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# Migration & Launch Day Service: Pre-Migration Checklist

**VIP Professional Services**

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# Migration & Launch Service Summary

With VIP's Professional Migration Service, our expert staff will support your development team as you migrate your WordPress sites to WordPress VIP. We will assist with content, media, database, and code imports. Additionally, we will guide site redirects and quality assurance testing to ensure everything is ready to go live. Migrations are delivered with a high degree of predictability and timeliness.

## Migration Service Checklist

To ensure your migration project to VIP is successful, you must take action on your site before the migration project can begin.

### Step 1: Confirm your site is running on the latest version of WordPress and PHP

Your site must be running the latest version of WordPress. Currently, this is WordPress version 6.8. In addition, your site must use the latest major version of PHP, which we recommend is 8.2 or higher.

If you need help with this step, we offer a Professional Upgrades Service, which can be of service. Please let your VIP Contact know if you need assistance from the VIP Upgrades Service.

### Step 2: Run PHPCS on Your Codebase to Confirm VIP Compatibility

Media files uploaded to a WordPress site on the VIP Platform are not stored in a filesystem local to the web container. Instead, an API stores the uploaded files in a separate read-only service called the [VIP File System](#), an external, globally distributed object store. ***To proceed with the Migration & Launch Service, your site's themes and [plugins](#) must be compatible with the VIP File System.***

[PHPCS \(PHP Code Sniffer\)](#) provides a convenient way to assess plugin and theme compatibility and [should be run across your codebase](#) to help surface and address business-critical themes and plugins that may otherwise not work as expected post-migration.

In addition, VIP provides out-of-the-box security and performance features that mitigate the need for third-party plugins that add similar functionality. This includes caching plugins (such as WP Rocket and w3 Total Cache), image optimization plugins (such as Smush), and security plugins (such as Sucuri and WordFence). Our documentation lists known plugin incompatibilities.

The `/tmp` directory is the only fully writeable path on an application's web servers. Plugins that attempt to write to any other directory may not work as expected. Plugin operations that expect media files to be stored locally and to have write permissions within `uploads/`, akin to an entirely local filesystem, may not work as expected. Required write permissions have been observed in plugins such as Contact Form 7 and TablePress. You might need to work with your team on a workaround for those situations.

See this link for more information: <https://docs.wpvip.com/vip-file-system/media-uploads/>

## Step 3: Provide Access to Source Files

The VIP Migration Service will completely lift-and-shift your WordPress site to WordPress VIP. We need access to the source data to do this. To ensure the project runs on time, access to your site's source data will be required within five business days of the kickoff call (or intended start date).

The preferred access method is direct access to the host and `wp-admin` access. This provides the fastest import process and migration method. If your site needs a delta import to keep your posts current, we will complete this within 24 hours of launch. We will work with you to be as close to the launch as possible, but there might be a time when you have to double-post. You must coordinate with your team on a code freeze during this time.

If you cannot provide direct access, we need copies of the following files, preferably in a downloadable link such as an S3 bucket. We request read and download permissions for the files to get started immediately.

### You would need to provide:

- A copy of the entire codebase in a Git Repository
- The entirety of `wp-content/uploads`
- The SQL Database
- If there are license keys or unique export strings for commercial themes and plugins, those will also need to be provided upfront.

- You can provide a zip file of the updated premium plugins instead of a license key or export strings.

## Important Note about Media and Uploads

Media files such as `/uploads` are the biggest files to import into VIP. If your entire `wp-content/uploads` is over 200GB, please let us know as quickly as possible so we can plan appropriately. This will impact the timeline for migration and launch.

## Step 4: Prepare your Quality Assurance Plan

It is vital to complete your own Quality Assurance during the pre-launch window. In addition to confirming that your site is functioning as intended, it is important to make corrections to make your site compatible with VIP infrastructure and troubleshoot with VIP support as needed.

We recommend reviewing your site post-migration to confirm its desired state. While these items may not be launch-blocking, they are good to test and plan for remediation post-launch.

### We recommend testing for:

- [Plugin incompatibilities](#)—Some plugins may not work the way they used to with VIP. It is vital to test business-critical plugins to confirm the functionality is still in place.
- Review [VIP Bot Code Analysis Bot](#)—The bot runs specific scanners, such as Vulnerability and Update Scan, PHPCS analysis, PHP linting, and SVG analysis. It also asks internal APIs for data and performs some checks independently. Reported results are easily readable in GitHub feedback and comments.
- Review your Error Log in the VIP Dashboard - [Runtime Logs provides an aggregated](#), near real-time view into recent application logs generated by WordPress environments on VIP. These logs provide insights into the current health of an environment and can be helpful for debugging issues.

Please review the recommended testing items and determine how long your team needs to test the site once it is migrated to VIP. We will need this time to incorporate it into your Migration Plan.

## Step 5: Plan a Target Launch Date

We are available to support you live during your launch as part of the Migration & Launch service. VIP-supported launch hours are from 9:00 to 23:00 UTC, Monday through Thursday, pending the availability of the VIP team. If you need to launch outside this time, plan a self-launch within the VIP Dashboard.

We will plan a launch date with you at the beginning of the Migration & Launch service. If you need to change that date, we will require five business days' notice to update your launch plan and confirm availability with the team.

When planning your project, it's essential to establish a realistic target launch date. Most projects require 4 weeks from kickoff to launch, allowing sufficient time for development, testing, and refinement. While we can expedite the migration to WordPress VIP when all necessary materials are ready, having a clear timeline helps set proper expectations with stakeholders and ensures a smooth transition. Please share your desired launch date as early in the process as possible, taking into account the recommended timeline for optimal results.