

Task #	Tasks for each migration	When
1	Fix list of users to be migrated	Before Migration
2	Send communication 1	1 week before planned migration date
3	Send communication 2 to important users	2 days prior to migration
4	Send final communication 3	12 PM (noon) Day of Migration
5	Create Pre Migration Report	2:30 PM Day of Migration
6	Build Migration Batches	3:00 PM Day of Migration
7	Break out large volume users into separate batch	3:00 PM Day of Migration
9	Kick off Migrations	7:00 PM Day of Migration
10	Users are licensed	1:00 AM to 7:00 AM Day after Migration
11	War Room Staffed	7:30 AM Day after Migration
12	Email Migration Team at client location	7:30 AM Day after Migration