

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

- Freeze source data and halt transactions
- Perform data extraction from source
- Execute migration into target system
- Run data validation and reconciliation routines
- Obtain business sign-off for go-live
- 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		