**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11633&utm_source=integrated-content&utm_campaign=/content/software-project-plan-templates&utm_medium=Migration+Planning+Checklist+doc+11633&lpa=Migration+Planning+Checklist+doc+11633)MIGRATION PLANNING   
CHECKLIST TEMPLATE**

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| --- | --- | --- |
| PROJECT NAME | DATE | PROJECT MANAGER |
| NAME | MM/DD/YY | NAME |

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| TASKS CHECKLIST | | STATUS | DATE | NOTES |
| X | Task 1 | Ongoing | MM/DD/YY | Notes |
|  | Task 2 | Planned | MM/DD/YY |  |
| X | Task 3 | Released | MM/DD/YY |  |
|  |  | Ongoing | MM/DD/YY |  |
|  |  | Planned | MM/DD/YY |  |
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