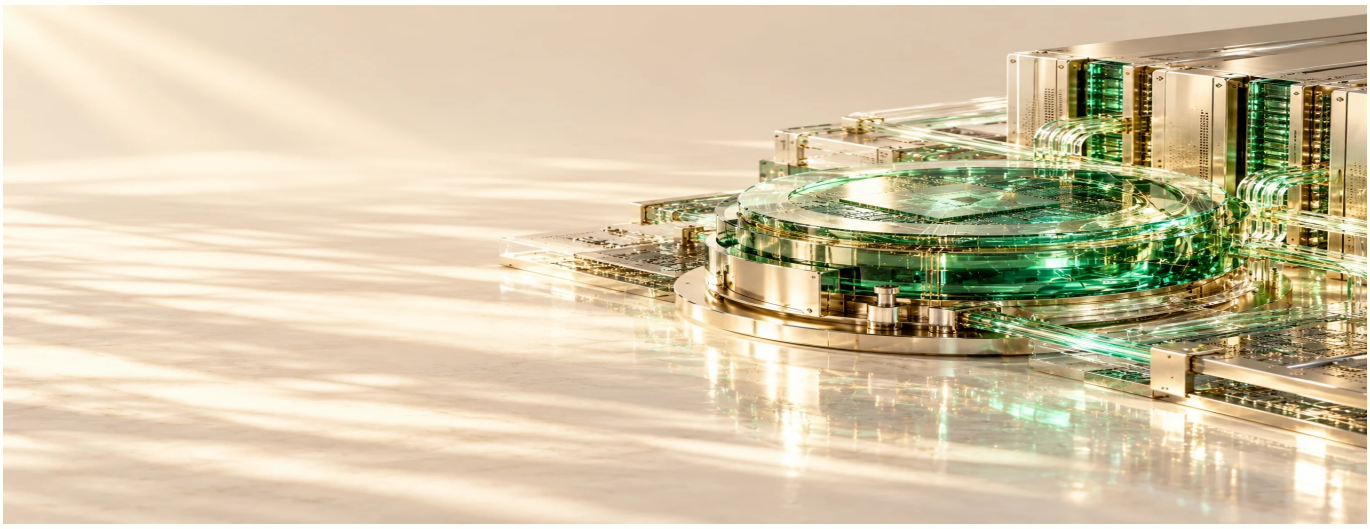
Clarity before commitment.

Architecture readiness checklist | For a platform decision, migration or AI initiative



Find the gaps before they become delivery problems.

Use this guide with your business owner, delivery lead and operational team. Capture evidence, name an owner and decide what needs resolving before you commit.

01 Choose one decision and a review date.
02 Work through the nine checks on pages 2–3.
03 Use page 4 to agree conditions and next steps.

Your decision: _____

Business owner: _____ **Review date:** _____

Ready = evidence reviewed. Gap = an unresolved issue. Unknown = evidence missing. This is a discussion aid; it does not certify a design or replace specialist assessment.

Can the design be defended?

Record a specific evidence reference and an accountable owner for every check.

1 Outcome & acceptance

What business outcome must change, and who will accept the result?

Evidence: A measurable baseline, acceptance criteria and named business sign-off.

Pause if: The team can describe the technology but cannot define success.

Status: Ready / Gap / Unknown Owner: _____

Evidence reference / next action

2 Boundaries & dependencies

Which systems, data flows, interfaces and third parties are in scope?

Evidence: A current context diagram, interface contracts and dependency owners.

Pause if: A critical dependency or data owner has not agreed the change.

Status: Ready / Gap / Unknown Owner: _____

Evidence reference / next action

3 Identity & data protection

Who can access which data, and where is that access enforced?

Evidence: Data classification, identity flows, least-privilege controls and retention rules.

Pause if: Sensitive data crosses an unreviewed trust boundary.

Status: Ready / Gap / Unknown Owner: _____

Evidence reference / next action

4 Failure & recovery

What happens when a dependency fails or a deployment goes wrong?

Evidence: Recovery objectives, failure scenarios, rollback steps and test evidence.

Pause if: Rollback or recovery depends on an untested assumption.

Status: Ready / Gap / Unknown Owner: _____

Evidence reference / next action

Can the team run it?

Apply the cloud and AI checks where relevant; record a reason for anything out of scope.

5 Operations & ownership

Who supports the service after handover, including outside delivery hours?

Evidence: Service ownership, monitoring, runbooks and escalation arrangements.

Pause if: No operational owner has accepted the service.

Status: Ready / Gap / Unknown Owner: _____

Evidence reference / next action

6 Cloud & migration

How will you prove the move preserved the business result?

Evidence: Landing-zone assumptions, reconciliation, cutover and acceptance tests.

Pause if: A successful deployment is being treated as business acceptance.

Status: Ready / Gap / Unknown Owner: _____

Evidence reference / next action

7 AI authority & evaluation

What may the AI do, and how will unsafe or poor outputs be handled?

Evidence: Representative evaluations, tool permissions, human approval and stop controls.

Pause if: An agent can take consequential action without a defined boundary.

Status: Ready / Gap / Unknown Owner: _____

Evidence reference / next action

8 Cost & capacity

What workload, cost assumptions and limits underpin the design?

Evidence: Demand ranges, running-cost assumptions, budgets and capacity tests.

Pause if: The business case excludes a material operating cost.

Status: Ready / Gap / Unknown Owner: _____

Evidence reference / next action

Turn findings into action.

No total score: one critical unresolved risk can outweigh several completed checks.

9 Decision record & delivery plan

Are the options, trade-offs and conditions for proceeding explicit?

Evidence: An agreed decision record, prioritised actions and accountable approver.

Pause if: A commitment is due before material assumptions can be tested.

Status: Ready / Gap / Unknown Owner: _____

Evidence reference / next action

Your review decision

Choose: Proceed / Proceed with conditions / Pause for evidence

Decision owner: _____ Review date: _____

Highest-priority actions

1. Action: _____
Owner: _____ Due: _____ Evidence: _____

2. Action: _____
Owner: _____ Due: _____ Evidence: _____

3. Action: _____
Owner: _____ Due: _____ Evidence: _____

Want an independent view?

MGCA can help scope an Architecture Review, Azure Migration Readiness review or Enterprise AI Readiness review. Send a short outline of your business goal, main systems and timescale.

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Scope, deliverables, access arrangements and fees are agreed before engagement. Share a non-confidential summary first; do not send credentials or sensitive project files.