Cutover-Runbook – Template

Table of Contents

1 Reviewers: 3

2 Migration prerequisites *(Change as applicable)* 4

3 Assumptions *(Change as applicable)* 5

4 Migration: 6

4.1 Phase 1: Application server migration using AWS Application Migration Service (Env) *(Example)* 6

4.2 Phase 1: Rollback 7

5 DNS entries to be updated 9

6 Key milestones 10

7 Escalation 11

8 Contact details of all involved 12

# Reviewers:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Review Status**  (Approved) | **Date** |
|  | Primary Technical Lead |  |  |

# Migration prerequisites *(Change as applicable)*

*To be performed by the Migration Engineer before commencing migration*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Task** | **Dependency** | **Team** | **Owner** | **Completion Date** | **Status** | **Notes** |
| P1 | Target account for application exists with VPC and subnets |  |  |  |  |  |  |
| P2 | Networking in place between AWS and on premises |  |  |  |  |  |  |
| P3 | Migration team has access to Target Application Account |  |  |  |  |  |  |
| P4 | Application SMEs have access to Target Application account |  |  |  |  |  |  |
| P5 | Migration team has admin access to source servers |  |  |  |  |  |  |
| P6 | Change Raised and Approved (if any) |  |  |  |  |  |  |
| P7 | Firewall Rules identified and raised (if any) |  |  |  |  |  |  |
| P8 | Create IAM users in the Target account and assign them to the Admin Group |  |  |  |  |  |  |
| P9 |  |  |  |  |  |  |  |
| P10 |  |  |  |  |  |  |  |
| P11 |  |  |  |  |  |  |  |
| P12 |  |  |  |  |  |  |  |

# Assumptions *(Change as applicable)*

|  |  |  |
| --- | --- | --- |
| **ID** | **Task** | **Yes/No/NA** |
| 1 | AWS Region will be XXXX |  |
| 2 | Migration of the non-prod application can be carried out during the weekday and during business hours |  |

# Migration:

## Phase 1: Application server migration using AWS Application Migration Service (Env) *(Example)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Task** | **Dependency** | **Team** | **Owner** | **Planned Start Date/Time** | **Plan End Date/Time** | **Actual Start Date/Time** | **Actual End Date/Time** | **Status**  **(Not Started/** **In Progress/** **Not Started)** | **Notes** |
| C1 | Local Admin User created on the source servers and validated. |  | AWS Migration |  |  |  |  |  | Not Started |  |
| C2 | Deploy AWS Application Migration Service agents on the source server. |  | AWS Migration |  |  |  |  |  | Not Started |  |
| C3 | CloudFormation script for the following resources created and deployed in the target account:   * Security Groups * Load Balancers |  | AWS Migration |  |  |  |  |  | Not Started |  |
| C4 | Launch Instances in Test Mode from AWS Application Migration Service |  | AWS Migration |  |  |  |  |  | Not Started |  |
| C5 | Infrastructure testing |  | AWS Migration |  |  |  |  |  | Not Started |  |
| C6 | Make application config changes as required. This includes tasks such as updating endpoint, starting services, updating domain credential password (if applicable) for testing |  | Application SME |  |  |  |  |  | Not Started |  |
| C7 | \*\* Application-specific Pre-Cutover activities\*\*\*  e.g., Server/DB backups |  | AWS Migration |  |  |  |  |  | Not Started |  |
| C8 | Disable DDNS on the server  Shut down the source server |  | Application SME |  |  |  |  |  |  |  |
| C9 | Launch Instances in Cutover Mode from the AWS Application Migration Service |  | AWS Migration |  |  |  |  |  | Not Started |  |
| C10 | Ensure Tags are applied with the correct values |  | Application SME | Application SME |  |  |  |  | Not Started |  |
| C11 | Update the DNS as documented |  | DNS/Network Team |  |  |  |  |  | Not Started |  |
| C12 | \*\*Application-specific cutover activities\*\* |  | Application SME |  |  |  |  |  | Not Started |  |
| C13 | Perform testing (TVT and PVT) as per testing plan |  | Application SME/QA |  |  |  |  |  | Not Started |  |
| C14 | Delete source machine from AWS Application Migration Service |  | AWS Migration |  |  |  |  |  | Not Started |  |
|  |  |  |  |  |  |  |  |  |  |  |

## Phase 1: Rollback

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Task** | **Dependency** | **Team** | **Owner** | **Status** | **Notes** |
| R1 | Stop the instances in the Target account |  | Application SME |  |  |  |
| R2 | Update the DNS entries to point to the source servers |  | DNS/Network team |  |  |  |
| R3 | Start the source servers |  | Application SME |  |  |  |
| R4 | Application-specific rollback activities |  | Application SME |  |  |  |
| R5 | Perform TVT/PVT as documented in the test plan |  | Application SME/QA |  |  |  |

# DNS entries to be updated

Create a new the A-records in the Target account to point to the new IP Address

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Source FQDN | Alias Name | Source IP | Target FQDN | Alias Name | Target IP |
|  |  |  |  |  |  |

# Key milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Description** | **Teams Link** | **Organizer** | **Time** | **Remark** |
| Milestone1: |  |  |  |  |
| Milestone 2: |  |  |  |  |
| Final Milestone: |  |  |  |  |

# Escalation

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact** | **Remark** |
|  |  |  |
|  |  |  |
|  |  |  |

# Contact details of all involved

|  |  |  |
| --- | --- | --- |
| **ID** | **Name** | **Contact Details** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
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| 12 |  |  |