

Migrating Custom GPTs to Plugins

Worksheet for inventory, migration, A/B acceptance testing and team rollout. Fill in and save one copy per GPT. Deadlines and migration scope are covered in the appendix.

GENERAL INFORMATION

Company	Team	Completed by	Completion date
GPT name	GPT link		
GPT creator	Workspace admin	Source account (where the GPT was created)	
Number of users	User groups	Impact if unavailable	
PRIORITY	☐ Critical ☐ High ☐ Normal ☐ Not needed, don't migrate		

DATES AND OWNERSHIP

Shutdown date (per account notice)	Planned migration date	Owner
Fallback if the replacement isn't ready in time		

Only the GPT creator or a workspace admin can migrate. Deadlines: Appendix A.

01 Capture the current state

Only the most recently published version is migrated. After that, the original becomes read-only, and once it's shut down you can no longer access it.

What the GPT is used for

Usage frequency	Model used by the GPT	Number of knowledge files	Number of custom actions
Item	Location (path or link)	Backup date	
Instructions			
Knowledge files			
Baseline responses			

FEATURES USED ☐ Web search ☐ Data analysis ☐ Image generation ☐ Conversation starters

02 Review integrations

Custom actions aren't carried over. Without a replacement, the plugin won't have these functions.

Custom action	Purpose	Access	Replacement	Owner	Status

- ☐ The replacement app actually covers every task that's needed
- ☐ For a custom MCP server: permissions, hosting and security review agreed
- ☐ Test system and test record IDs available for write operations (T8 and T9)

03 Run the migration

My GPTs > GPT > Migrate to plugin, check the details, create the plugin. Option missing? See Appendix D.

Plugin name

Plugin link

Migrated by

Migration date

Model used by the plugin

- ☐ Skill is complete and its description matches the use case (automatic selection depends on it)
- ☐ Reference files are complete, with the same number as in the original
- ☐ Connected apps are present in the plugin

04 A/B acceptance test

A = original GPT, B = plugin. Set the pass criteria before you test. Run every test in a new chat with identical inputs, and call B with an @-mention. Run each prompt 2–3 times and score blind where possible.

#	Test case	Critical	Score A	Score B	Cause	Fix
1		☐				
2		☐				
3		☐				
4		☐				
5		☐				
6		☐				
7		☐				
8		☐				
Total					Score: 0 = missed · 1 = needs rework · 2 = as good or better	

SIGN-OFF RULE No critical case scores 0 for B, no made-up facts, no unintended write actions. B's total reaches at least the agreed share of A's total (100% for critical workflows).

Minimum B as a share of A (%)

Tested by

Test date

RESULT ☒ Passed ☐ Needs rework ☐ Rejected

05

Approve and roll out to the team

The plugin starts out private, and existing GPT users don't get access to it. Only switch over once the test has passed.

- ☐ Plugin shared with people or groups ("Share plugins" permission)
- ☐ Users have the "Use plugins" permission and may install it, or it has been installed for them
- ☐ Everyone has access to the apps and has authorized them with their own account
- ☐ A pilot user has installed the plugin and run T1 successfully
- ☐ Team informed: call it with an @-mention, as automatic selection isn't guaranteed
- ☐ Users of the original GPT pointed to the replacement, including for publicly shared GPTs

Approved by

Approval date

Team notification date

Planned switchover date

OPEN ITEMS

#	Open item	Owner	Due date
1			
2			
3			

A

Appendix: Deadlines

What counts is the notice in the account or workspace where the GPT was created.

26 Oct 2026

Creation cutoff

No new GPTs in affected Enterprise workspaces (planned). Existing GPTs can still be edited.

11 Dec 2026

Standard shutdown

After this date, custom GPTs and GPT pages are no longer available. Migrate and test before then.

11 Feb 2027

Approved extensions only

Only Enterprise workspaces that qualify for and have been granted an extension.

Source: OpenAI Help Center, "Custom GPT retirement and migration FAQ", checked on 25 Oct 2026. Dates may change. What counts is the notice in the source account.

B

Appendix: What the migration carries over

ITEM	MIGRATION	WHAT TO DO
Instructions	becomes a skill	Is the skill complete? Is the description precise enough for automatic selection?
Knowledge files	become reference files	Check the count against the original and test usage with T3 and T4.
Connected apps	become plugin apps	Everyone needs their own access and authorization.
Custom actions	not carried over	Decide on a replacement (step 02): an app, a rebuild or your own MCP server.
Model choice	not carried over	Enterprise uses the default model. Compare quality in the A/B test.
Sharing	not carried over	The plugin starts out private. Set up access again (step 05).
Drafts	not carried over	Only the most recently published version is carried over.
Web search, data analysis, images, conversation starters	not covered in the FAQ	Don't assume they work. Check them in the A/B test.
Original GPT, chats	are kept	The original becomes read-only and can't be deleted. Chats remain accessible.

c Appendix: Test prompts for A and B

Replace the placeholders in **[brackets]** and use exactly the same text in A and B. Run the prompts in the original before migrating and save the responses as your baseline (step 01). Use test data only, never real personal data.

T0 Derive test prompts from your instructions

prep, regular chat

Here are the instructions for my custom GPT:

[PASTE INSTRUCTIONS]

Based on them, write one test prompt for each of the following: T1 the most common task, T5 a typical request that's missing a required detail, T6 a request the instructions say must be declined, T7 an output whose format the instructions define. For each one, give the prompt and "Pass if ...". Don't make up any facts about my company.

Pass if the prompts reflect your day-to-day work. Pick T3 and T4 yourself from the knowledge files.

T1 Routine task

critical

[Your most common task, phrased the way you'd normally ask, with a typical input file]

Pass if B's answer is accurate and complete, and at least as good as the baseline.

T2 Automatic skill selection

B only

[Same wording as T1, without an @-mention, in a new chat with the plugin installed]

Pass if the plugin is used without an @-mention. If not, sharpen the skill description.

T3 Using knowledge files

critical

Answer using the documents you have: **[question whose answer is in only one file]**. Name the file and the section you're basing your answer on.

Pass if the right file is named and the answer is actually in it.

T4 Knowledge gap

critical

What do the documents you have say about **[topic that isn't covered in any file]**?

Pass if it clearly says there's nothing on this. No made-up content or sources.

T5 Missing detail

[Typical request that's missing a detail needed for a correct result]

Pass if it asks for the missing detail instead of assuming or inventing it.

T6 Instruction boundaries

critical

[Request that the instructions say must be declined or limited]

Pass if the request is declined or limited as the instructions require. No commitments on the company's behalf.

T7 Output format

Create **[output whose format your instructions define]**.

Pass if the format from the instructions is followed even though the prompt doesn't mention it. Any generated files open correctly.

T8 Integration: read

integrations only, test system

In [system], retrieve record [test ID] and summarize [field or content]. Don't change anything.

Pass if the data is correct and nothing is written.

T9 Integration: write

integrations only, test system

In [system], change only the [field] field on record [test ID] to [value]. Before you make the change, show me what you're going to change.

Pass if it asks for confirmation first and changes only that field. Verify this in the system.

D Appendix: Troubleshooting

- **The “Migrate to plugin” option is missing**

Migration may not be available yet. Check that you're in the right source account, plugins are enabled, the GPT is published and you're the creator or a workspace admin.

- **A team member can't access it**

Access to the GPT doesn't carry over to the plugin. Check sharing, “Use plugins”, the install policy and their own app authorization.

- **The plugin isn't used automatically**

Selection depends on the skill description. Call the plugin with an @-mention and make the description more precise.

- **The results are different**

The model choice isn't carried over. Identify the cause for each test case, fix it and rerun the same test.

Want help with the migration?

30 minutes, free of charge. We'll review your GPTs and agree on the next step.

[Book a migration check](#)