

Database Transition Go-Live Checklist

(Use this checklist to ensure all critical steps are completed before, during, and after the database transition.)

Pre Go-Live

- ☐ Backup of current production database completed
- ☐ All schema/data migration scripts reviewed and approved
- ☐ Test migration successfully completed in non-production environment
- ☐ Rollback plan prepared and documented
- ☐ Communication plan finalized and stakeholders notified

Go-Live

- ☐ Access to production systems verified
- ☐ Downtime window initiated and confirmed with stakeholders
- ☐ Migration scripts executed and logs collected
- ☐ Key data integrity checks performed post-migration
- ☐ Application connectivity to the new database confirmed

Post Go-Live

- ☐ Validation of business-critical application functions
- ☐ Monitoring and alerting enabled for the new database
- ☐ Stakeholder confirmation on successful migration
- ☐ Issue/escalation process communicated to support team
- ☐ Documentation updated with new configurations