# GxP-Compliant Windows 11 Migration Checklist for Pharmaceutical Companies

## 1. Planning & Governance

- [ ] Form a cross-functional migration team (IT, QA, CSV, business)
- [ ] Identify all GxP-relevant systems running Windows 10
- [ ] Define the scope and objectives of the migration project
- [ ] Establish a timeline considering the October 14, 2025 EOL deadline
- [ ] Inform regulatory stakeholders, if needed

## 2. System Inventory & Classification

- [ ] Document all systems (hardware and software) using Windows 10
- [ ] Classify systems by GxP impact: High / Medium / Low
- [ ] Identify third-party applications that may require revalidation

## 3. Risk Assessment

- [ ] Perform a risk assessment for continued use and migration
- [ ] Include security, data integrity, business continuity, and compliance risks
- [ ] Document risk mitigation strategies

## 4. Validation Strategy

- [ ] Determine if revalidation is required (full or partial)
- [ ] Create/update validation documentation including:
  - [ ] Validation Plan
  - [ ] Requirements Traceability Matrix (RTM)
  - [ ] IQ/OQ/PQ protocols
- [ ] Execute validation activities and obtain QA approval

## 5. Testing & Qualification

- [ ] Perform OS installation and configuration testing (IQ)
- [ ] Conduct operational testing (OQ) for system functionality
- [ ] Validate performance in a controlled environment (PQ)

## 6. Documentation Updates

- [ ] Update SOPs, user manuals, and training materials
- [ ] Revise system configuration and validation documentation
- [ ] Archive documentation per data retention policies

## 7. Training & Change Control

- [ ] Train users on the updated system or interface
- [ ] Initiate a change control record for traceability
- [ ] Review change control with QA and obtain approval

## 8. Post-Migration Review

- [ ] Conduct a post-migration review or audit
- [ ] Monitor system performance and GxP compliance
- [ ] Finalize and close change control

WESTBOURNE
Global IT Solutions