

<See Instructions: Enter Department name >

<Project Name> Project Implementation Plan

Title *<briefly identify proposed project – if necessary, add a short subtitle of no more than 1 or 2 lines>*

From: < >

To: < >

File Name: <file name>

Date First Created: <mm/dd/yyyy>

Date Last Updated: <mm/dd/yyyy this date is very important because there may be multiple versions as new data is analyzed>

Purpose of the Document

The purpose of the implementation plan is to describe the agreements on the implementation timetable, activities, and work responsibilities.

Template Instructions

The change activity page may be too formal for some smaller projects or enhancements and can be removed.

*Insert information between left and right brackets - < >.
Delete Brackets.*

*Information in italics is additional template instructions.
Delete all italicized instructions.*

In file on the menu go to properties and in the summary folder enter the document title and author (person or group).

If the document is longer than 5 pages, you should insert an automatic table of contents

<Insert Diagram or Picture - Optional>

Document Change Activity

The following is a record of the changes that have occurred on this document from the time of its original approval

| # | Change Description | Author | Date |
|---|--------------------|--------|------|
| | | | |
| | | | |

| Implementation Plan | | | | |
|---------------------|--|-------------|-----------------|---------------|
| | Task | Responsible | Estimated Start | Actual Finish |
| 1. | Programs, test results, documentation are finalized. (Iterative process until changes/fixes are complete.) | | | |
| 2. | Customer signs off test results | | | |
| 3. | Coordinate implementation of project components | | | |
| 4. | Discuss potential questions about project with DHS Help Desk. | | | |
| 5. | Implementation date is negotiated with stakeholders, customers | | | |
| 6. | Training has been completed | | | |

| Implementation Plan | | | | |
|---------------------|--|-------------|-----------------|---------------|
| | Task | Responsible | Estimated Start | Actual Finish |
| 7. | Package and deploy the application and forms. (Iterative process until changes/fixes are complete.) | | | |
| 8. | Verify all project components have been implemented correctly | | | |