



XaaSIO

XaaSIO Cutover & Rollback Checklist v1.0

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1. Overview

This checklist supports controlled cutover from VMware to OpenStack for a VM/application wave. It ensures prerequisite readiness, clear cutover steps, validation gates, and rollback readiness. The source VMware workload should remain intact until acceptance is complete.

- Use this as a working document during the change window.
- Capture evidence/notes and timestamps for each step (especially for production waves).
- Define rollback triggers upfront and ensure all stakeholders are on-bridge during cutover.

1.1 Definitions (Quick)

Cutover: Switching production traffic/workload usage from VMware to OpenStack instance(s).

Rollback: Restoring service back to VMware if critical issues occur during/after cutover.

Acceptance Gate: App owner sign-off confirming functional and non-functional checks pass.

1.2 Roles (Sample)

- Change Manager / Bridge Lead
- VMware Admin
- OpenStack Admin
- Network/Security
- Application Owner / QA
- Observability / NOC

2. Pre-Cutover Readiness Checklist

#	Checklist Item	Owner	Status	Evidence / Notes	Timestamp
1.	Change window approved; stakeholders invited; bridge/war-room link shared	Change Manager	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Invite + bridge link	

2.	Rollback decision owner identified; rollback triggers agreed (severity thresholds, timeouts)	Change Manager + App Owner	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Agreed rollback criteria	
3.	VM inventory for this cutover confirmed (VM names, IPs, dependencies)	XaaSIO SA + App Owner	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Wave sheet / CMDB extract	
4.	OpenStack project ready (quotas, networks, security groups, flavors)	OpenStack Admin	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Project/net/SG /flavor confirmation	
5.	Converted VM(s) present in OpenStack; powered on; console access verified	XaaSIO SA	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Instance IDs + console screenshot	
6.	Network mapping validated (VLAN/subnet, routing, NAT, east-west dependencies)	Network/ Security	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Ping/trace + rule approvals	
7.	Firewall/LB/VPN changes prepared (but not applied) with backout steps	Network/ Security	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Change scripts + backout	
8.	DNS plan prepared (TTL lowered if applicable); record current DNS values	Network/ Security	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Current records + TTL	
9.	Backup/DR posture confirmed for target (backup jobs, snapshots/volume policy)	Ops + App Owner	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Backup job IDs	
10.	Monitoring/logging enabled on target VM(s) (agents, log forwarding, dashboards)	NOC/ Observability	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Dashboard links	

11.	VMware source VM state recorded (power state, snapshot policy, last known good)	VMware Admin	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	vCenter screenshot / export	
12.	Access/credentials validated for emergency actions (VMware, OpenStack, DNS/LB)	All Owners	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Access test	

3. Cutover Execution Checklist

#	Checklist Item	Owner	Status	Evidence / Notes	Timestamp
1.	Announce cutover start on bridge; start timestamp recorded	Change Manager	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Bridge log entry	
2.	Freeze changes on source (maintenance mode / stop deployments)	App Owner	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Maintenance confirmation	
3.	Final pre-cutover health check on VMware service (baseline OK)	App Owner + NOC	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Health check results	
4.	Stop/Power off VMware VM OR isolate network to prevent split-brain	VMware Admin	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	vCenter action record	
5.	Enable OpenStack VM in production path (ports/SG rules final applied)	OpenStack Admin	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Port/SG confirmation	

6.	Apply DNS/LB/VIP/NAT switch to OpenStack endpoints	Network/Security	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Change output	
7.	Confirm traffic is hitting OpenStack VM(s) (logs/metrics)	NOC/Observability	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Dashboard evidence	
8.	Run quick functional smoke tests	App Owner/QA	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Smoke test checklist	
9.	Run critical integration tests (top dependencies)	App Owner	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Dependency validation	
10.	Announce cutover complete; record completion timestamp	Change Manager	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Bridge log entry	

4. Post-Cutover Validation & Stabilization Checklist

#	Checklist Item	Owner	Status	Evidence / Notes	Timestamp
1.	Full validation test suite executed (as agreed)	App Owner/QA	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Test report link	
2.	Performance baseline check (CPU/RAM/IO/latency)	XaaSIO SA + NOC	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Before/after metrics	

3.	Error budgets / alerts stable; no critical alarms	NOC/Observability	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Alert history	
4.	Confirm backup jobs running on new target	Ops	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Backup run status	
5.	Update CMDB/Inventory, ownership, and runbooks	Ops	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	CMDB update ID	
6.	Begin burn-in period (duration: ____ hours/days)	App Owner + Ops	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Burn-in start time	
7.	Acceptance gate reached: App owner sign-off captured	App Owner	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Sign-off email/ticket	
8.	After acceptance: decide source decommission timeline	Change Manager	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Decom plan	

5. Rollback Triggers (Define Before Cutover)

Mark the agreed rollback triggers below. Rollback should be decisive and fast to avoid prolonged service degradation.

- Critical functional failure impacting business transaction flow
- Security policy violation or unexpected exposure
- Severe performance regression beyond agreed thresholds (e.g., p95 latency +X%)
- Data integrity risk or split-brain scenario
- Unrecoverable application errors within rollback window
- Change window exceeded without stable state

6. Rollback Execution Checklist

#	Checklist Item	Owner	Status	Evidence / Notes	Timestamp
1.	Announce rollback start on bridge; record timestamp	Change Manager	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Bridge log entry	
2.	Revert DNS/LB/VIP/NAT back to VMware endpoints	Network/Security	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Change output	
3.	Power on VMware VM and validate service restoration	VMware Admin + App Owner	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Health check OK	
4.	Isolate/shutdown OpenStack VM(s) to prevent split-brain	OpenStack Admin	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Instance action record	
5.	Run functional smoke tests on VMware service	App Owner/QA	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Smoke test results	
6.	Announce rollback complete; record timestamp	Change Manager	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	Bridge log entry	
7.	Capture logs/evidence; raise RCA and remediation actions before retry	XaaSIO SA + App Owner	<input type="checkbox"/> Pending <input type="checkbox"/> Done <input type="checkbox"/> N/A	RCA ticket	

7. Evidence Pack (Recommended for Production)

- Instance IDs, image/volume IDs, and network/security group configuration snapshot
- DNS/LB change logs and previous values
- Validation test results and sign-offs
- Monitoring screenshots (before/after) and alert history
- Bridge transcript notes and timestamps

7.1 Appendix A: Per-VM Quick Checklist (Optional)

- VMware snapshots cleared / documented
- VM converted and imported to OpenStack
- Flavor selected; security groups applied
- Static IP plan implemented (if required)
- App validation passed; monitoring enabled
- Rollback ready; source retained until acceptance



XAASIO CUTOVER & ROLLBACK CHECKLIST

Ensure controlled production cutover with clear acceptance gates and defined rollback triggers.

Book a demo at <https://xaasio.com/contact/>

AMERICAS

+1 650 523 6628

EMEA

+44 20 3031 1074

APAC

+91 93423 61010