Cutover Management

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Cutover Management

Cutover management is planning, executing and controlling the switch from existing manual and/or automated systems to a new system.
Processes and Outputs

Initiating
- Prepare cutover plan
- Cutover plan

Planning
- Train cutover support team
- Training completion confirmation
- Conduct system cutover
- Successful cutover confirmation

Executing
- Control cutover
- Organizational process asset update
- Performance report
- Change Request (CR)
- Project document update

Controlling

Closing
Prepare Cutover Management Plan

- Identify a Cutover Team
- Identify Cutover Tools and Techniques
- Identify and Train Cutover Support Team
- Prepare Cutover Schedule
- Prepare Cutover Issue Log
- Conduct Readiness Review
- Deploy Production System
Train Cutover Support Team

• Individuals supporting production users during system cutover must respond consistently to user requests, identified issues and emergencies

• Training helps to ensure this consistency
Conduct System Cutover

- Activate system for user access
- Turn on all required interfaces
- Initiate user and technical support
- Create and staff a command center
- Remind users about cutover timing, system access, etc.
- Track, resolve and/or escalating identified cutover issues
- Coordinate between command center and vendor
- Conduct acceptance tests
- Update system configuration, workflow, security or data where appropriate
- Accept the production system
Control Cutover

- The Project Manager monitors cutover management
- The cutover management plan serves as a baseline for managing the cutover