

Migration Day Master Checklist

Pre-Migration Phase (Hour 0-2)

Final Verifications

- ☐ All backup systems verified operational
- ☐ Team members confirmed available and ready
- ☐ Communication channels tested and functional
- ☐ Emergency procedures reviewed with team
- ☐ Go/no-go decision checkpoint completed

System Preparation

- ☐ Source system performance baseline captured
- ☐ User notifications sent (migration starting)
- ☐ External integrations paused or redirected
- ☐ Maintenance mode enabled on source system
- ☐ Final incremental backup completed

Migration Execution Phase (Hour 2-6)

Data Migration

- ☐ Database export initiated with progress monitoring
- ☐ Filestore copy initiated with verification
- ☐ Configuration files transferred and validated
- ☐ Custom modules deployed and configured
- ☐ Database import completed successfully

System Configuration

- ☐ Database connections tested and verified
- ☐ Application startup completed without errors
- ☐ Basic functionality testing completed
- ☐ Integration endpoints configured and tested
- ☐ User authentication tested for admin accounts

Validation Testing

- ☐ Critical business processes tested
- ☐ Data integrity verification completed
- ☐ Performance benchmarks compared to baseline
- ☐ Security configurations verified operational
- ☐ Backup systems tested on new environment

Post-Migration Phase (Hour 6-8)

System Stabilization

- ☐ All services running and stable
- ☐ Performance monitoring active and reporting
- ☐ Error logs reviewed and any issues addressed
- ☐ Integration systems reconnected and tested
- ☐ User access permissions verified correct

Business Validation

- ☐ Key business processes validated by users
- ☐ Critical reports generated and verified
- ☐ Financial data integrity confirmed
- ☐ Customer-facing systems tested
- ☐ Support team briefed on any changes

Final Steps

- ☐ DNS cutover completed (if applicable)
- ☐ User notifications sent (migration complete)
- ☐ Documentation updated with new system details
- ☐ Source system secured or decommissioned
- ☐ Post-migration monitoring activated

Success Criteria Verification

- ☐ All planned functionality working correctly
- ☐ Performance meeting or exceeding targets
- ☐ No data loss or corruption detected
- ☐ All integrations functioning properly
- ☐ Users able to perform critical business functions