

Database Migration Project Plan Template

1. Project Overview

[Insert a brief summary of the database migration project, its goals, and intended benefits.]

2. Scope

- [List databases to be migrated]
- [In-scope systems/applications]
- [Out-of-scope items]

3. Stakeholders

Name	Role	Responsibilities
[Name]	[Role]	[Responsibilities]

4. Migration Approach

- [Assessment & Inventory]
- [Planning & Design]
- [Build/Test Migration Scripts]
- [Data Validation]
- [Cutover Planning]
- [Execution]
- [Post-Migration Support]

5. Timeline & Milestones

Milestone	Responsible	Due Date	Status
[Example: Assessment Complete]	[Name/Team]	[Date]	[Status]

6. Risk Assessment & Mitigation

Risk	Impact	Likelihood	Mitigation
[Example: Downtime]	[High/Medium/Low]	[High/Medium/Low]	[Mitigation Plan]

7. Communication Plan

- Project Updates Frequency: [Weekly/Bi-weekly/etc]
- Channels: [Email, Meetings, Platform]
- Escalation Contacts: [List]

8. Rollback & Contingency Plan

[Define procedures in case migration fails or issues arise. Include fallback system, point of contact, recovery steps, etc.]

9. Post-Migration Tasks

- Backup Verification
- Data Validation
- Performance Testing
- Update Documentation
- End-User Training (if needed)

10. Approval

Name	Role	Signature	Date
[Name]	[Role]		