**IMPLEMENTATION AND MIGRATION PLAN  
(TNVS ADMINISTRATIVE)**

**TRAILAD.CO**

**MV Campus**

**Quezon City, Philippines, 1118**

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**PURPOSE**

The purpose of this Implementation and Migration Plan is to explain how the TNVS Administrative System will be deployed, installed, and transitioned from the project team to the operations team who will handle it after implementation. It ensures that everyone involved clearly understands the steps, responsibilities, and requirements for a smooth and successful transition.

This plan outlines how the TNVS Administrative System will move from the development and testing stages to being fully operational and managed by the administrative staff. It also ensures that all stakeholders — including project members, IT support, and administrative users — are informed about the transition process. Any changes to this plan will go through the project’s official change management process for approval before implementation.

**DESCRIPTION OF IMPLEMENTATION**

The implementation of the TNVS Administrative System includes the steps required to deploy and install the system, test its functionality, and prepare it for use by the administrative team. The main goal is to ensure that the system runs smoothly, all data is accurate, and all users are properly trained before the system goes live.

After the final testing phase, the TNVS System will be installed in the official administrative server of the organization. The IT team will ensure that all existing data (such as user records, reservations, and logs) is backed up and properly imported into the new system. Once the import is complete, the IT and project teams will verify that all features — including dashboard functions, database connections, and reporting tools — work correctly.

When the system passes verification, the TNVS Administrative team will undergo training to learn how to use the system efficiently. After the training, a short trial or “soft launch” will take place. During this period, the project and IT teams will monitor the system’s performance and fix any issues that may appear. Once the system is confirmed stable and secure, the TNVS Administrative System will officially go live and transition into full operation.

**POINTS OF CONTACT**

Clear communication is important for the success of this project. The table below lists the key contacts responsible for different areas of the TNVS Administrative System implementation and migration:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact Information** |
| Casimiro,Chris John Rey T. | Project Manager/ Implementation lead | 09959417935 |
| Muyargas, Karylle M. | Team Member/ Quality Assurance Officer | 09517294242 |
| Miano, Fercy | Team Member/ System Developer | 09506768835 |
| Quintana, Jhonel | Team Member/ Database Adminitrator | 09690157820 |
| Burio, Carl Miguel | Team Member/ IT Support Specialist | 09660678731 |
|  |  |  |
|  |  |  |

**MAJOR TASKS**

Below are the major tasks identified for the successful implementation and migration of the TNVS Administrative System:

1. **Complete System Design** – *(IT & Project Team)*  
   Finalize the overall system design, including all modules such as reservations, visitors, contracts, and dashboard integration.
2. **System Testing and Debugging** – *(Quality Assurance & Developer)*  
   Conduct final system tests to verify that all features function correctly and that no errors remain.
3. **Data Migration** – *(Database Administrator & IT Team)*  
   Transfer all necessary data from test servers to the live system, ensuring accuracy and integrity.
4. **User Training** – *(Project Team & IT Support)*  
   Train the TNVS Administrative staff on how to operate the system, generate reports, and manage administrative tasks.
5. **System Verification** – *(IT & QA Team)*  
   Confirm that the system works properly on live servers and that all user accounts, security measures, and permissions are active.
6. **Go Live / Launch** – *(All Teams)*  
   Officially launch the TNVS Administrative System for use by the operations team.
7. **Post-Implementation Review and Support** – *(Project Team)*  
   Monitor system performance, collect feedback from users, and make necessary adjustments or fixes.

**IMPLEMENTATION SCHEDULE**

The implementation schedule for the TNVS(Transport Network Vehicle System) Adminitrative is provided below:

|  |  |
| --- | --- |
| **Task/Milestone** | **Scheduled Completion Date** |
| Complete System Design | October 6, 2025 |
| System Testing and Debugging | October 8, 2025 |
| Data Migration | October 9, 2025 |
| User Training | October 10, 2025 |
| System Verification | |  | | --- | |  |   ==--=   |  | | --- | | October 11, 2025 | |
| Go Live/Launch | |  | | --- | |  |  |  | | --- | | October 12, 2025 | |
| Post-Implementation Review | October 13, 2025 |

**SECURITY**

System security is a key part of the TNVS implementation. The system will be installed on a secured server managed by the IT department, protected by existing firewalls and authentication systems. Only authorized administrative staff will have access to the system, and all logins will be monitored for security purposes.

Data backups will be scheduled daily to prevent data loss. Additionally, the IT support team will regularly check for software vulnerabilities and apply security updates when needed to maintain system protection.

Security audits will be conducted monthly to check for vulnerabilities or outdated software. Any discovered risks will be immediately resolved following the **Risk Management Plan**. By prioritizing strong data protection, TNVS ensures that all information remains secure, reliable, and confidential throughout the system’s use.

**IMPLEMENTATION SUPPORT**

Implementation support is vital to the successful deployment of the TNVS Administrative System. During the implementation phase, multiple teams will collaborate closely to ensure smooth progress and immediate troubleshooting when needed.

The **Project Manager** will oversee all operations, monitor deadlines, and ensure that the system’s deployment aligns with the approved schedule and documentation. The **IT Team** will handle the technical side — server setup, installation, configuration, and user access. The **Quality Assurance (QA) Team** will test every function after migration to confirm that there are no performance issues or data inconsistencies.

In case of system downtime, a **response team** (Project Manager, IT, and QA staff) will coordinate through the **Communication Management Plan** to restore the system as quickly as possible. Ongoing support and feedback collection will ensure that the TNVS system remains efficient, reliable, and user-friendly after implementation.

**LISTING OF HARDWARE, SOFTWARE AND FACILITIES**

Implementation depends on having the right hardware, software, and facilities to support smooth operations. These resources ensure that the system runs efficiently, data is processed securely, and staff can perform their administrative tasks without delay. Proper setup of the equipment and facilities also helps maintain system reliability and reduces downtime during daily use.

**Hardware/Software Requirements:**

* TNVS System software package (latest version)
* Secure organization server (existing)
* Desktop computers and laptops for administrative staff
* Stable internet connection for data synchronization

**Facilities:**

* TNVS Administrative Office (existing)
* IT Monitoring Room for support and updates
* Training area for staff orientation and simulation

**PERFORMANCE MONITORING**

After going live, the TNVS system’s performance will be checked regularly. The **Administrative Officer** and **IT Team** will track loading speed, report generation, and user response time. Performance data will be compared to initial testing benchmarks.

If any slowdown or system errors occur, IT support will perform an immediate assessment to find the root cause. The **Quality Assurance Team** will record all issues in the **Issue Log** to ensure transparency and accountability. Weekly reports will be submitted to the Project Manager until the system’s performance becomes fully stable.

**IMPLEMENTATION REQUIREMENTS**

These requirements include the proper setup of hardware, software, personnel, and facilities needed to operate the system effectively. Meeting these requirements will help prevent errors, reduce downtime, and make sure that the transition from the project phase to full operation is seamless.

The TNVS Administrative project team and stakeholders have carefully identified and gathered all necessary requirements to complete the system’s setup and migration. Since this is a medium-scale internal project, most of the resources will come from existing facilities and staff. Below is the complete list of requirements necessary for successful implementation:

**Hardware/Software:**

* Functional TNVS administrative system software (latest version)
* Secure organization server for database and file management
* Stable and reliable internet connection for data updates and monitoring
* Desktop computers and laptops for administrative users
* Backup storage or cloud service for data security and recovery

**Personnel:**

* Project Manager – oversees implementation and ensures deadlines are met
* IT Support Team – handles software setup, data migration, and troubleshooting
* Administrative Team – performs testing, data entry, and report validation
* Trainers – provide system orientation and usage training to staff
* Security Administrator – monitors data access and ensures system safety

**Facilities:**

* TNVS Administrative Office – main operational site
* IT Monitoring Room – for technical support and maintenance activities
* Training Room – used for user training and si

**BACKOUT PLAN**

The **Back-Out Plan** serves as a safety procedure in case the TNVS Administrative System experiences critical issues during or after deployment. If unexpected system errors, data loss, or technical problems occur that affect operations, the IT team will immediately initiate the back-out procedure.

Step 1: **Immediate System Deactivation** – The system will be temporarily taken offline to prevent further damage or corruption.

Step 2: **Data Restoration** – Backup data from the last successful operation will be restored to the system server.

Step 3: **Manual Operation** – While the system is under recovery, administrative staff will switch to manual record-keeping to ensure that day-to-day tasks continue smoothly.

Step 4: **Error Analysis** – The IT and QA teams will conduct a detailed investigation to identify the cause of the issue and prepare a report for management.

Step 5: **System Correction and Testing** – The identified issues will be fixed and tested again before reactivation.

**POST IMPLEMENTATION VERIFCATION**

Any issue found during this stage will be logged, prioritized, and fixed based on its impact on operations. Once all verification tasks are complete and the system is proven stable, the project team will hold a **Post-Implementation Review Meeting** with all stakeholders. During this meeting, they will confirm the system’s full functionality, summarize lessons learned, and officially close the implementation phase.

Post-verification ensures that the TNVS Administrative System is fully reliable, efficient, and ready for long-term use by the organization. The **Project Manager** and **IT Team** will observe system activity to confirm that all modules — such as reservations, visitors, and contract management — are working properly. They will test features such as login access, data entry, report generation, and dashboard analytics. The **Quality Assurance Officer** will also collect feedback from administrative users to identify any remaining bugs or usability issues.