Application Decommissioning Checklist (Dependency-First)

Dependencies first, contracts and servers last. One sheet per application. Tick each box when done, or mark it N/A; write the owner, the date and where the evidence is kept.

Application _____ **Business owner** _____

IT owner _____ **Switch-off date** _____

End of observation period _____ **Final deletion date** _____

Contract end date _____

	Check	Owner	Date	Evidence / notes
1. Map dependencies — IT owner				
☐	Outbound flows listed (data the app sends)			
☐	Inbound flows listed (data the app receives)			
☐	API and database consumers identified from access logs			
☐	Reports, exports and BI connections listed			
☐	Scheduled jobs and scripts checked on every server			
☐	Service accounts, secrets and certificates listed			
☐	Hard-coded credentials searched in other systems' configuration			
☐	Supported business processes listed, including rare steps			
☐	Users listed, including external users			
☐	Logs observed over a period including a month-end			
☐	Owner of each neighbouring system confirmed a replacement			
☐	Every dependency has an action: replace / remove / accept			
2. Owners and decision — Business owner				
☐	Business owner named			
☐	IT owner named			
☐	Security, DPO and purchasing sign-offs identified if needed			
☐	Switch-off, observation and deletion dates set			
☐	Written success criteria			
☐	Rollback trigger defined			
☐	Decision signed			
3. Data — IT owner / DPO				
☐	Data categories inventoried			
☐	Personal data identified			
☐	Retention period and legal basis obtained per category			
☐	Data still in use migrated			
☐	Migration sample validated by a key user			
☐	Archive in an open, readable format with a named owner			
☐	Archive access restricted			
☐	Pending erasure requests handled			
☐	Copies, replicas, test data and stray exports deleted			
☐	Backup expiry or purge date decided			
☐	Deletion confirmation obtained (vendor or internal)			
4. Contracts and licences — Purchasing / finance				
☐	Licence/subscription: renewal date and notice period noted			
☐	Maintenance and support contract checked			
☐	Hosting and cloud subscriptions identified			
☐	Third-party services (middleware, monitoring, certificates, domains) identified			
☐	Early termination terms checked			
☐	Data return and deletion clauses checked			
☐	Notice sent before the deadline			
☐	Vendor acknowledgement received			
5. Cutover — IT owner				
☐	D-30: all dependency actions done, replacements tested			
☐	D-14: users and connected-system owners notified			
☐	D-7: reminder sent, change freeze in place			
☐	D-1: final export and archive done			

	Check	Owner	Date	Evidence / notes
☐	Rollback procedure tested			
☐	D-day: access blocked or read-only			
☐	D-day: interfaces and scheduled jobs stopped			
☐	D-day: accounts disabled (server and data kept)			
☐	D+1 to D+5: logs and tickets monitored			
6. Observation and close — IT owner / business owner				
☐	Observation period covers a full business cycle			
☐	Connection attempts and failed jobs monitored			
☐	Every alert treated and added to the dependency list			
☐	Success criteria confirmed by both owners			
☐	Servers, accounts, secrets, certificates and DNS deleted			
☐	Backups purged or expired as planned			
☐	Contracts confirmed ended, last invoice checked			
☐	Application map updated: status retired, flows removed			
☐	Neighbouring applications' records updated			
☐	Lessons learned recorded			