

Action Required

Outage

For Your Awareness

Dear Colleague,

You have been identified as an owner or key participant of %app% application which is the reason you are receiving this communication.

Starting at **6:00 PM on 4/13/2018** %app% applications hosted on equipment in the XXXX will be unavailable due to a scheduled migration event. This work is expected to be complete by **6:00 pm on 4/15/2018**

What It Means to You

- You will be contacted Approx. 6 weeks in advance of the scheduled outage.
- Your application will be unavailable during the 48 hour migration window.
- There will be additional communications from the project team during the run-up to the migration event.
- Application owners are responsible for providing and performing:
 - Staff/contacts require for the migration
 - Application shutdown / startup procedures
 - Network requirement
 - Physical device inventory and rack elevation requirements
 - Power and cabling requirements
 - Application testing scripts
 - Identifying specific risks to their application (specialty hardware, 3rd party support requirements, outage windows)
 - Ensure health of the environment prior to migration (execute health reboots, performance testing, etc)

Contact Information

For any questions on the above please contact xxxxxxxxx via email at

www.cumulussg.com