



<PROJECT NAME>

IMPLEMENTATION PLAN

Version <1.0>
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VERSION HISTORY

[Provide information on how the development and distribution of the Project Implementation Plan was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	<Author name>	<mm/dd/yy>	<name>	<mm/dd/yy>	<reason>

Notes to the Author

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- *Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.*
- *Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.*
- *Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.*

When using this template, the following steps are recommended:

1. *Replace all text enclosed in angle brackets (e.g., <Project Name>) with the correct field document values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected) select File->Properties->Summary and fill in the appropriate fields within the Summary and Custom tabs.*

After clicking OK to close the dialog box, update all fields throughout the document selecting Edit>Select All (or Ctrl-A) and pressing F9. Or you can update each field individually by clicking on it and pressing F9.

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2. *Modify boilerplate text as appropriate for the specific project.*
3. *To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.*
4. *To update the Table of Contents, right-click on it and select "Update field" and choose the option - "Update entire table".*
5. *Before submission of the first draft of this document, delete this instruction section "Notes to the Author" and all instructions to the author throughout the entire document.*

Table of Contents

1	Introduction	6
1.1	PURPOSE	6
1.2	SYSTEM OVERVIEW	6
1.2.1	System Description	6
1.2.2	Assumptions and Constraints	6
1.2.3	System Organization	6
1.3	GLOSSARY	6
2	Management Overview	6
2.1	DESCRIPTION OF IMPLEMENTATION	6
2.2	POINTS-OF-CONTACT	7
2.3	MAJOR TASKS	7
2.4	IMPLEMENTATION SCHEDULE	8
2.5	SECURITY AND PRIVACY	8
2.5.1	System Security Features	8
2.5.2	Security Set Up During Implementation	9
3	Implementation Support	9
3.1	HARDWARE, SOFTWARE, FACILITIES, AND MATERIALS	9
3.1.1	Hardware	9
3.1.2	Software	9
3.1.3	Facilities	10
3.1.4	Materials	10
3.2	DOCUMENTATION	10
3.3	PERSONNEL	10
3.3.1	Staffing Requirements	10
3.3.2	Training of Implementation Staff	11
3.4	OUTSTANDING ISSUES	11
3.5	IMPLEMENTATION IMPACT	11
3.6	PERFORMANCE MONITORING	12
3.7	CONFIGURATION MANAGEMENT INTERFACE	12
4	Implementation Requirements By Site	12
4.1	SITE NAME OR IDENTIFICATION FOR SITE X	12
4.1.1	Site Requirements	12
4.1.2	Site Implementation Details	13
4.1.3	Risks and Contingencies	14
4.1.4	Implementation Verification and Validation	14
4.2	ACCEPTANCE CRITERIA	14
	APPENDIX A: Project Implementation Plan Approval	15
	APPENDIX B: REFERENCES	16
	APPENDIX C: KEY TERMS	17

APPENDIX D: System Hardware Inventory 18
APPENDIX E: System Software Inventory 19

1 Introduction

1.1 Purpose

[This subsection of the Project Implementation Plan describes the purpose of the plan and identifies the system to be implemented.]

1.2 System Overview

[This subsection of the Project Implementation Plan provides a description of the system to be implemented and its organization.]

1.2.1 System Description

[This subsection of the Project Implementation Plan provides an overview of the processes the system is intended to support. If the system is a database, provide a description of the type of data maintained, sources and uses of that data. Include any identification numbers, titles, abbreviations, version numbers and release numbers to describe the system.]

1.2.2 Assumptions and Constraints

[This subsection of the Project Implementation Plan describes the assumptions made regarding the development and execution of this document as well as the applicable constraints. Some items to consider when identifying the assumptions and constraints are:

- 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]*

1.2.3 System Organization

[This subsection of the Project Implementation Plan provides a description of the system structure and the major system 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.]

1.3 Glossary

[This subsection of the Project Implementation Plan lists all terms and abbreviations used in this plan. If it is several pages in length, it may be placed in an appendix.]

2 Management Overview

[This section of the Project Implementation Plan provides a description of how the implementation will be managed and identifies the major tasks involved.]

2.1 Description of Implementation

[This subsection of the Project Implementation Plan provides a description of the planned deployment, installation, and implementation approach. Include whether the system will be implemented using a phased approach or an “instant-on” approach.]

2.2 Points-of-Contact

[This subsection of the Project Implementation Plan identifies the System Proponent, the name of the responsible organization(s), titles, and telephone numbers of the staff who serve as points of contact for the system implementation. These points-of-contact should include the Business Sponsor, Program Manager, Project Manager, Quality Assurance Manager, Configuration Management Manager, Security Officer, Database Administrator, or other managers and representatives with responsibilities relating to the system implementation. The site implementation representative for each field installation or implementation site should also be included, if appropriate.]

Add 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	Contact Number
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		

Table 2.2 – Points-of-Contact

2.3 Major Tasks

[This subsection of the Project Implementation Plan provides descriptions of the major system implementation tasks. Add as many subsections as necessary to this subsection to describe all the major tasks. The tasks described in this subsection are not 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, then identify the advantages, disadvantages, risks, issues, estimated time frames, and estimated resource requirements for each option considered. These options could include:

- *Incremental implementation or phased approach*
- *Parallel execution*
- *One-time conversion and switchover*
- *Any combinations 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”)

Examples of major tasks are the following:

- Provide overall planning and coordination for the implementation
- Provide appropriate training for personnel
- Ensure that all manuals applicable to the implementation effort are available when needed
- Provide all needed technical assistance
- Schedule any special computer processing required for the implementation
- Perform site surveys before implementation
- Ensure that all prerequisites have been fulfilled before the implementation date
- Provide personnel for the implementation team
- Acquire special hardware or software
- Perform data conversion before loading data into the system
- Prepare site facilities for implementation

Consider addressing the changes that may be necessary once the system has been implemented. These changes may include, but are not limited to, personnel and technology equipment alignment, and contractor support.]

2.4 Implementation Schedule

[This subsection of the Project Implementation Plan provides a schedule of activities to be accomplished. Show the required tasks (described in Subsection 2.3, Major Tasks) in chronological order, with the beginning and end dates of each task. If MS Project is used to plan the implementation, include the project Gantt chart. Include any milestones from the projects that are dependent on this project and vice-versa.]

2.5 Security and Privacy

[This subsection of the Project Implementation Plan includes 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.]

2.5.1 System Security Features

[This subsection of the Project Implementation Plan provides an overview and discussion of the security features that must be addressed when it is implemented. It should include the determination of system sensitivity and the actions necessary to ensure that the system meets all the criteria appropriate to its Certification level. Reference the applicable security guidance documents.]

2.5.2 Security Set Up During Implementation

[This subsection of the Project Implementation Plan addresses security issues specifically related to the implementation effort, if any. For example, if LAN servers or workstations will be installed at a site with sensitive data preloaded on non-removable hard disk drives, address how security would be provided for the data on these devices during shipping, transport, and installation because theft of the devices could compromise the sensitive data.]

3 Implementation Support

[This section of the Project Implementation Plan describes the support hardware, software, facilities, and materials required for the implementation, as well as the documentation, necessary personnel and training requirements, outstanding issues and implementation impacts to the current environment. The information provided in this section is not site-specific. If there are additional support requirements not covered by the subsequent sections, others may be added as needed.]

3.1 Hardware, Software, Facilities, and Materials

[This subsection of the Project Implementation Plan lists all support hardware, software, facilities, and materials required for the implementation.]

3.1.1 Hardware

[This subsection of the Project Implementation Plan provides a list of support equipment and includes all hardware used for installing and testing. 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 this information is recorded in another document or system, such as the Configuration Management Plan or tool, identify that item here. Otherwise, refer to the Hardware Inventory table in Appendix D.

For example, if a web-enabled database is to be implemented, identify the application and web servers that will provide network access. If the hardware is site-specific, list it in Section 4, Implementation Requirements by Site.]

3.1.2 Software

[This subsection of the Project Implementation Plan provides 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, as well as 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. Identify any component used to facilitate the implementation process.

If this information is recorded in another document or system, such as the Configuration Management Plan or tool, identify that item here. Otherwise, refer to the Software Inventory table in Appendix E.

If the component is site-specific, list it in Section 4, Implementation Requirements by Site.]

3.1.3 Facilities

[This subsection of the Project Implementation Plan identifies the physical facilities, accommodations and their location(s) required during implementation. Examples include physical workspace for assembling and testing hardware components, desk space for software installers, floor space for equipment, and classroom space for training the implementation staff. Specify the hours per day needed, number of days, and anticipated dates.

If the facilities needed are site-specific, provide this information in Section 4, Implementation Requirements by Site.]

3.1.4 Materials

[This subsection of the Project Implementation Plan identifies any other consumables (i.e. technology, supplies, and materials) required to support the system. Provide the names, identification numbers, version numbers, release numbers, owners, and any associated maintenance or operational costs.

If the materials needed are site-specific, provide this information in Section 4, Implementation Requirements by Site.]

3.2 Documentation

[This subsection of the Project Implementation Plan lists any additional documentation needed to support the deliverable system. Include any security or privacy protection considerations associated with the systems use. If created, make reference to the Software User Documentation Guide for user documentation.]

3.3 Personnel

[This subsection of the Project Implementation Plan describes committed and proposed staffing requirements. Describe the training, if any, to be provided for the implementation staff.]

3.3.1 Staffing Requirements

[This subsection of the Project Implementation Plan describes the number of personnel, length of time needed, types of skills, skill levels, expertise, and any necessary security clearances for the staff required during the implementation period. If particular staff members have been selected or proposed for the implementation, identify their roles and responsibilities.]

3.3.2 Training of Implementation Staff

[This subsection of the Project Implementation Plan addresses the training, if any, necessary to prepare staff for implementing the system; it does not address user training, which is the subject of the Software Training Plan.]

Describe the type and amount of training required for each of the following areas, if appropriate, for the system:

- *System hardware/software installation*
- *System support*
- *System maintenance and modification*

List the courses that will be provided, a course sequence, and a proposed schedule. If appropriate, identify which courses particular types of staff should attend by job position description.

If one or more commercial vendors will provide training, identify them, the course name(s), and a description of the course content.

If Center staff will provide the training, provide the course name(s) and an outline of the content of each course. Identify the resources, support materials, and proposed instructors required to teach the course(s).]

3.4 Outstanding Issues

[This subsection of the Project Implementation Plan states any known issues or problems relevant to implementation planning. This section answers the question, “Are there any specific issues, restrictions, or limitations that must be considered as a part of the deployment?”]

If issues are site-specific, provide this information in Section 4, Implementation Requirements by Site.]

3.5 Implementation Impact

[This subsection of the Project Implementation Plan describes how the system’s implementation is expected to impact the network infrastructure, support staff, user community, etc. Include any references to Service Level Agreements which describe the performance requirements, availability, security requirements, expected response times, system backups, expected transaction rates, initial storage requirements with expected growth rate, as well as help desk support requirements.]

If impacts are site-specific, provide this information in Section 4, Implementation Requirements by Site.]

3.6 Performance Monitoring

[This subsection of the Project Implementation Plan describes the performance monitoring tool, techniques and how it will be used to help determine if the implementation is successful.]

3.7 Configuration Management Interface

[This subsection of the Project Implementation Plan describes Configuration Management, such as when versions will be distributed. Reference the Configuration Management Plan.]

4 Implementation Requirements by Site

[This section of the Project Implementation Plan describes site-specific implementation requirements and procedures. If requirements and procedures differ by site, provide this information in an appendix and reference it here.]

The "X" in the subsection number should be replaced with a sequenced number beginning with 1. Each subsection with the same value of "X" is associated with the same implementation site. If a complete set of subsections will be associated with each implementation site, then "X" is assigned a new value for each site.]

4.1 Site Name or Identification for Site X

[This subsection of the Project Implementation Plan identifies the site by name, location and ownership.]

4.1.1 Site Requirements

[This subsection of the Project Implementation Plan defines the requirements that must be met for the orderly implementation of the system and describes the hardware, software, and facilities requirements for this site.]

Any site requirements that do not fall into the following three categories and were not described in Section 3, Implementation Support, may be described in this subsection, or other subsections may be added following Facilities Requirements below:

- *Hardware Requirements -- Describe the hardware requirements necessary to support the implementation (such as, workstations that will run on a LAN).*
- *Software Requirements -- Describe any software required to implement the system (such as, software specifically designed for automating the installation process).*
- *Database Requirements -- Describe any databases that are required to implement this system and their contents.*
- *Data Requirements -- Describe any specific data preparation requirements and data that must be available for the system implementation. An example would be the assignment of individual IDs associated with data preparation.*
- *Facilities Requirements -- Describe the physical facilities and accommodations required during the system implementation period. Some examples of this type of information are provided in Section 3, Implementation Support.]*

4.1.2 Site Implementation Details

[This subsection of the Project Implementation Plan addresses the specifics of the implementation for this site. Include a description of the implementation team, schedule, procedures, and database and data updates. This subsection should also provide information on the following:

- *Team -- If an implementation team is required, describe its composition and the tasks to be performed at this site by each team member.*
- *Schedule -- Provide the subsection of the master implementation schedule described in paragraph 2.4, Implementation Schedule, above that applies to this site.*
- *Procedures -- Provide the detailed procedures required to accomplish the implementation at this site. If necessary, other documents may be referenced. If appropriate, include a step-by-step sequence of the detailed procedures. A checklist of the installation events may be provided to record the results of the process.*
 - *If the site operations startup is an important factor in the implementation, then address startup procedures in some detail.*
 - *If the system will replace an already operating system, then address the startup and cutover processes in detail.*
 - *If there is a period of parallel operations with an existing system, then address the startup procedures that include technical and operations support during the parallel cycle and the consistency of data within the databases of the two systems.*
- *Database -- Describe the environment where the system and the database(s) will be installed. Include a description of the different types of databases and library environments (such as, production, test, and training databases).*
 - *Reference database operating procedures, database file and library naming conventions, database system generation parameters, and any other information needed to effectively establish the database.*
 - *Reference the database administration testing procedures to be used before the system implementation.*
- *Data Update -- If data update procedures are described in another document, such as the operations manual or conversion plan, that document may be referenced here. The following are examples of information to be included:*
 - *Control inputs*
 - *Operating instructions*
 - *Database data sources and inputs*
 - *Output reports*
 - *Restart and recovery procedures]*

4.1.3 Risks and Contingencies

[This subsection of the Project Implementation Plan identifies the risks and specific actions to be taken in the event the implementation fails or needs to be altered at any point and includes the factors to be used for making the decision. Refer to the Project's Contingency Plan, Risk Management Plan and the Risk Management Process for additional guidance.]

4.1.4 Implementation Verification and Validation

[This subsection of the Project Implementation Plan describes the process for ensuring that the implementation was not poorly executed. It describes how any noted discrepancies will be rectified. It also references the system Contingency Plan, if, as a result of the discrepancies, a no-go decision is made to implement the system.]

4.2 Acceptance Criteria

*[This subsection of the Project Implementation Plan establishes the **exit or acceptance criteria** for transitioning the system into production. Identify the criteria that will be used to determine the acceptability of the deliverables as well as any required technical processes, methods, tools, and/ or performance benchmarks required for product acceptance.]*

APPENDIX A: 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: _____ Date: _____
Print Name: _____
Title: _____
Role: Project Manager

APPENDIX B: 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 document.

Document Name	Description	Location
<i><Document Name and Version Number></i>	<i><Document description></i>	<i><URL or location where document is located></i>

APPENDIX C: KEY TERMS

The following table provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Term	Definition
<i>[Insert Term]</i>	<i><Provide definition of term and acronyms used in this document.></i>

APPENDIX D: System Hardware Inventory

Name/ ID	Type	Model/ Version	Physical Location	Equipment Owner (Person or Dept)	Maintenance Contract? Y/N	Maintenance Contact Point	Maintenance Type/ Level of Coverage	Maintenance Period Expiration Date	Required Licenses

APPENDIX E: System Software Inventory

Name/ ID	Type	Model/ Version	Physical Location	Equipment Owner (Person or Dept)	Maintenance Contract? Y/N	Maintenance Contact Point	Maintenance Type/ Level of Coverage	Maintenance Period Expiration Date	Required Licenses