal disruption.

***Disclaimer****This resource is for information purposes only. Businesses may use this resource to assist with their project management practices, but are encouraged to evaluate the risks and coordinate with appropriate counsel before acting on ideas from this document.*