ARCHITECTURE GOVERNANCE

Architecture decision record

ADR-017 / Staging a collaboration migration

DECISION IN THIS EXAMPLE

Approve a two-cohort pilot for a staged migration. Reserve approval for wider rollout until the programme sponsor has reviewed the pilot evidence.

Context and constraints

A distributed organisation needs to move collaboration workspaces while preserving access, records controls and service continuity. Pilot with a standard team and a team that uses external sharing and has accessibility needs.

Options considered

OPTION	BENEFIT	COST OR RISK
Single cutover	One change window and a shorter dual-running period.	Permission errors or access issues could disrupt all teams at once.
Staged rollout	Limits disruption to a cohort and lets support apply lessons to later waves.	Temporary dual-running adds cost and creates a risk of users editing the wrong copy.
Defer migration	Buys time to resolve critical identity or retention gaps.	Extends legacy support and delays the benefits of consolidating workspaces.

1. How the rollout limits disruption

Inventory
Map owners, access, external sharing and retention.

→

Pilot
Move two cohorts with different access needs.

→

Review
Check continuity, support demand and recovery.

→

Expand in waves
Sponsor approves each wave against the exit criteria.

During each wave, users have one writable workspace. Support publishes its link and verifies access before the old copy is retired.

Trade-off accepted

The sponsor accepts a short period of dual-running and funds surge support. The migration lead records each workspace’s authoritative copy and time-boxes legacy access by cohort.

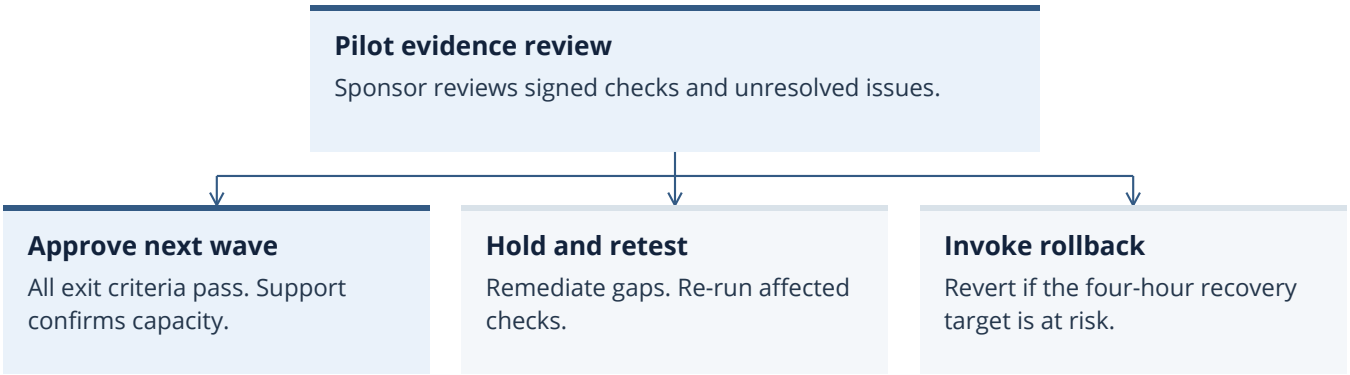
Illustrative scenario. Roles, evidence and thresholds are fictional.

ARCHITECTURE GOVERNANCE

Migration approval and rollback

ADR-017 / Evidence, decision authority and recovery

2. How the sponsor decides after the pilot



Any confirmed unauthorised access or lost critical content triggers an immediate pause. Security and operations assess containment and recovery.

Pilot exit criteria

CHECK	EVIDENCE REQUIRED	EVIDENCE OWNER
Access and identity	All critical role and guest-access tests pass, including checks that unauthorised users are denied access.	Identity and security lead
Records and usability	Sampled retention controls match policy. Pilot users complete agreed tasks, including assistive-technology checks.	Records lead and cohort lead
Support readiness	Zero open migration-related critical or high-severity incidents. Service desk lead confirms capacity for the next wave.	Service desk lead
Recovery rehearsal	Restore source access and reconcile target changes within the agreed four-hour recovery objective in rehearsal.	Migration lead and operations

Who can act and when

Operations can stop a wave and invoke rollback early if recovery is at risk. The migration lead freezes target writes, restores source access and reconciles changes. The sponsor authorises restart after operations and security sign off.

What goes in the decision log

Record the outcome, evidence links, unresolved risks, owners and due dates. Review five business days after pilot cutover and before each wave. Reopen the ADR if access, retention or recovery assumptions change.

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