

# Data Migration Cutover Plan Document

## 1. Purpose

This document outlines the cutover plan for the data migration process from the source system to the target system, ensuring a smooth and organized transition with minimal downtime and risk.

## 2. Scope

- Systems involved: [Source System], [Target System]
- Data to be migrated: [e.g., Customer Records, Transaction Data, Configuration Data]
- Stakeholders: [List of Stakeholders]

## 3. Roles & Responsibilities

Role	Name	Responsibilities
Cutover Manager	[Name]	Overall coordination and communication
Technical Lead	[Name]	Technical execution and issue resolution
Business Lead	[Name]	Business process verification
Support Team	[Names]	Assisting with tasks and monitoring

## 4. Cutover Schedule

Task	Start Time	End Time	Owner
Pre-Cutover Backup	[Date Time]	[Date Time]	[Name]
Freeze Source System	[Date Time]	[Date Time]	[Name]
Data Extraction	[Date Time]	[Date Time]	[Name]
Data Load to Target	[Date Time]	[Date Time]	[Name]
Verification & Reconciliation	[Date Time]	[Date Time]	[Name]
Go-Live	[Date Time]	[Date Time]	[Name]
Post-Cutover Support	[Date Time]	[Date Time]	[Name]

## 5. Pre-Cutover Activities

- Finalize migration scripts and test cases
- Communicate downtime schedule to stakeholders
- Complete full backup of source systems
- Confirm availability of required resources

## 6. Cutover Steps

1. Freeze source data and halt transactions
2. Perform data extraction from source
3. Execute migration into target system
4. Run data validation and reconciliation routines
5. Obtain business sign-off for go-live
6. Enable users and resume business operations

## 7. Post-Cutover Activities

- Monitor system for issues or anomalies

- Address post-migration defects promptly
- Conduct post-migration review meeting
- Update documentation as necessary

## 8. Communication Plan

- Define communication channels (e.g., email, instant messaging, status calls)
- Send regular updates before, during, and after cutover
- Assign primary point of contact

## 9. Risk & Mitigation

Risk	Likelihood	Impact	Mitigation
Data Loss	Low	High	Perform backups and validation checks
System Downtime Exceeds Estimate	Medium	Medium	Escalate issues quickly and have a rollback plan
Incomplete Data Migration	Low	High	Comprehensive reconciliation and testing

## 10. Rollback Plan

- Criteria for rollback decision: [Define criteria]
- Rollback steps: [Detail steps to restore source system, if needed]
- Communication for rollback execution

## 11. Sign-off

Name	Role	Signature	Date
[Name]	Project Manager		
[Name]	IT Manager		
[Name]	Business Owner		