

BEFORE YOU MOVE A WORKLOAD, ANSWER THESE SEVEN QUESTIONS

Choose one **business service**, not just one server. Name the person who owns its requirements and record the evidence behind each answer. If an answer is unknown or contradictory, investigate it before making a placement decision.



PURPOSE

What does this service do, and what happens to the business if it stops?



DEMAND

What capacity does it need, and when? Is usage steady, seasonal, or unpredictable?



RECOVERY

How quickly must it return? Who approved that requirement, and when was it last tested?



DATA

What information does it handle? What security, privacy, or compliance rules apply?



PATTERN

Is demand predictable enough to consider a pricing or capacity commitment?



COST

What are the total costs, including licensing, migration, and support?



DIRECTION

Is this service growing, changing, holding steady, or approaching retirement?



REMEMBER:

Predictable demand may justify a commitment. It does not, by itself, justify a move.

WHAT DID THE REVIEW REVEAL?

☐ Requirements are clear and consistent

☐ A requirement needs confirmation from its business owner

☐ Connected systems need to be evaluated together

☐ Current architecture or recovery spending needs review

☐ Costs across viable options need validation

RECOMMENDED NEXT STEP:

☐ Retain in public cloud

☐ Evaluate private or dedicated capacity

☐ Evaluate hybrid placement

☐ Retire and replace

☐ Investigate before deciding

Decision Owner: _____

Evidence Reviewed: _____

Next Review Date: _____

