

# Deployment & Roll-Out Plan

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[Project Name]

[Organization and Country]

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## AUTHORS

This document was prepared by:

<b>John Doe</b> GHSC-PSM 251 18 <sup>th</sup> Street South, Suite 1200 Arlington, VA 22202 T: 202-XXX-XXXX F: 202-XXX-XXXX <a href="mailto:jdoe@ghsc-psm.org">jdoe@ghsc-psm.org</a>	<b>John Doe</b> GHSC-PSM 251 18 <sup>th</sup> Street South, Suite 1200 Arlington, VA 22202 T: 202-XXX-XXXX F: 202-XXX-XXXX <a href="mailto:jdoe@ghsc-psm.org">jdoe@ghsc-psm.org</a>	<b>John Doe</b> GHSC-PSM 251 18 <sup>th</sup> Street South, Suite 1200 Arlington, VA 22202 T: 202-XXX-XXXX F: 202-XXX-XXXX <a href="mailto:jdoe@ghsc-psm.org">jdoe@ghsc-psm.org</a>
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## TABLE OF CONTENTS

<b>1. INTRODUCTION.....</b>	<b>1</b>
1.1. SYSTEM OVERVIEW.....	1
1.2. DOCUMENT OVERVIEW.....	1
1.3. REFERENCE DOCUMENTS.....	2
<b>2. DEPLOYMENT SCHEDULE.....</b>	<b>3</b>
<b>3. COMMUNICATIONS.....</b>	<b>4</b>
3.1. POINTS OF CONTACT.....	4
3.2. STAKEHOLDER COMMUNICATION PLAN.....	4
3.3. USER COMMUNICATION PLAN.....	4
<b>4. DEPLOYMENT ENVIRONMENTS .....</b>	<b>5</b>
4.1. STANDARDS.....	5
4.2. ENVIRONMENTS.....	5
<b>5. SYSTEM DEPLOYMENT .....</b>	<b>6</b>
5.1. DEPLOYMENT DECISION.....	6
5.2. SITE PREPARATION .....	6
5.3. BACKUP ENVIRONMENTS .....	6
5.4. DATA.....	6
5.5. DEPLOYMENT.....	6
5.6. POST DEPLOYMENT.....	7
5.7. CONTINGENCY PLANNING.....	7
<b>6. DEPLOYMENT MANAGEMENT .....</b>	<b>8</b>
6.1. TRAINING .....	8
6.2. CHANGE CONTROL.....	8
6.3. LICENSING AND AGREEMENTS.....	8
6.4. RISK MANAGEMENT .....	8
<b>APPENDIX A: ACRONYMS AND DEFINITIONS.....</b>	<b>9</b>

## LIST OF TABLES

Table 1: System Identification.....	1
Table 2: Acronyms and Definitions .....	9

*<The Table of Contents and List of Exhibits above is matched to the section outline below. No additions or modifications should be required on this page. To update the table of contents to reflect current page numbers and modified section titles, place the mouse pointer in the table of contents and right click. Select **Update Field**, select **Update entire table**, and click **OK**>*

# 1. INTRODUCTION

The Deployment & Roll-Out Plan details the plan, method and schedule for deploying patches & upgrade throughout project life cycle and system roll-out plan to various locations.

## 1.1. System Overview

### 1.1.1. System Identification

Table 1: System Identification

<b>System Name:</b>	<System Name>	
<b>System Abbreviation:</b>	<System Abbreviation>	
<b>Current Version:</b>	<Enter version number of system, e.g. 1.01.00>	
<b>Previous Versions:</b>	<b>Version Number</b>	<b>Description</b>
	<Most recent version number, e.g. 1.01.00>	<Describe the release. e.g.: Password administration, updates to user administration, and a number of UI improvements to Admin screens.>
	<First version release number, e.g. 1.01.00>	Initial Release

### 1.1.2. Background & Overview

<Briefly summarize any background information that is relevant to the project. Enough detail should be provided to allow the reader to understand the general nature of the system; the history of system development, operation, and maintenance; and identification of current and planned operating sites.>

Background & Overview Text ...

## 1.2. Document Overview

<Insert additional summary of the purpose and contents of this document and describe any security or privacy considerations associated with its use. Insert any project specific comments and the type of development.>

This Deployment Plan defines the architectural specification for the <Project Name> system. The remaining sections are organized as follows:

- **Section 2. Deployment Schedule:** Provides a summary of the deployment schedules for software and maintenance releases.
- **Section 3. Communications:** Provides a summary of the key points of contact, and the stakeholder and user community communication plans for deployments.
- **Section 4. Deployment Environments:** Provides a summary of the deployment environments
- **Section 5. System Deployment:** Provides details on the process/procedures for deploying software and maintenance releases.

- **Section 6: Deployment Management:** Provides details on the management and controls related to deployment of systems.
- **Appendix A. Acronym List:** Lists the acronyms used within this document.
- <Add appendices as required>

### 1.3. Reference Documents

*<List the documents used as the basis for creation of this document, or documents referenced within this document.>*

Please reference the following documents which support the creation of, or support the contents within this document:

- Project Management Plan
- Requirements Specification
- *<List documents>*

## **2. DEPLOYMENT SCHEDULE**

*<List deployment types in subsections below.*

*Define release schedules/ maintenance windows – acceptable days and times for deployment, both scheduled and unscheduled.>*

Text ...

### **2.1. Development Releases**

*<Define “Development Release”*

*Describe schedule/ timing of release*

*Include scheduled, unscheduled, and emergency releases*

*Include minor releases (e.g. low-risk release), and major releases (e.g. high-risk release)>*

Text ...

### **2.2. Maintenance Releases**

*<Define “Maintenance Release”*

*Describe schedule/ timing of release*

*Include scheduled, unscheduled, and emergency releases.*

*Include minor patches (e.g. standard security patch), and major patches (e.g. service packs, version upgrades)>*

Text ...

### **3. COMMUNICATIONS**

#### **3.1. Points of Contact**

*<List all key points of contact.*

*Specify if they are POC for software releases, maintenance releases, or both.>*

Text ...

#### **3.2. Stakeholder Communication Plan**

*<Document communication procedures between all stakeholders, or reference a separate Communication Plan.*

*Specify any differences between software releases & maintenance releases.>*

Text ...

#### **3.3. User Communication Plan**

*<Define outreach procedures to inform the user base of deployment rollout.*

*Specify any differences between software releases & maintenance releases.>*

Text ...

## 4. DEPLOYMENT ENVIRONMENTS

*<Deployment environment overview>*

Text ...

### 4.1. Standards

*<List/Define client specific implementation standards.>*

Text ...

### 4.2. Environments

*<Define all utilized environments (e.g., Development, Test, User Acceptance).*

*Describe the differences between each environment.*

*Verify the policies and procedures related to the environments are created or updated, and distributed.>*

Text ...



## 5. SYSTEM DEPLOYMENT

*<Deployment overview>*

Text ...

### 5.1. Deployment Decision

*<Define criterion for Go/No Go decision making.*

*Specify any differences between software releases & maintenance releases.>*

Text ...

### 5.2. Site Preparation

*<Define tools used to support Implementation activities including use and who/ what group is responsible for tool administration.*

*Address site preparation requirements.*

*Define the configuration requirements.*

*Define system auditing procedures.*

*Specify any differences between software releases & maintenance releases.>*

Text ...

### 5.3. Backup Environments

*<Define procedures for backing up software.*

*Define procedures for backing up each environment.*

*Specify any differences between software releases & maintenance releases.>*

Text ...

### 5.4. Data

*<Document the processes necessary for data conversion or data loading.*

*Define the requirements for data archival and/or reporting.*

*Specify any differences between software releases & maintenance releases.>*

Text ...

### 5.5. Deployment

*<Describe process/procedures for software releases (e.g. releases for system under development) and maintenance releases (e.g. scheduled security patches). Note: These should be very similar.*

*Define migration strategies for deploying to each environment.*

*Define the system deployment procedures*

*Specify any differences between software releases & maintenance releases.>*

Text ...

## **5.6. Post Deployment**

*<Define procedures for operational verification of the system.*

*Specify any differences between software releases & maintenance releases.>*

Text ...

## **5.7. Contingency Planning**

*<Define the plan for system restoration.*

*Define contingency procedures, or reference a separate Contingency Plan.*

*Specify any differences between software releases & maintenance releases.>*

Text ...

## 6. DEPLOYMENT MANAGEMENT

### 6.1. Training

*<Define user training requirements.*

*Define the activities necessary for transition (e.g., staffing requirements, knowledge transfer, and training).>*

Text ...

### 6.2. Change Control

*<Specify how changes to the Deployment Plan are managed and controlled (e.g., the Deployment Plan is maintained in a version control system).*

*Define the process for review, approval, and communication of changes to the Deployment Plan (including effort estimates) is documented and implemented as defined.*

*Define the process for gaining client consensus / approval (if client deliverable) of the Deployment Plan is documented and implemented as defined.>*

Text ...

### 6.3. Licensing and Agreements

*< Clearly define and/or reference licensing agreements, warranty periods and support levels (e.g., COTS/GOTS, End User Licensing Agreements, Service Level Agreements).>*

Text ...

### 6.4. Risk Management

*<Document risks associated with implementation, including contingency and mitigation plans. >*

Text ...

## APPENDIX A: ACRONYMS AND DEFINITIONS

Table 2: Acronyms and Definitions

Acronym	Definition