

STEP	ACTION	OWNER	START DATE	STATUS
1	Content freeze			
2	Content and file import or migrate tool			
3	Smoke testing			
4	Testing			
5	Upgrade Plan — performance small to start			
6	GA4			
7	Purchase plugin licenses			
8	Provide the DNS registry for all custom domains including www			
9	Add a TXT record for each domain to the DNS registry that Proven provided			
10	Verify ownership			
11	Pantheon generates the SSL certificates			
12	Ensure we have the valid SSL			
13	Delete TXT record once the domain is verified			
14	Pantheon provides the IP addresses			
15	Run GT Metix Report			
16	DNS Switch (steps to follow)			
17	Delete the previous A and AAAA records from the registry			
18	Add the new A and AAAA records I provide			
19	Update TTL to less than 60 seconds			
20	DNS Propagates — time required is unknown (immediately – up to 24hrs)			
21	Enable NewRelic Pro			
22	Spot testing once DNS propagates (will wait for propagation until +2 hrs)			
23	Run GT Metix Report			
24	End to end testing			