

Change Description
S.No
1
2

3
4
5
6
7
8
9
10
11
12
13
13
15

S.No
1
2
3
4
5
6

S.No
1
2
3

Mandatory to fill - what is the objective of the change and what are we trying to achieve by implementing this change .
Task (Detailed Commands Execution)
Task Name - DO not club multiple task in one, each task has to be recorded separately.
CHANGE REQUESTS
Add Content to CAB

Go/No Go Call
Pre Migration Activities
Send User communications
ENVIRONMENT CREATION
Create 365 Sites
Migration Go Ahead email -Admin
DATA MIGRATION
Check Server Resource
Data Migration
Server Monitoring
Data Migration Issue resolution
Reconciliation Report delivery
Reconciliation Report Sign Off
2007 Site Lockdown
Post Migration
Send users coms
User Site Testing and Validation
Migration Sign-Off
Test Plan
Reconciliation Report Review
Reconciliation Report Sign Off
Review site content and volumes
Review site permissions
Random checks on documents
Review and apply user permissions based on user requests (ADHOC Activity if needed)

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Roll Back Plan
Terminate Migration Jobs
confirm existing 2007 sites function as expected
Send Comms to site owners to inform of Rollback

Only applicable if lockdown has been applied

Re-apply user permissions based on user requests using security spreadsheet

Doer	Planned Start Date and Time	Planned End Date and Time
Mention Implementer name for each task outlined in plan. Track Name as implementer is not accepted it has to be an individual.	Planned start date and time of the task - to be recorded by Doer	Planned end date & time of the task - to be recorded by Doer
Lambeth	19/05/2017 15:30	19/05/2017 16:00
All	19/05/2017 16:00	19/05/2017 16:01
Migration Consultant	23/05/2017 15:00	23/05/2017 16:00
Migration Consultant	23/05/2017 16:00	23/05/2017 16:05
Migration Consultant	23/05/2017 16:05	23/05/2017 17:00
Migration Consultant	23/05/2017 17:00	25/05/2017 12:00
Migration Consultant	23/05/2017 17:00	25/05/2017 12:00
Migration Consultant	23/05/2017 17:00	25/05/2017 12:00
Migration Consultant	25/05/2017 12:00	25/05/2017 12:30
Lambeth	25/05/2017 12:30	25/05/2017 14:30
Migration Consultant	25/05/2017 14:30	25/05/2017 15:30
Migration Consultant	25/05/2017 15:30	25/05/2017 15:35
Lambeth	25/05/2017 15:35	26/05/2017 15:35
Lambeth	26/05/2017 15:35	26/05/2017 15:35
Tester	Planned Start Date and Time	Planned End Date and Time
Lambeth	25/05/2017 12:30	25/05/2017 14:30
Lambeth	25/05/2017 12:30	25/05/2017 14:30
Lambeth	25/05/2017 12:30	25/05/2017 14:30
Lambeth	25/05/2017 12:30	25/05/2017 14:30
Lambeth	25/05/2017 12:30	25/05/2017 14:30
Lambeth		

Doer	Planned Start Date and Time	Planned End Date and Time
Migration Consultant	TBC	TBC
Lambeth	TBC	TBC
Lambeth	TBC	TBC

Lambeth	TBC	TBC
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Duration	Checker	Escalation	Checker Sign Off - GO/NO GO Decision	Actual Start Time
	Mention Reviewer name for each task outlined in plan. Track Name as reviewer is not accepted it has to be an individual.	PM	Reviewer Sign off - to be recorded before executing the task	Actual time this task started - to be recorded by Reviewer
00:30		Alla		
00:01				
01:00		Shannon		
00:05				
00:55		Shannon		
43:00:00		Shannon		
43:00:00		Shannon		
43:00:00		Shannon		
00:30		Shannon		
02:00		Alla		
01:00				
00:05				
24:00:00		Alla		
00:05		Alla		

Duration
02:00
02:00
02:00
02:00
02:00

Alla
Alla

Duration	Checker	Escalation	Checker Sign Off - GO/NO GO Decision	Actual Start Time
00:15				
00:05				

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Actual End Time	Final Task Task Status	Remarks / Comments

Go

