

Migration & recovery

Use this worksheet to structure a project discussion. Record the evidence, owner and date alongside each decision.

01 / BEFORE THE WINDOW

Confirm workload inventory, dependencies, named owners, communications and maintenance approval. Verify a usable backup and restore method.

02 / BEFORE MIGRATION

Test a representative workload. Record the migration sequence, rollback triggers, latest safe rollback time and the person authorised to decide.

03 / BEFORE ACCEPTANCE

Check application function, data integrity, access controls and monitoring. Record a restore test, observed recovery time and data loss against agreed objectives.

04 / BEFORE HANDOVER

Provide as-built records, runbooks, support contacts and escalation routes. Assign owners and dates to open issues and the next recovery exercise.

05 / DECISION RECORD

Record go / no-go, approver, time and evidence reference. Capture any rollback decision and the final service status.