

Cloud migration planning

1. Establish the workload boundary

Use one worksheet per workload. Record owners, evidence and unresolved questions before agreeing a migration date.

Workload / business service

Review date

Business owner and technical owner

DEPENDENCIES THAT MUST MOVE TOGETHER

Include identity, DNS, network paths, databases, file stores, integrations and upstream/downstream services.

Dependency / owner / how to validate it

Data volume, growth, sensitivity and permitted locations

Proposed destination and compatibility questions

Keep credentials, patient information, payment-card details and customer records out of this worksheet. Arrange an approved channel for sensitive evidence.

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2. Define cutover and recovery decisions

Complete the decisions with the people responsible for delivery and operation.

Acceptance checks and evidence required before switching traffic

Maintenance window and allowed interruption

Cutover approver and responsible operator

Rollback trigger, recovery point, steps and responsible person

Rehearsal result, measured recovery time and remaining gaps

Monitoring, support, documentation and retirement decision

Do not retire the prior environment solely because the new system starts. Agree evidence and recovery requirements before acceptance.

Further reading: [Microsoft Cloud Adoption Framework - organizational planning](#)