

Data Migration Rollback and Recovery Document

1. Document Control

Version	Date	Author	Description
0.1	YYYY-MM-DD	Name Surname	Initial draft

2. Purpose

This document outlines the rollback and recovery procedures for the data migration project. It ensures that in case of migration failure or issues, data integrity and business continuity can be preserved by reverting to a previous state or recovering lost data.

3. Scope

The rollback and recovery procedures described are applicable to the migration of data from *Source System Name* to *Target System Name*.

4. Rollback Strategy

- Backup source and target databases before migration.
- Maintain transaction logs during migration process.
- If a critical failure is detected:
 - Stop the migration process immediately.
 - Restore the target database from the backup taken before migration.
 - Verify data integrity and system functionality.
 - Document the incident and notify stakeholders.

5. Recovery Procedures

- Identify nature and scope of failure or data loss.
- Retrieve latest backup and transaction logs.
- Restore systems according to the following table:

System	Recovery Steps
Source Database	Restore from backup. Reapply transaction logs if required.
Target Database	Restore from backup. Verify against source system data.

- Verify restored data for integrity and consistency.
- Resume migration or rollback as per project plan.

6. Roles and Responsibilities

Role	Responsibilities
Project Manager	Approval, stakeholder communication, escalation.
DBA	Backups, restores, integrity checks, documentation.
Migration Lead	Monitor migration, trigger rollback, coordinate recovery tasks.

7. Communication Plan

In event of rollback or recovery:

- Inform all stakeholders immediately.
- Provide regular updates until resolution.
- Distribute post-incident report.

8. Appendix

- Links to backup and recovery policies.
- Contact list for escalation.
- Change history log.