Sample Implementation Plan

SAAS MIGRATION
YOUR RESPONSIBILITIES

Analysis

- Provide backups of ALL Accela-related DBs, initial backups of all ADS files, report files, and periodic deltas of ADS files until go-live

- Provide requested interface information

Remediation

- Make decisions on migration issues identified

- Assist in unit testing

Non-Production Migration

- Prepare interfacing systems for testing

Testing

- Develop and execute test cases and testing plan

Go Live

- Participate in development of the cutover plan and communicate the plan to users

- Execute go live activities and validate the production system

SAAS MIGRATION
PROJECT TIMELINE

- **Approximate step durations:**

  - Analysis: 2 weeks

  - Remediation: 11 weeks

  - Non-Production Migration: 1 week

  - Testing: 4 weeks

  - Go Live: 2 weeks

- *Total expected duration is approximately 5-6 months*