

[Company Name] Odoo Migration Runbook

Document Control

- **Version:** [Version Number]
- **Last Updated:** [Date]
- **Updated By:** [Name and Role]
- **Next Review Date:** [Date]
- **Approval:** [Name and Date]

Environment-Specific Information

Production Environment

- **Server:** [Hostname/IP]
- **Database:** [Name and Version]
- **Odoo Version:** [Current Version]
- **Custom Modules:** [List with Versions]
- **Integrations:** [External Systems]

Target Environment

- **Server:** [Hostname/IP]
- **Database:** [Name and Version]
- **Odoo Version:** [Target Version]
- **Infrastructure Changes:** [Hardware/Cloud Changes]

Standard Operating Procedures

Pre-Migration Procedures

1. [Step-by-step procedure with commands]
2. [Step-by-step procedure with commands]

Migration Execution Procedures

1. [Step-by-step procedure with commands]
2. [Step-by-step procedure with commands]

Post-Migration Procedures

1. [Step-by-step procedure with commands]
2. [Step-by-step procedure with commands]

Emergency Procedures

Rollback Procedure

[Detailed steps for emergency rollback]

Escalation Contacts

- **Primary Technical:** [Name, Phone, Email]
- **Secondary Technical:** [Name, Phone, Email]
- **Business Owner:** [Name, Phone, Email]
- **Executive Sponsor:** [Name, Phone, Email]

Validation Criteria

Technical Validation

- ☐ [Specific technical check with expected result]
- ☐ [Specific technical check with expected result]

Business Validation

- ☐ [Specific business process with validation steps]
- ☐ [Specific business process with validation steps]

Historical Information

Previous Migrations

- **[Date]:** [Summary of changes and lessons learned]
- **[Date]:** [Summary of changes and lessons learned]

Known Issues and Workarounds

- **[Issue]:** [Description and workaround]
- **[Issue]:** [Description and workaround]