

Mock Cutover Simulation Checklist

Project 5T - September 1-8, 2025

Pre-Simulation Setup (Day -1)

- ☐ Command center setup and testing
- ☐ Communication channels established
- ☐ All partner teams confirmed and ready
- ☐ Test environment prepared and validated
- ☐ Backup and rollback procedures verified

Day 1-2: Environment Preparation

- ☐ HSO team: FINOPS environment setup
- ☐ DI team: CRM system preparation
- ☐ Integration testing environment ready
- ☐ Citi Bank connection testing
- ☐ Vault Design System integration testing
- ☐ Data migration tools validated

Day 3-4: Core System Testing

- ☐ FINOPS implementation simulation
- ☐ CRM upgrade and Dual Write preparation
- ☐ Integration flows testing
- ☐ Data migration dry run
- ☐ User access and security testing
- ☐ Performance testing under load

Day 5-6: Integration Validation

- ☐ Citi Bank integration testing
- ☐ Vault Design System connectivity
- ☐ Inter-company transaction flows
- ☐ Financial reporting validation
- ☐ Supply chain integration testing
- ☐ CRM data synchronization

Day 7-8: Final Validation

- ☐ End-to-end process testing
- ☐ User acceptance scenarios
- ☐ Rollback procedure testing
- ☐ Documentation updates
- ☐ Lessons learned capture
- ☐ Go/No-Go decision preparation

Partner Coordination Checkpoints

HSO (FINOPS)

- ☐ System configuration validation
- ☐ Data migration testing
- ☐ Integration point testing
- ☐ Performance benchmarking

DI (CRM & Dual Write)

- ☐ CRM system upgrade
- ☐ Dual Write configuration
- ☐ Data synchronization testing
- ☐ User interface validation

Integration Partners

- ☐ Citi Bank API testing
- ☐ Vault Design System connectivity
- ☐ Data flow validation
- ☐ Error handling procedures

Success Criteria

- ☐ All critical business processes tested
- ☐ Integration points validated
- ☐ Performance targets met
- ☐ Rollback procedures confirmed
- ☐ Team readiness validated
- ☐ Documentation complete

Risk Mitigation

- ☐ Issue escalation procedures
- ☐ Communication protocols
- ☐ Backup system availability
- ☐ Support team readiness
- ☐ Contingency plans activated

Project 5T: tna team transform transition together