

# Migration readiness checklist

Use this checklist to assess organisational readiness before committing to migration timelines or budgets. Be honest – every unchecked box is a risk factor. Next, determine responsibility: which items will your team execute, and where do you need Last Mile Solutions' expertise? We can handle all areas or only specific components – the choice depends on your internal capacity.

## Data & systems

Complete inventory of all assets (chargers, cards, accounts)	<input type="checkbox"/>
Data quality assessment completed (missing fields identified and quantified)	<input type="checkbox"/>
Complete documentation of all product/tariff structures and pricing logic	<input type="checkbox"/>
Charger firmware and OCPP compatibility verified for all models	<input type="checkbox"/>
Complete data exports obtained from legacy platform in usable formats	<input type="checkbox"/>

## Stakeholder alignment

Cross-functional team assigned and available (IT, Operations, Finance, Support)	<input type="checkbox"/>
Roaming partners informed, engaged, and coordinated (if applicable)	<input type="checkbox"/>
Communication plan for customers/drivers prepared and approved (responsibility of the Partner)	<input type="checkbox"/>
Escalation paths and decision-making authority clearly defined	<input type="checkbox"/>

## Risk management

Pilot scope defined (representative subset covering all complexity)	<input type="checkbox"/>
Go/no-go criteria established and agreed by all stakeholders	<input type="checkbox"/>
Monitoring and alerting infrastructure operational and tested	<input type="checkbox"/>
Support team briefed. identified issues immediately resolved and applied to remaining assets	<input type="checkbox"/>