Migration Cutover Plan Outline

1. Overview

- Purpose
- Scope
- Objectives

2. Pre-Cutover Activities

- Final Data Validation
- Backup Procedures
- User Communication
- System Freeze Schedule

3. Cutover Activities

1. Shutdown Source Systems
2. Data Migration Execution
3. Post-Migration Data Validation
4. Configuration of Target Systems
5. Verification of System Functionality

4. Post-Cutover Activities

- User Acceptance Testing
- Performance Monitoring
- Issue Resolution and Support
- Documentation Update

5. Backout Plan

- Rollback Procedures
- Communication Plan

6. Communication Plan

- Key Contacts
- Notification Schedule
- Escalation Path

7. Approvals

- Stakeholder Sign-off
- Final Approval