**<Your company logo>**

**<Your company name>**

Communication for T-7



Template provided by the

AWS Large Migration Tiger Team

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Application owners:

The migration team is progressing through related activities to migrate the following applications to the <company> AWS Cloud. Based on the migration schedule, we will proceed with the scheduled cutover on **<month>** **<day>**, **<year>.**

**Outage window and validation process**

* The migration team will need 2 hours to cut over the applications and complete the migration process.
* After cut over, your application will be ready to test. (During testing, the staging application will be down.)
* Application testing is scheduled for a 4-hour window. End users should not access the application during this time.

*Note: the total outage window to cut over and test your application is estimated to be 6 hours.*

* If you or your team uncover any issues during testing, the migration team will roll back to the original application and server environment and reschedule the application in a future release.
* A member of the migration team will contact you during the outage period if additional testing is required.

**Application owner actions:**

* Prepare your testing plan in advance of the testing period.
* **Plan to join the cutover meeting on <month>** **<day>**, **<year> at <time>** **(UTC-5).**
* After you have successfully completed testing, respond to this email message (<email address>) and sign off on the successful migration.

**Application migrations for cutover (<month>** **<day>**, **<year>)**

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| --- | --- | --- | --- |
| Cutover date | Application name | Server name | Application owner |
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If you have questions or comments related to this communication, send email to <email address>, and a member of the migration team will follow up with you shortly.