

This plan outlines tasks and responsibilities for Acme Manufacturing's cloud migration project, aiming for completion by December 6th, 2024. This is an ambitious timeline and requires diligent execution, close collaboration, and regular monitoring. It assumes a dedicated team with sufficient skills and resources. Flexibility is crucial; adjust as needed based on progress and unforeseen challenges.

I. Project Timeline (High-Level)

- **Phase 1: Assessment & Planning (November 1st, 2024 - November 7th, 2024):** Complete the assessment, define the migration strategy, prioritize applications, and develop detailed migration plans.
- **Phase 2: Pilot Migration (November 7th, 2024 - November 14th, 2024):** Migrate a small set of low-impact applications to validate the approach.
- **Phase 3: Gradual Migration (November 14th, 2024 - November 20th, 2024):** Migrate the remaining applications in phases, prioritizing based on criticality and dependencies. Regular performance monitoring and optimization will occur concurrently.
- **Phase 4: Optimization & Automation (November 20th, 2024 - November 30th, 2024):** Fine-tune the cloud environment for cost-efficiency and automate processes.
- **Phase 5: Post-Migration Review & Documentation (December 1st, 2024 - December 6th, 2024):** Final testing, sign-off, and comprehensive documentation.

II. Team Member Responsibilities & Tasks (with Deadlines)

A. Yanga (Overall Lead):

- **November 1st, 2024 - November 7th, 2024:**
 - Define project scope and objectives.
 - Finalize project budget and resource allocation.
 - Oversee completion of assessments.
 - Approve migration strategies and plans.
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- **November 20th, 2024 - November 30th:**
 - Regularly monitor progress against deadlines (Weekly).
 - Address roadblocks and escalate issues as needed (Immediately).
 - Conduct weekly team meetings (Every Wednesday).
 - Oversee final sign-off and documentation (Dec 6th).
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B. Tsakani (Application Architect):

- **November 1st, 2024 - November 7th, 2024:**
 - Complete application portfolio analysis.
 - Recommend migration strategies for all applications.
 - Develop detailed migration plans for all applications.
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- **November 20th, 2024 - November 30th:**
 - Execute application migrations as per plan (Ongoing).
 - Troubleshoot and resolve application-related issues (Immediately).
 - Collaborate with Yamkelani on performance optimization (Ongoing).
 - Prepare post-migration documentation (Nov 30th).
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C. Bushy (Data Architect):

- **November 1st, 2024 - November 7th, 2024:**
 - Conduct data assessment and develop data migration plan (Oct 15th).
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- **November 20th, 2024 - November 30th:**
 - Execute data migrations as per plan (Ongoing, coordinated with application migrations).
 - Validate data integrity post-migration (Ongoing).
 - Prepare post-migration data documentation (Nov 30th).
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D. Yamkelani (Performance Engineer):

- **November 1st, 2024 - November 7th, 2024:**
 - Conduct performance assessments of applications (Sep 30th).
 - Recommend performance optimization strategies (Oct 15th).
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- **November 20th, 2024 - November 30th:**
 - Monitor application performance (Ongoing).
 - Implement performance optimization strategies (Ongoing).
 - Collaborate with Tsakani on application performance issues (Immediately).
 - Document performance findings (Nov 30th).
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E. Lusanda (Security Engineer):

- **November 1st, 2024 - November 7th, 2024:**
 - Conduct security assessments of applications and infrastructure (Sep 30th).
 - Develop security recommendations and implement security controls (Oct 31st).
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- **November 20th, 2024 - November 30th:**
 - Monitor security posture of the cloud environment (Ongoing).
 - Respond to security incidents (Immediately).
 - Document security configurations (Nov 30th).
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III. Milestones & Key Deliverables:

- **November 1st, 2024:** All migration plans are finalized and approved.
- **November 14th, 2024:** Successful completion of the pilot migration.
- **November 20th, 2024:** Migration of all applications completed.
- **November 30th, 2024:** Optimization and automation complete. Documentation finalized.
- **December 6th, 2024:** Project sign-off and final report submitted.

IV. Communication & Reporting:

- Weekly team meetings to discuss progress, roadblocks, and solutions.
- Regular status reports to stakeholders.
- Use a centralized document repository (e.g., Confluence, SharePoint) for all project documents.

V. Risk Management:

This plan needs to include a detailed risk register that addresses potential issues (e.g., application compatibility issues, data loss, security breaches). Mitigation strategies and contingency plans should be defined for each risk. The risk register needs to be regularly reviewed and updated.

This plan is a starting point. Regular review and adjustment based on progress, identified risks, and changing circumstances are critical for success. Detailed task breakdowns with specific deadlines for each phase should be created and shared amongst the team members using a project management tool. The ambitious deadline necessitates close collaboration and proactive problem-solving.