

# M&A Technology Transition Checklist: 25 Critical Items for a Successful Divestiture or Integration

**Meta Description:** A comprehensive checklist for IT leaders managing a merger, acquisition, or divestiture. Covers 25 critical items across due diligence, planning, execution, and post-transition to ensure a seamless technology transition.

---

Technology is one of the highest-risk domains in any merger, acquisition, or divestiture. A poorly executed technology transition can lead to operational chaos, data loss, security breaches, and massive budget overruns. Success requires a systematic, disciplined approach that begins long before the deal is signed and continues long after the cutover date.

Having led the IT workstream for a \$500M+ pharmaceutical divestiture, I've seen firsthand what it takes to navigate this complexity. This checklist is born from that experience. It covers 25 critical items that are essential for a successful technology transition, organized by the four key phases of the M&A lifecycle. Use it to build your own playbook and ensure your next transaction is a success.

## Phase 1: Pre-Transaction (Due Diligence)

*This phase is about uncovering risks and estimating costs before the deal is finalized. Surprises discovered after signing are always expensive.*

---

Item	Why It Matters
<b>1. Inventory All Systems &amp; Software</b>	You can't separate (or integrate) what you don't know you have. This must include "shadow IT" and departmental tools, not just centrally managed systems.
<b>2. Map All Data Flows &amp; Integrations</b>	Understand how data moves between systems. A missed integration can bring critical business processes to a halt post-cutover.
<b>3. Review All Vendor Contracts &amp; Licenses</b>	Are licenses transferable? Are there change-of-control clauses? Understanding these terms is critical for accurate cost modeling.

Item	Why It Matters
<b>4. Assess IT Infrastructure &amp; Dependencies</b>	Identify all shared infrastructure (networks, data centers, cloud tenants). This will determine the complexity of the physical or logical separation.
<b>5. Evaluate IT Team &amp; Skill Sets</b>	Do you have the internal expertise to manage the transition, or will you need to hire external specialists?
<b>6. Estimate One-Time &amp; Recurring Costs</b>	Develop a detailed financial model for all transition costs (consultants, new software, hardware) and future recurring costs for the separated or integrated entity.

## Phase 2: Planning & Governance

*This is where you build the blueprint for the transition. A failure to plan is a plan to fail. Strong governance is non-negotiable.*

Item	Why It Matters
<b>7. Establish Executive Governance Structure</b>	Create a steering committee with clear authority and escalation paths. This prevents decision bottlenecks during time-sensitive moments.
<b>8. Form a Dedicated M&amp;A Program Management Office (PMO)</b>	Centralize coordination, manage dependencies, and provide a single source of truth for all workstreams.
<b>9. Organize into Clear Workstreams</b>	Break the project into logical workstreams (e.g., Infrastructure, Applications, Data, Security, End-User Computing) with dedicated leads.
<b>10. Develop a Detailed Master Project Plan</b>	Create an integrated schedule with all workstream dependencies mapped out. This is your master playbook for the entire transition.
<b>11. Define the Transition Service Agreement (TSA)</b>	If required, clearly define all services, service levels, costs, and the exit criteria for each item in the TSA. Ambiguity here leads to disputes later.

Item	Why It Matters
<b>12. Create a Detailed Communication Plan</b>	Proactively manage communications with all stakeholders, including employees, customers, and vendors, to prevent confusion and manage expectations.
<b>13. Define Success Metrics</b>	Go beyond “go-live on time.” Define success across multiple vectors: budget, data integrity, user adoption, and operational stability.

### Phase 3: Execution

*This phase is about disciplined execution against the plan. Constant communication and rigorous risk management are key.*

Item	Why It Matters
<b>14. Conduct Regular Workstream &amp; PMO Meetings</b>	Maintain a strict cadence of meetings to track progress, identify roadblocks, and manage cross-functional dependencies.
<b>15. Implement Rigorous Risk Management</b>	Actively identify, assess, and mitigate risks on a weekly basis. A risk that is ignored will eventually become an issue.
<b>16. Manage the Budget Proactively</b>	Track actual spend against the forecast weekly. Financial discipline prevents budget overruns and maintains credibility with leadership.
<b>17. Execute Mock Cutovers (Dress Rehearsals)</b>	For complex systems, conduct at least one full dress rehearsal of the cutover process to identify unforeseen issues in a controlled environment.
<b>18. Develop Detailed Cutover Runbooks</b>	Create a minute-by-minute plan for the cutover weekend, detailing every task, owner, and dependency.
<b>19. Plan for Post-Cutover Support (Hypercare)</b>	Establish a dedicated “hypercare” support team for the first 1-2 weeks post-cutover to rapidly address user issues.

## Phase 4: Post-Transition

*The work isn't over at go-live. This phase is about stabilizing the new environment and formally closing the transition.*

---

Item	Why It Matters
<b>20. Stabilize the New Environment</b>	Focus on resolving all post-cutover issues and ensuring the new technology environment is stable and performing as expected.
<b>21. Decommission Old Systems &amp; Infrastructure</b>	Once the new environment is stable, formally decommission all legacy systems and infrastructure to stop incurring costs.
<b>22. Reconcile Final Project Costs</b>	Perform a final reconciliation of the project budget to formally close the books on the transition.
<b>23. Conduct a Lessons Learned Workshop</b>	Document what went well, what didn't, and what could be improved. This creates a reusable framework for future M&A activities.
<b>24. Formally Close the TSA</b>	Ensure all TSA exit criteria have been met and obtain formal sign-off from both parties to end the agreement.
<b>25. Transition to Standard Operations</b>	Formally hand off the new environment to the standard operational support teams with complete documentation.

---

---

**Navigating an M&A transaction? Ensure your technology transition is seamless. Schedule a no-obligation consultation at Thompson-Tech.co.**