

Cutover's Checklist Tasks

As an enhancement to Cutover's automated runbooks, checklist tasks enable teams to create simple tasks lists from within a runbook.

Checklist tasks have no set duration unlike standard runbook tasks, but they include a due date, so they are effective as a simple prerequisite list of 'to-dos' at the start of a runbook. Checklist tasks also have auto finish functionality, so once clicked, your next task is ready to start.

Runbook view

A runbook consisting of only checklist tasks may be used for less complex programs where a simple task list is sufficient.

June 2020 Resilience Test REHEARSAL 0d 00:22:13

Task list (9/9)

Stream

- Application Failover
- Business Validation
- Infrastructure Restart
- Prep for Failover

19 Jun 13:33

- #1 Failover to DR Database
- #2 Confirm DR Database is online
- #3 Update DR Database 2
- 14:33 #4 Go/No-Go

Due 20 Jun 01:00

Due 20 Jun 01:00

1h



Checklist tasks may also be used in the middle or end of a runbook as a list of activities that need to be completed while the runbook is in progress or once the runbook ends. Since Checklist tasks have no start date or duration, they do not add to the runbook duration.

The screenshot shows a software interface titled "To-Do's before June 2020 Resiliency Test" with a "REHEARSAL" status. The main content is a "Task list (8/8)" with a Gantt chart view. The tasks are as follows:

Task ID	Task Name	Start Time	End Time	Status
#1	Communication Check	19 Jun 13:54	19 Jun 17:00	Completed
#5	Teams Assigned		19 Jun 17:00	Completed
#6	Processes Validated		19 Jun 17:00	Completed
#7	Access Rights Validated		19 Jun 17:00	Not Started
#8	Communications Sent	17:00	19 Jun 17:00	Not Started
#9	Database Checked		19 Jun 17:00	Not Started
#10	Server Checked		19 Jun 17:00	Not Started
#11	All approvals completed		19 Jun 19:00	Not Started

The interface includes a left sidebar with navigation icons and a filter menu with options like "Stream", "Quick filters", "User", "Task Type", "Level", "Stage", "Completion type", and "Permissions".



A blue-tinted photograph of a space station orbiting Earth. The station's complex structure, including solar panels and modules, is visible in the upper right corner. The Earth's surface below shows swirling cloud patterns and the dark horizon of space.

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Contact us



For more information on Cutover's Checklist Tasks, contact your customer success manager or email us at info@cutover.com



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