



## Decision Checklist: SharePoint On-Premises vs. Online

Use this checklist to review your organization's needs. The platform that aligns with the most points is likely your best fit.

### Section 1: Financial Considerations

- **On-Premises:** We prefer a one-time capital expense (CapEx) for hardware and software.
- **Online:** We prefer a predictable monthly/annual operating expense (OpEx) per user.
- **On-Premises:** We have the budget for hardware refreshes every 3-5 years.
- **Online:** We want to avoid large, upfront hardware costs entirely.

### Section 2: IT Resources & Management

- **On-Premises:** We have a dedicated IT team with expertise in server, network, and SharePoint administration.
- **Online:** We want to free up our IT team from routine maintenance like patching and backups.
- **On-Premises:** Our team has the time to manage all patching, updates, and disaster recovery planning.
- **Online:** We want Microsoft to handle all platform uptime, security patching, and infrastructure maintenance.

### Section 3: Security, Compliance & Customization

- **On-Premises:** We have strict data residency rules that require data to be stored in our own physical data center.
- **Online:** We need to meet multiple, complex compliance standards (like GDPR, HIPAA) and want to leverage Microsoft's certifications.
- **On-Premises:** We rely on business-critical, full-trust code customizations that cannot be rebuilt for the cloud.
- **Online:** Our customization needs can be met with the modern SharePoint Framework (SPFx).

### Section 4: Business Needs & Features



- **On-Premises:** Our business operates in a location with limited or no internet connectivity.
- **Online:** We want immediate access to the latest Microsoft features, including AI and Viva.
- **On-Premises:** A stable, unchanging feature set is more important than continuous innovation.
- **Online:** We need a platform that scales easily as our number of employees changes.