**United States Department of Agriculture**

Food and Nutrition Service



**Office of Information Technology**

**Portfolio Management Division (PMD)**

**FNS System Disposition Plan Template**

**for**

**[Project or System Name]**

**Version 1.1**

September 09, 2013

**Revision History**

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| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 03-19-2012 | IT Governance Branch (ITGB) | Created the document. |
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| 1.2 |  |  |  |
| 1.3 |  |  |  |

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# Glossary

| **Acronym** | **Description** |
| --- | --- |
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# Introduction

## Purpose of Disposition Plan

This section provides the purpose of the Disposition Plan. Reference the information system name and provide identifying information about the system undergoing disposition.

## System Overview

This section provides a brief description of the information system and the high level functionality provided by the system. This section also highlights what functions will no longer be available to the end users of the system.

## Date of Disposal

This section provides the date on which the system is disposed.

## Reason for Disposal

This section provides a brief description of the business and/or technical reasons why this information system should be retired/disposed of (i.e., older technology, additional maintenance, security risks, etc.).

## Points of Contact

List the names, titles, and contact information of the major participants in the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Contact Phone Number** | **Contact Email** |
|  | OIT Project Manager |  |  |
|  | SME |  |  |
|  | Business Analyst |  |  |
|  | Architect |  |  |
|  | Developer |  |  |
|  | Tester |  |  |
|  | End User |  |  |

# Transition Planning

## Stakeholder Impact

This section provides a brief description of how stakeholders and/or end users may be impacted by the loss of functionality from the disposition of this information system and any proposed workaround solutions. This section should also include any technical interdependencies with other systems that may need to be mitigated.

|  |  |  |
| --- | --- | --- |
| **Affected Personnel** | **Impact** | **Proposed workaround** |
| People affected by system disposition. | Impact on people. | Specify the workaround. |
|  |  |  |
|  |  |  |

## Security Impact

This section should include the information about the security issues, security risks and mitigation strategies for the system.

|  |  |  |
| --- | --- | --- |
| **Risk Areas** | **Impact** | **Mitigation** |
| Specify risk areas. | Specify impact on security. | Specify mitigation strategies. |
|  |  |  |
|  |  |  |

## Notifications

This section describes the plan for notifying known users of the system being shut down, and other affected parties, such as those responsible for other, interfacing systems, and operations staff members involved in running the system.

# System Disposition

## Data Disposition

This section describes the plan for archiving, deleting, or transferring to other systems the data files and related documentation in the system being shut down.

## Software Disposition

This section describes the plan for archiving, deleting, or transferring to other systems the software library files and related documentation in the system being shut down.

## System Documentation Disposition

This section describes the plan for archiving, deleting, or transferring to other systems the hardcopy and softcopy systems and user documentation for the system being shut down.

## Equipment Disposition

This section describes the plan for archiving, deleting, or transferring to other systems the hardware and other equipment used by the system being shut down.

# Project Closedown (as applicable)

## Project Staff

This section describes the plan for notifying project team members of the shutdown of the system, and the transfer of these team members to other projects.

## Project Records

This section describes the plan for archiving, deleting, or transferring to other projects the records of project activity for the project that has been maintaining the system being shut down.

## Facilities Disposal

This section describes the plan for transferring or disposing of facilities used by the project staff for the system being shut down.

# Appendix A: 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** |
| Document Name and Version Number | Document description | URL or Network path where document is located |
|  |  |  |
|  |  |  |

# Approvals/Signatures

The undersigned acknowledge that they have reviewed the [name of document] document and agree with the information presented within this document. Changes to this document will be coordinated with, and approved by, the undersigned, or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | [Project or System Name] Project Manager |  |  |
|  |  |  |  |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | [Project or System Name] Business Owner |  |  |
|  |  |  |  |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | Organization’s Approving Authority |  |  |