

Platform comparison

Use this worksheet to structure a project discussion. Record the evidence, owner and date alongside each decision.

01 / COMPARABLE BASELINE

Use the same workload, service levels, growth assumptions and comparison period for both options.

02 / OPTION A: RETAIN OR RENEW

Record platform, support term, recurring costs, capacity limits and known risks. Reference quotes and support evidence.

03 / OPTION B: CHANGE PLATFORM

Record the candidate, migration effort, licensing, hardware, operational skills and support. Include transition overlap and exit costs.

04 / GATES THAT MUST PASS

Application support; representative functional test; service restore against agreed objectives; operational ownership. Record evidence and pass / open / fail for each.

05 / RECOMMENDATION & REVIEW

Explain the trade-offs. List unresolved assumptions, what would change the choice, and the next decision date.