Shadow Mode, Parallel Running, Cutover

A one-page transition plan

A one-page transition plan for one service or workflow you want to change with AI. Fill it in before anything goes live.

1. The work: which service or workflow, and which part of it first (one region, one team, one customer group)?
2. The route: will we evolve it where it is, or build the new version beside it?
3. Shadow Mode: the new way suggests, and the old way still does the real work. How long will it run? Which results will we compare, and who reads the scoreboard each week?
4. Parallel Running: both ways handle the same work side by side. For how long?
5. The evidence gate: what evidence would justify moving the first piece of real work? Write the numbers.
6. The first lane: which bounded piece of real work moves first, and when?
7. The Cutover: this is an authority decision. Answer three questions before you sign.

- Which system holds the official record during the switch?
- Who commits to the customer?
- If the new way fails, how do we get back, and how fast?

8. Retirement: when will we switch off the old setup for this part of the work, so we do not pay for both forever?

Signed by the leader who owns the Cutover: _____

Watch the episode: Fix the old company, or build the new one beside it?, on the TechTonic Conversations channel on YouTube.
Read the framework for free: thesummitla.com/the-intelligent-organization

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