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# Outage Notification

**Subject: Interruption to your %app% application**
Starting at 6:00pm EST 5/20/16, the %app% will experience diminished capacity due to a scheduled event.  This work is expected to be complete by the morning of 5/21/16.

**Please note:**
- Your application will be unavailable during the 48-hour migration window.
- There will be additional communications from the project team during the migration event.
- The event bridge will open1 hour prior to the event
- Application owners will be required to perform testing and confirm access during the migration window.

**Impact to Colleagues**
Starting at 6:00pm EST 5/20/16, %app% will experience diminished capacity due to a scheduled event.

**Estimated Timeline**

| Time | Event |
|---|---|
| 05:00 PM PST | Event Bridge open |
| 06:00 PM PST | Event Kickoff/Final Go-No-GO |
| 06:05 PM PST | Application shutdown Begins |
| 08:00 PM PST | Server Shutdown begins/server unracking |
| 08:30 PM PST | Physical Relocation Begins |
| 10:00 PM PST | Server Shutdown Complete |
| 11:30 PM PST | All servers unracked and packed |
| 01:30 AM PST | Transport complete Reracking begins |
| 06:00 AM PST | Rerack and Cabling complete |
| 08:00 AM PST | Servers Powered on |
| 10:00 AM PST | Application Startup complete |
| 11:00 AM PST | Application testing started |
| 08:00 PM PST | Application Signoff |
| 09:00 PM PST | Event Signoff/Bridge Closure |

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**Event Bridge**
 **<webex link>**

**Event Lead**
**<Name>   <Phone Number>  <Email>**

**Event Escalation**
**<Name>   <Phone Number>  <Email>**

For any questions on the above please contact <Name>  via email at <email>

For any issues following this maintenance, please xxxxxxxxxxxx

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