

Pre-Cloud Migration Assessment and Requirements

What to document and assess before moving to a cloud communications system



Inventory Current Systems and Contracts: Document your existing PBX hardware, software, phone lines, trunks, and maintenance contracts. Note any end-of-life equipment or support timelines.



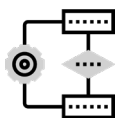
Gather User Requirements: List the communication features your organization needs (e.g. call routing, voicemail, conferencing, emergency paging). Identify which current features are critical and any new capabilities required (such as mobile access or integration with collaboration tools).



Assess Pain Points: Understand current system limitations (downtime, lack of remote support, limited conferencing, etc.) to target improvements with the cloud solution.



Plan for Growth: Estimate future needs for lines and users (including remote workers or new offices) so the new system can scale accordingly.



Map Call Flows and Integrations: Document how calls are currently routed (auto-attendants, hunt groups, call center queues). These workflows will need replication or improvement in the new cloud system. Also list integrations (e.g. intercom/paging systems, fax lines, CRM integration) to ensure the cloud platform can support or replace them.



Identify Regulatory Requirements: Note any compliance obligations (e.g. public records retention, e-discovery, **Kari's Law/Ray Baum's Act** for 911, FERPA for education) that the new system must meet. This will guide your choice of provider and configuration to ensure legal compliance.



Let Maverick Networks Handle Your Pre-Migration Needs

Not sure where to start? Let us do all the groundwork for you. Our complimentary audit will assess your current setup and prepare you for a seamless cloud migration. We handle everything from inventory checks to compliance assessments—free of charge. Contact us to begin your cloud migration journey with confidence.