

Overview

Here's where you want to list the paragraph information that a President or VP would read if this paper were handed to them. Explain in easy to read terms what the server does and what benefit that is to your organization. You must not write more than one paragraph. Simplify, simplify, simplify.

Risk Assessment

What is the potential for an issue, mitigation, recovery, and worst-case scenario? Remember the audience.

Detailed Summary

Restate the executive summary in language and detail appropriate for communicating to IT staff and your supervisor in particular. If there are multiple activities / goals, then this summary should tie them all together, and describe the relationship between them.

Detailed Risk Assessment

As with the executive summary, but again with more technical detail as appropriate to the audience. Put emotions into this if appropriate; discuss what makes you nervous. No reason for bravado. It's important to know as others may have different anxieties and we can discuss / quell / amplify as necessary.

Requirements

Detail what resources are required to accomplish your project / plan.

Down Time

What, when and how long? Don't be afraid to make a table if that makes it clear and include comments on any impact to the user community. This should reflect physical entities as well as network services.

Staff Support

What assistance might / will you require? If things go 25% wrong? 75% wrong?

Hardware & Software

What physical resources do you need? Beg, borrow, buy, steal ... ? Temporary usage, or permanent? Include price quotes and links if possible. What software needs to be in place, functioning, purchased, installed, etc? What do you rely on to get this done?

Plan

Summarize your plan, this may be a little repetitive from earlier. Don't be afraid to cut/paste, but elaborate when appropriate.

Goal 1

Detail on what's to be done and accomplished for the first goal.

Prerequisites

This may just be permission to start and / or purchase hardware and software requirements. For successive goals, it may be completing previous goals.

Execution

What are you actually going to do? I know it's taken time to get here, which seems what it's all about, but here's the appropriate place to get into the nitty gritty.

Results

How do we measure success? What indicates a failure? How do we test it? Be scientific here. Can we retry, or do we need to abort?

Rollback Plan

How do we determine if we need to roll back? How do we rollback? How do we test to ensure that we've fully recovered?

Goal 2

Use the outline of goal 1 to fill in goals 2, 3, and so on ... or delete if they're not necessary.

Prerequisites**Execution****Results****Rollback Plan****Goal 3****Prerequisites****Execution****Results****Rollback Plan**