## **Overview**

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**Document Level Classification** 

#### 200

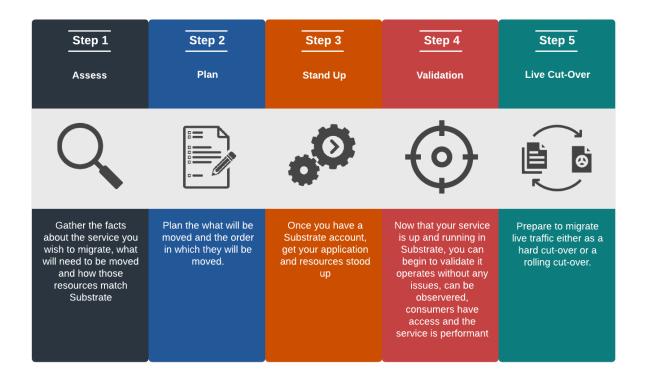
- What does a Service Migration look like
- How do I utilize the Review Group?
  - Overview Doc (Google Doc)
  - Worksheet (Google Sheet)
  - <u>Cut-over Plan (Google Doc)</u>
- How to request a review

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# What does a Service Migration look like

The typical approach to a service migration involves the assessment, planning, implementation, validation and cut-over of traffic. This group

works with you during steps 1,2 and 3; assessment, planning and cutover planning. Each of these steps are broken down further below.



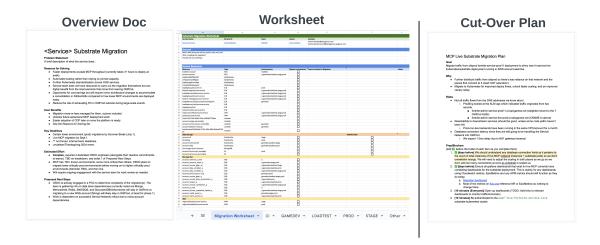
The journey is not always linear - steps 3 and 4 will be an iterative process.

# How do I utilize the Review Group?

The review group will asynchronously review your assessment, planning and live-cut over documentation upon request. The live-cut over documentation can be reviewed separately as this should be created closer to the time.

The documentation you will produce (from provided templates) during this process will allow the review group to determine if what you propose to

move is suitable, highlight any risks you may not have seen, and offer the service team a chance to ask for advice or clarification on topics.



These documents include:

### Overview Doc (Google Doc)

This is a high level document explaining what you're moving to Substrate, an estimate of the complexity, the risks and an approximate timeline of events. This document is a discussion document so use it to add any notes that you consider important. [TEMPLATE]

### **Worksheet (Google Sheet)**

This sheet gives a summary of the service resources you will need to move - automated export from Inflow

## **Cut-over Plan (Google Doc)**

A working document to outline the steps you will take to cut-over traffic from oldprod to substrate. (This can be submitted for review separately from the other documents). [TEMPLATE]

# How to request a review

- 1. Request a review in <u>#cloud-governance-oldprod-exodus-support-ext</u>
- 2. Submit your assessment worksheets (see Step 1 and 2 below)
- 3. The review group will review these documents and provide feedback
  - 1. If there are follow up questions, these will be asked.
- 2. Once all reviewers have reviewed and approved the documents, the ticket will be updated and you should start on your implementation work.
- 3. Your documents will be added to Confluence as examples for others to use.

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