

Small Business Migration Path Checklist

A practical guide to implementing digital sovereignty in your business

How to use this checklist

Work through each section at your own pace. Check off items as you complete them. The timeline is flexible - adjust according to your business needs and capacity.

Phase 1: Business Essentials (Months 1-2)

Communication Setup (Weeks 1-4)

- Register a business domain through OVHcloud (French) or another non-US provider
- Set up professional email with your domain (e.g., OVHcloud Email)
- Create auto-responder for old email accounts with new contact information
- Replace Slack/Teams with Element (Matrix client) for team chat
- Implement Jitsi Meet for video conferencing
- Update contact information on business materials and websites

Tip: When migrating email, set aside dedicated time for each team member to move their important contacts and set up new signatures.

Collaboration Tools (Weeks 5-8)

- Set up hosted NextCloud through OVHcloud for file sharing
 - Migrate essential documents from Google Drive/OneDrive to NextCloud
 - Implement Cryptpad (French) for collaborative document editing
 - Create shared knowledge base with NextCloud Notes
 - Install Bitwarden for shared password management
 - Document folder structures and file naming conventions
-

Phase 2: Business Operations (Months 3-6)

Customer Data Protection

- Identify all locations where customer data is currently stored
- Migrate customer information to secure, EU-based CRM alternatives
- Set up encrypted backups for business-critical information
- Implement basic security policies for team members
- Create data handling procedures compliant with privacy regulations
- Update privacy policy to reflect new data handling practices

Team Training

- Create simple how-to guides for new tools
- Schedule training sessions for team members
- Develop troubleshooting resources
- Assign digital sovereignty champions within the team
- Create feedback mechanism for tool effectiveness

Optional Hardware Upgrades

- Create hardware inventory and replacement schedule
- Consider AMD-based systems for new business computers
- Explore Linux Mint for non-technical staff (familiar interface)
- Investigate NAS solutions for on-premise data storage
- Implement secure mobile device policies

Recommended Resources

- OVHcloud Business Hosting: ovhcloud.com/en/web-hosting/
- Element Team Chat: element.io/business

- Jitsi Meet: jitsi.org/jitsi-meet/
 - NextCloud Enterprise: nextcloud.com/enterprise/
 - Cryptpad: cryptpad.fr
 - Bitwarden Teams: bitwarden.com/products/teams/
-

Migration Benefits

- **Data Control:** Your business information stays under your sovereignty
- **Privacy:** Customer and business data protected from surveillance
- **Resilience:** Reduced dependency on US-based services
- **Ethics:** Alignment with digital sovereignty values
- **Security:** Improved protection against data breaches and privacy violations

For the latest version of this checklist and additional resources, visit MySovereignty.digital

Last updated: March 10, 2025