CUTOVER PHASE · TEMPLATE

Go / no-go checklist

The final gate before cutover: readiness criteria for every workstream, with evidence and a recorded sign-off from each lead and the sponsor.

CM-TPL-CUT-02 · v1.0 · November 2026

Latest version

PROJECT	OWNER	STATUS	LAST UPDATED
[Project name]	[Name, role]	Draft	[YYYY-MM-DD]

How to use this template

1. Agree the criteria with each lead at least two weeks before cutover so nobody sees them for the first time at the meeting.
2. Each lead completes their table before the meeting and attaches or links the evidence.
3. Any criterion marked Not met must have a condition, owner and deadline, or the lead votes No-go.
4. Run the meeting 24 to 48 hours before the freeze; record the decision and keep the signed copy with the change record.
5. Delete workstreams that do not apply (for example Teams for a Google Workspace migration) and add your own.

1. Decision summary

Complete at the end of the meeting. This is the page the sponsor signs.

ITEM	DETAIL
Change / migration	Fabrikam to Contoso Microsoft 365 tenant-to-tenant migration, wave 1
Change record	
Meeting date and time	
Planned cutover window	
Decision	Go / Go with conditions / No-go
Conditions (if any)	See Open conditions table
Next checkpoint	GO / NO-GO 1 on the cutover bridge

2. Decision rules

State how the decision is made before anyone votes.

- Go: every mandatory criterion is Met and every lead votes Go.
- Go with conditions: non-mandatory criteria are Not met, each with an owner, a deadline before the freeze and an agreed workaround.
- No-go: any mandatory criterion is Not met, or any lead votes No-go with a reason the sponsor accepts.
- The sponsor makes the final decision and can overrule a No-go only by recording the accepted risk in writing.
- Criteria marked (M) are mandatory.

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3. Identity and access

Status: Met, Not met or N/A. Evidence is a report, screenshot or link, not "checked".

#	CRITERION	EVIDENCE	STATUS	LEAD INITIALS
ID-1	(M) All in-scope target accounts created and licensed	Licence report vs wave list		
ID-2	(M) UPN and address change scripts tested in dry run	Dry run log		
ID-3	(M) Domain removal dependencies identified (groups, contacts, apps, SharePoint)	Dependency report		
ID-4	Conditional Access and MFA policies in target cover migrated users	Policy export, test sign-in		
ID-5	Temporary Access Pass or MFA onboarding process ready	Runbook link		
ID-6	Break-glass accounts tested in both tenants	Test record		

4. Mail and calendars

Include results from the last delta sync.

#	CRITERION	EVIDENCE	STATUS	LEAD INITIALS
EX-1	(M) All mailbox batches synced; failed items below agreed threshold	Batch report		
EX-2	(M) Mail flow test plan agreed (internal, external, cross-tenant, DL)	Test plan		
EX-3	Shared mailbox, delegate and send-as permissions exported for reapply	Permission export		
EX-4	DKIM keys created in target and CNAME values known	DNS record sheet		
EX-5	Hold queue or backup MX arranged (if used)	Vendor confirmation		
EX-6	Oversized and problem mailboxes have an agreed treatment	Exception list		

5. Files, SharePoint and Teams

Note any sites or teams deliberately excluded.

#	CRITERION	EVIDENCE	STATUS	LEAD INITIALS
DA-1	(M) Pre-final delta pass complete with no unresolved errors	Job report		
DA-2	Final pass duration measured in dry run and fits the window	Dry run timings		

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#	CRITERION	EVIDENCE	STATUS	LEAD INITIALS
DA-3	Source sites can be set read-only at cutover	Script tested		
DA-4	Teams chat and channel approach agreed and communicated	Design decision		
DA-5	Path length, blocked file types and permissions exceptions resolved or accepted	Exception list		

6. Devices and clients

Cover Windows, Mac and mobile.

#	CRITERION	EVIDENCE	STATUS	LEAD INITIALS
EU-1	(M) Device re-pointing agent or script deployed and tested on pilot devices	Pilot results		
EU-2	Mobile instructions published and tested on iOS and Android	Knowledge article		
EU-3	VIP and executive assistant devices have named support	VIP list		
EU-4	Shared and kiosk devices identified with a plan	Device list		

7. Network and DNS

TTLs must be lowered well before the freeze to be useful.

#	CRITERION	EVIDENCE	STATUS	LEAD INITIALS
NW-1	(M) TTLs lowered to 300s on MX, autodiscover, SPF and DKIM at least 48 hours before	Lookup output		
NW-2	(M) DNS admin access confirmed for the cutover window, with backup person	Login test		
NW-3	Before and after values entered in DNS cutover record sheet	Record sheet		
NW-4	SMTP relay devices (scanners, apps) identified with new settings	Relay list		

8. Service desk, communications and business readiness

Business readiness is signed by the business, not IT.

#	CRITERION	EVIDENCE	STATUS	LEAD INITIALS
SD-1	(M) Service desk briefed; knowledge articles and scripts published	Briefing attendance		

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#	CRITERION	EVIDENCE	STATUS	LEAD INITIALS
SD-2	(M) Hypercare roster complete for first two weeks	Hypercare roster		
CO-1	(M) User communications sent on schedule; final reminder approved	Comms log		
BR-1	No business-critical events during the window (month end, payroll, audits)	Business calendar		
BR-2	Key users nominated for Saturday validation	Validation roster		

9. Rollback readiness

If you cannot roll back, say so here and make sure the sponsor understands it.

#	CRITERION	EVIDENCE	STATUS	LEAD INITIALS
RB-1	(M) Rollback plan approved and point of no return agreed	Rollback plan		
RB-2	(M) Source mailboxes and data retained untouched until after hypercare	Design decision		
RB-3	DNS before values exported and stored outside both tenants	Zone export		

10. Open conditions and accepted risks

Every Not met criterion appears here with an owner and deadline.

CRITERION #	CONDITION OR ACCEPTED RISK	OWNER	DUE BY	CLOSED
EX-6	Two mailboxes over 100 GB to complete in hypercare; users informed	Exchange lead	2026-12-09	

11. Sign-off

Each lead votes for their own workstream. The sponsor signs last.

WORKSTREAM	LEAD	VOTE (GO / GO WITH CONDITIONS / NO-GO)	SIGNATURE	DATE
Identity and access				
Mail and calendars				
Files, SharePoint and Teams				
Devices and clients				
Network and DNS				
Service desk and communications				
Business readiness				
Project manager				

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WORKSTREAM	LEAD	VOTE (GO / GO WITH CONDITIONS / NO-GO)	SIGNATURE	DATE
Project sponsor (decision)				

Approval

NAME	ROLE	SIGNATURE	DATE

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