



Your Company Name

Production Implementation Plan

Date

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Revision History

Date	Version	Author	Change

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1 PRODUCTION IMPLEMENTATION PLAN DESCRIPTION

Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

This form provides planning information for production implementation of the <Name of Project>.

Topic	Description
<i>Project Name</i>	
<i>Project Number</i>	
<i>Department or Business Unit Name</i>	
<i>Department / Business Unit Cost Center</i>	
<i>Sponsor Name and Telephone Number</i>	
<i>Project Manager Name and Telephone Number</i>	

Objective: This production implementation plan (PIP) describes the final steps necessary to implement the < Name of Project >.

Impacted Devices: The following is a list of names and logical addresses for all impacted applications / systems / databases / network devices.

Production Delivery: The following table lists the general steps necessary to deploy the product to production. Any detailed technical migration instructions and notes, etc., are entered in the Software and/or Hardware Implementation Steps sections.



Activity	Resource	Schedule	Comments

2 Technical Support Information

Primary Contact:		Phone:	
<i>(1st point of contact for implementation technical problems)</i>	After Hours Phone:	Cell:	
Secondary Contact:		Phone:	
<i>(2nd point of contact for implementation technical problems)</i>	After Hours Phone:	Cell:	

3 Potential Impacts

Technical Impact:	
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Applications and Location Impact:	<i>Provide information about applications that may be locally impacted.</i>
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Client Impact:	
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4 Software Components and Implementation Steps

Component	Label / Version	SourceSafe Location	Target Location

Step	Activity	Resource	Comments
1			
2			
3			
4			
5			



5 Hardware Components

Component	Model / Version	Target Location

6 Hardware Implementation Steps

Step	Activity	Resource	Comments
1			
2			
3			
4			
5			



7 Testing and Acceptance

The following table describes the steps necessary to test the changed items, either software or hardware, to ensure that they are ready for implementation into Production.

Step	Activity	Resource	Schedule	Comments

8 Rollback / Contingency

The following table describes the steps necessary to remove changes from the production environment in the event of critical issues, testing failures, or denials of requested approvals.

Step	Activity	Resource	Schedule	Comments



9 Required User Training and Documentation

Is user training or documentation required for this project? ☐ Yes ☐ No

Training / Documentation Activity	Resource	Schedule	Completed

10 Other Emergency Contacts

Office Resources

Name	Business Phone	Cell Phone

Remote Support

Name	Business Phone	Cell Phone