

Cutover runbook outline

The sections every cutover runbook needs. Fill each one in for your migration, and rehearse it before the day.

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1 Summary

- What is moving, from which systems to which.
- The date and the freeze window, with the rehearsal timings it was sized from.
- Who makes the go or no-go call, and who they can reach on the night.

2 People

For every step: the owner, a backup, and how to reach them during the window.

Role	Name	Backup	Contact
Cutover lead			
Migration engineer			
Source system owner			
Target system owner			
Business sign-off			

3 Before the day

- ☐ Last rehearsal reconciled cleanly, and its timings are recorded.
- ☐ Users told when the old system goes read-only and when the new one opens.
- ☐ Integrations, scheduled jobs and email notifications that write to either system are listed, with how each is paused.
- ☐ Backups of the target taken, and the restore tested.
- ☐ Access for everyone on the night confirmed in advance.

4 The window

Each step with a planned start time, expected duration and the person doing it. Record the actual time as you go.

- 1 Freeze the source: read-only, integrations paused, final users logged out.
- 2 Final extract, or the delta since the last rehearsal.
- 3 Transform and validate. Stop if validation fails.
- 4 Load into the target.
- 5 Reconcile: counts, totals, integrity, spot checks.
- 6 Go or no-go decision, against criteria written down before the day.

5 Go or no-go criteria

- Every object reconciles: source = loaded + held back.
- Financial totals match to the penny.
- Key users have checked their own records in the new system.
- Anything else that would stop you: write it here before the day, not on the night.

6 Rollback

- The point after which rolling back is no longer simple, and what happens after it.
- How the source is reopened, and integrations restarted against it.
- How partial loads in the target are removed or isolated.
- Who tells users, and what they are told.

7 After go-live

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- ☐ Integrations restarted against the new system, and their first runs checked.
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- ☐ The old system kept read-only, not switched off, until the agreed date.
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- ☐ A daily check-in for the first week, with a named person for data questions.
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- ☐ Working copies of migration data deleted at the end, and the deletion confirmed in writing.
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