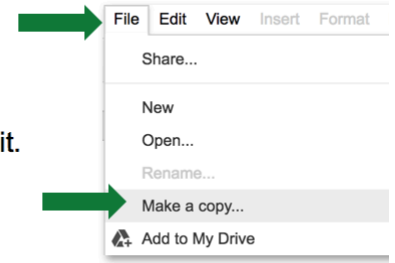


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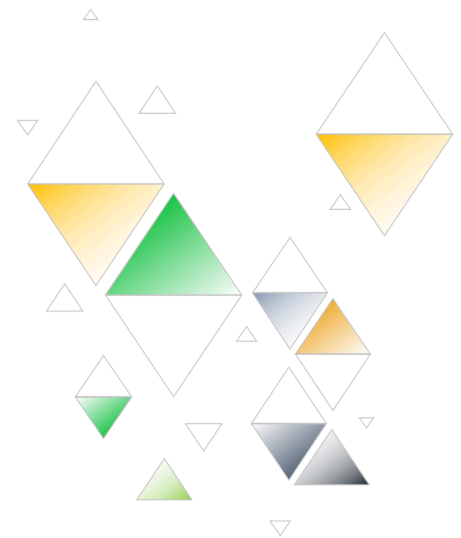


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SOFTWARE ROLLOUT AND IMPLEMENTATION PLAN TEMPLATE IMPLEMENTATION PLAN

PROJECT NAME

Street Address
City, State and Zip
webaddress.com
VERSION 0.0.0
00/00/0000



PREPARED BY

TITLE

DATE

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EMAIL

PHONE

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APPROVED BY

TITLE

DATE

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1. Introduction

Purpose

In this section, describe the purpose of the plan and identify the system to be implemented.

Assumptions and Constraints

Describe the assumptions made regarding the development and execution of this document along with the applicable constraints. Here are some items to consider when identifying the assumptions and constraints:

- o Schedule*
- o Budget*
- o Resource availability and skill sets*
- o Software and other technology to be reused or purchased*
- o Constraints associated with product interfaces*

Project Organization

Provide a description of the project structure and the major components essential to its implementation. It should describe both hardware and software, as appropriate. Charts, diagrams, and graphics may be included as necessary to provide a clear picture of the system.

2. Management Overview

In this section, provide a description of how the implementation will be managed and identify the major tasks involved.

Description of Implementation

Describe the planned deployment, installation, and implementation approach.

Points of Contact

Identify the Strategy Director, and the name of the responsible organization(s), titles, and telephone numbers of the staff who serve as points of contact for the project implementation.

Add or delete additional lines as needed to the table. If the applicable team members are listed in the Project Management Plan, reference the appropriate section within that document.

ROLE	NAME	PHONE	EMAIL
Business Sponsor			
Project/Program Manager			
Government Project Officer			
System Developer or System Maintainer			
Quality Assurance Manager			
Configuration Management Manager			
Security Officer			
Database Administrator			
Site Implementation Representative			
IV&V Representative			

3. Major Tasks

In this section, provide descriptions of the major system implementation tasks. Add as many sections as necessary to this subsection to describe all the major tasks. The tasks described in this section should not be site-specific, but generic or overall project tasks that are required to install hardware, software, and databases, prepare data, and validate the system.

If several implementation approaches are being reviewed, identify the advantages, disadvantages, risks, issues, estimated time frames, and estimated resource requirements for each option considered. These options could include the following:

- Incremental implementation or phased approach
- Parallel execution
- One-time conversion and switchover

- Any combination of the above

Include the following information for the description of each major task, if appropriate:

- What the task will accomplish
- Resources required to accomplish the task
- Key person(s) responsible for the task
- Criteria for successful completion of the task (e.g., "user acceptance")

Consider addressing the changes that may be necessary once the system has been implemented.

4. Implementation Schedule

Provide a schedule of activities to be accomplished. Show the required tasks (described in section 3. Major Tasks) in chronological order, with the beginning and end dates of each task. Although you may not have a finalized schedule, it is appropriate to include a project Gantt chart. If applicable, include any milestones from other projects that are dependent on this project, or that this project depends on.

5. Security and Privacy

Include an overview of the system security and requirements that must be followed during implementation. If the system contains personal data, describe how [Privacy Act](#) concerns will be addressed.

System Security Features

Give an overview and discussion of the security features that must be addressed when the project is implemented. Reference any applicable security guidance documents.

Security Setup During Implementation

Address security issues specifically related to the implementation effort, if any.

6. Implementation Support

Describe any support hardware, software, facilities, and materials required for the implementation, along with the documentation, necessary personnel and training requirements, outstanding issues, and implementation impacts to the current environment.

Hardware

Provide a list of support equipment: This hardware may include computers, servers, peripheral equipment, simulators, emulators, diagnostic equipment, other non-computer equipment as well as any network and data communication requirements. The description should include the specific models, versions, configuration settings, and the equipment owner. Also include information about manufacturer support, licensing, and usage and ownership rights, and maintenance agreement details. If you are implementing software, also include any hardware necessary for installation and testing.

Software

Provide a list of non-hardware components (software, databases, and compilers, operating systems, utilities, etc.) required to support the implementation. Identify the component by specific name, code, or acronym, identification numbers, version numbers, release numbers, and applicable configuration settings. Also, include information about vendor support, licensing, usage, and ownership rights, along with any required service and/or maintenance contract costs and associated payment responsibility. Identify whether the component is commercial off-the-shelf, custom developed, or legacy.

Facilities

Identify the physical facilities, accommodations, and their location(s) required during implementation. Specify the hours per day needed, number of days, and anticipated dates.

Materials

Identify any other consumables (i.e., technology, supplies, and materials) required to support your project. Provide the names, identification numbers, version numbers, release numbers, owners, and any associated maintenance or operational costs.

7. Documentation

In this section, list additional documentation needed to support the deliverable system. Include all security or privacy protection considerations associated with the systems use.

8. Performance Monitoring

Here, describe the metrics you will use to monitor and measure performance. Include techniques and how they will be used to help determine if the implementation is successful. Additionally, list any tools or programs that you will use to monitor and track performance.

9. Acceptance Criteria

In this section, establish acceptance criteria for transitioning from implementation to execution. Identify the criteria that will be used to determine if the deliverables outlined in the implementation plan are acceptable, and whether there are required technical processes, methods, tools, or performance benchmarks required for product acceptance.

10. Glossary

Include this section to list any terms and abbreviations used in this plan. If it is several pages in length, it may be placed in an appendix.

11. References

Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.

The following table summarizes the documents referenced in this plan.

DOCUMENT NAME	DESCRIPTION	LOCATION
<Document Name and Version Number>	<Document description>	<URL or location where document is located>

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12. Project Implementation Plan Approval

The undersigned acknowledge that they have reviewed the <Project Name> Implementation Plan and agree with the information presented within this document. Changes to this Project Implementation Plan will be coordinated with, and approved by, the undersigned, or their designated representatives.

SIGNATURE	PRINTED NAME	DATE
TITLE	ROLE	

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