# 🪟 Project Name

Windows 11 Migration

# 🎯 Objective

To migrate all eligible devices to Windows 11, ensuring compatibility, security, and performance improvements. This project aims to streamline the transition with minimal disruption to end users and IT operations.

# 📅 Timeline Table

|  |  |  |
| --- | --- | --- |
| Phase | Start Date | End Date |
| Assessment | 2024-05-01 | 2024-05-07 |
| Planning | 2024-05-08 | 2024-05-14 |
| Pilot Deployment | 2024-05-15 | 2024-05-21 |
| Full Deployment | 2024-05-22 | 2024-06-15 |
| Training & Support | 2024-06-16 | 2024-06-30 |

# 🔧 Project Phases & Activities

- Assessment: Identify eligible devices, evaluate hardware compatibility

- Planning: Define scope, create migration strategy, communicate with stakeholders

- Pilot Deployment: Test migration on a small group, gather feedback

- Full Deployment: Migrate all remaining devices, monitor performance

- Training & Support: Provide user training, offer helpdesk support, resolve issues

# 📦 Key Deliverables

- Compatibility assessment report

- Migration strategy document

- Pilot feedback summary

- Deployment checklist

- Training materials and support documentation

# 📊 Metrics to Track

- Number of devices migrated

- Migration success rate

- User satisfaction scores

- Number of support tickets post-migration

# 👥 Key Players

- Project Manager

- IT Support Team

- Department Leads

- End Users

# 🏃 Sprint Schedule

- Sprint 1: Assessment & Planning (Week 1–2)

- Sprint 2: Pilot Deployment (Week 3)

- Sprint 3: Full Deployment (Week 4–6)

- Sprint 4: Training & Support (Week 7–8)