**Implementation and Migration Plan**

**<Logistic 1 Smart warehousing and procurement system>**

**DropIT - Logistics**

**1071 Brgy. Kaligayahan Quirino Highway**

**Quezon City, Metro manila**

**Date**

**Table of Contents**

[Purpose 3](#_Toc379822645)

[Description of Implementation 3](#_Toc379822646)

[Points of Contact 4](#_Toc379822647)

[Major Tasks 5](#_Toc379822648)

[Implementation Schedule 6](#_Toc379822649)

[Security 6](#_Toc379822650)

[Implementation Support 7](#_Toc379822651)

[Listing of Hardware, Software, and Facilities 7](#_Toc379822652)

[Performance Monitoring 8](#_Toc379822653)

[Implementation Requirements 8](#_Toc379822654)

[Back Out Plan 9](#_Toc379822655)

[Post Implementation Verification 10](#_Toc379822656)

# Purpose

The purpose of this Implementation and Migration Plan is to formally communicate how the DropIT - Logistics system—comprising the Smart Warehousing System (SWS), Procurement & Sourcing Management (PSM), Project Logistics Tracker (PLT), Asset Lifecycle & Maintenance System (ALMS), and Document Tracking & Logistics Records System (DTRS)—will be deployed, installed, and transitioned into live operation.

This plan specifically details the migration process from the Project Team (Scrum Master, Product Owner, Development Team, QA) to the designated operational group, which includes the IT/System Administrator, Warehouse Manager, and Support Staff The goal is to ensure all stakeholders are fully aware of the steps, specific requirements, and responsibilities involved in successfully completing the Final Deployment (scheduled for October 15, 2025) and migrating the product to the ongoing operational environment.

Any requested changes to this plan, particularly concerning the timeline, budget, or system configuration, must be submitted through the project’s established change control process for formal review and approval prior to implementation.

# Description of Implementation

The implementation of the DropIT - Logistics project consists of the final steps involved in the deployment and installation of the five core logistics solutions—the Smart Warehousing System (SWS), Procurement & Sourcing Management (PSM), Project Logistics Tracker (PLT), Asset Lifecycle & Maintenance System (ALMS), and Document Tracking & Logistics Records System (DTRS)—into the live production environment. This section provides all stakeholders with a detailed understanding of the carefully planned, highly technical effort required to transition from the development environment to full operational status.

The overall implementation is deliberately designed to align with the Agile methodology's Final Deployment phase, ensuring system functionality is fully verified before being migrated to the responsible operational groups (IT/System Administrator, Warehouse Manager, etc.) for continued operations.

## Implementation Steps Prior to Migration

Upon the completion of the iterative Development and Testing phases, and once all five modules have passed the final Sprint Review, the following steps will be executed:

Staging Environment Validation: The final, stable version of the combined DropIT system will be loaded onto a dedicated staging server. The Quality Assurance (QA) team, in conjunction with the Development Team, will conduct rigorous final acceptance testing against all Success Criteria, including simulation runs to verify the targeted 30% improvement in fulfillment efficiency.

Code and Production Server Setup: Once validation is complete, the Development Team will load the system code onto the designated production server environment. The IT/System Administrator will concurrently configure all necessary network, security (encryption and role-based access), and database parameters on the production server. The system will be partitioned off to prevent any user access at this stage.

Core Functionality Verification: The Development Team and QA will execute smoke tests and performance validation tests on the live production servers to confirm basic functionality and system stability. This confirms the new modules operate correctly within the company’s actual infrastructure.

Data Migration Readiness: Following system verification, the IT/System Administrator will perform the initial data load, capturing essential existing logistics data (such as current inventory levels for SWS and existing asset registers for ALMS) from any legacy systems and importing them into the DropIT database structure. This data integrity check is critical before user access is granted.

## System Cutover and Go-Live

Once the Development Team and IT/System Administrator have verified functionality and data integrity on the production servers, the system is prepared to go live:

Organizational Communication: The Scrum Master will distribute a formal notification to all impacted internal stakeholders (Executives, Warehouse Manager, Stock Clerk, etc.) communicating the precise date and time of the cutover from any legacy processes to the new DropIT system.

Final Data Capture: Immediately prior to the planned go-live, the IT/System Administrator will conduct a final, real-time capture of all transactional logistics datafrom the legacy system. This is the final data set to be imported into the DropIT database, ensuring zero data loss during the transition.

Legacy System Decommission: Once the final data import has been verified and deemed successful by the IT/System Administrator, the legacy system will be immediately turned off to prevent data discrepancies and ensure all new activities flow through DropIT.

System Go-Live and Initial Monitoring: Upon approval from the Product Owner and IT/System Administrator, the DropIT system will go live and be made accessible to the trained end-users. The maintenance and logistics staff will immediately begin utilizing the new system for all operational tasks. This process is supported for a period of forty-eight hours by the Development Team and Support Staff to monitor for critical bugs and ensure rapid acceptance of the new tool.

Completion of this two-day stabilization period, successful resolution of any critical production issues, and the formal verification that all Acceptance Criteria have been met and signed off by the Product Owner, formally ends the Implementation Phase of the DropIT - Logistics project.

# Points of Contact

The DropIT – Logistics Project involves multiple roles that span planning, development, testing, deployment, and post-implementation support. To ensure smooth communication and coordination across all project phases, the following points of contact (POC) chart identifies the responsible individuals for specific areas of concern. Stakeholders should direct inquiries, issues, or feedback to the appropriate contact listed below to maintain clear and efficient communication throughout the project lifecycle.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact Information** |
| Milo Reyes | Scrum Master | (555) 555-1000 |
| Mark Niel Villahermosa | Product Owner | (555) 555-1111 |
| John Rey Ablen | Development Team | (555) 555-1112 |
| Johnclarence Albano | Quality Assurance | (555) 555-1114 |
| Marvin Castro | Support Staff | (555) 555-1332 |

# Major Tasks

The DropIT – Logistics Project Team has developed a list of major tasks required to successfully implement and deploy the DropIT Logistics System. All of these tasks have been reviewed and validated by the project team to ensure alignment with the defined scope, objectives, and Agile development approach. Each task has been assigned to a responsible individual or group, and all stakeholders have been informed of their respective roles and deliverables. The list of major tasks for the DropIT – Logistics Implementation and Migration Plan is as follows:

1. **Complete System Architecture and Design: Development Team**  
   This task involves finalizing the overall system design and architecture for DropIT Logistics, ensuring that all five modules—SWS, PSM, PLT, ALMS, and DTRS—are structurally compatible and scalable for integration.
2. **Database Development and Configuration: Development Team**  
   This task focuses on designing and configuring the logistics database, defining data relationships, and ensuring the database can support all logistics functions efficiently.
3. **Module Development and Integration: Development Team**  
   This task covers the iterative development and integration of each logistics module. The team will use sprint-based cycles to progressively build and test each component, ensuring functional interoperability.
4. **System Testing and Quality Assurance: Quality Assurance Team**  
   This task includes conducting multiple testing stages—unit, integration, and system testing—to identify, document, and resolve bugs or performance issues before deployment.
5. **User Interface and Experience Optimization: Development Team**  
   This task ensures that the user interface of DropIT Logistics is intuitive, responsive, and aligned with user expectations, improving accessibility and usability across all modules.
6. **User Training and Documentation: Scrum Master and Support Staff**  
   This task focuses on preparing comprehensive training materials, conducting user onboarding sessions, and developing user manuals to ensure smooth adoption of the new system.
7. **System Deployment and Go-Live: IT Group and Scrum Master**  
   This task involves deploying the system to the production environment, performing system validation, monitoring the launch, and ensuring the system operates without disruption.
8. **Post-Deployment Support and Maintenance: Support Staff**  
   This task covers ongoing support after launch, addressing technical issues, applying patches, and monitoring performance to maintain system reliability and user satisfaction.
9. **Operational Acceptance and Handover: Product Owner and Stakeholders**  
   This task involves formal acceptance of the system by stakeholders after verifying that all objectives, performance standards, and user requirements have been successfully met.

# Implementation Schedule

The implementation schedule for the DropIt is provided below. For consistency, the major tasks/milestones described above are included in this schedule for awareness of the project team and stakeholders.

|  |  |
| --- | --- |
| **Task/Milestone** | **Scheduled Completion Date** |
| Complete MaintMax Design | July 1, 20xx |
| Complete Testing | August 1, 20xx |
| Complete Operator Training | August 20, 20xx |
| Verify Functionality on Maintenance Servers | October 1, 20xx |
| Complete Data Capture | October 15, 20xx |
| Go Live/Launch | October 20, 20xx |
| Operational Acceptance | November 1, 20xx |

# Security

DropIT – Logistics will strictly adhere to information security standards throughout its implementation and migration process. All security measures will be established and enforced by the Project’s IT Group, under the supervision of the Scrum Master and Product Owner.

The DropIT Logistics System and its associated modules—SWS, PSM, PLT, ALMS, and DTRS—will reside within a secured network environment equipped with organization-level firewalls and access controls.

All data, including user credentials, transactions, and logistics records, will be encrypted using industry-standard AES-256 encryption. The system will implement role-based access controls (RBAC) to ensure that users can access only the modules and data relevant to their roles. Two-factor authentication (2FA) will be integrated for administrative access, and all login attempts will be logged for audit purposes.

The Security Administrator and Development Team will collaborate in all phases of design, testing, implementation, and migration to ensure compliance with internal security policies. Once the system transitions to operational use, it will be continuously monitored for vulnerabilities, with regular security audits and data backups performed weekly. Any detected threat or breach will trigger an immediate containment and recovery protocol to preserve system integrity and business continuity.

# Implementation Support

The DropIT – Logistics Project will require a moderate level of support from internal groups, particularly during implementation and post-deployment. The main support personnel will include the Scrum Master, Development Team, Quality Assurance, and Support Staff.

The Scrum Master will coordinate all meetings, sprint reviews, and retrospective sessions to ensure alignment with project goals. The Development Team will provide direct technical support for integration, system testing, and bug resolution during the migration process.

The Quality Assurance Team will verify system stability and validate modules through testing environments before deployment. Once deployed, the Support Staff will take the lead in user assistance, troubleshooting, and maintenance operations.

Additionally, user training sessions will be conducted by the Scrum Master and Support Staff to guide logistics personnel and ensure proper system usage. If extra assistance is required during the go-live phase, coordination will be handled through the Scrum Master and IT Group Lead to provide on-call technical support.

# Listing of Hardware, Software, and Facilities

The DropIT – Logistics Project requires a reliable technical environment to ensure successful implementation and migration.

**Hardware:**

* Dedicated project server for hosting the DropIT Logistics System
* Development and testing workstations for each module
* Secure network storage for database backups and documentation

**Software:**

* Backend: Laravel (PHP Framework)
* Frontend: ReactJS
* Database: MySQL
* Development Tools: Visual Studio Code, Git, and Docker
* Project Management: Trello or Jira for sprint tracking

**Facilities:**  
All development and testing activities will take place within the project team’s existing workspace equipped with stable internet connectivity and power backup. No additional physical facilities are required, as the current infrastructure meets the project’s operational and technical needs.

# Performance Monitoring

Performance monitoring for DropIT – Logistics will be a continuous process to ensure stability, efficiency, and reliability after deployment. The Development Team and Quality Assurance personnel will jointly establish performance benchmarks during system testing. Once migrated to production, the system will utilize monitoring tools to track uptime, response times, transaction success rates, and module performance. Performance data will be collected automatically and compiled into weekly reports by the Support Staff for review by the Scrum Master and Product Owner.

If any irregularities or performance issues are identified, they will be immediately escalated to the Development Team for root cause analysis and corrective action. This proactive monitoring approach ensures optimal functionality and prevents performance degradation over time.

# Implementation Requirements

The successful implementation and migration of DropIT – Logistics depend on fulfilling several key requirements identified by the project team.

**Hardware/Software:**

* Functional development and testing servers – existing
* Secure production server – new deployment for this project
* Licensed copies of Laravel, ReactJS, MySQL, and supporting tools – existing

**Personnel:**

* Scrum Master – project oversight and sprint facilitation
* Development Team – backend and frontend implementation
* Quality Assurance – testing and validation
* Support Staff – post-deployment support and documentation
* Security Administrator – ongoing data protection and access control

**Facilities:**

* Existing office workspace with internet and power backup

**Other Requirements:**

* Approved budget allocation
* Finalized sprint backlog and technical documentation
* Validated user requirements and stakeholder sign-offs

# Back Out Plan

In case the DropIT – Logistics implementation encounters critical issues during deployment or migration, a structured back-out plan will be executed to ensure operational continuity. During the deployment phase, a complete system backup will be performed to capture all application files, configurations, and databases. The legacy or test version of the system will remain active until full validation of the production environment is achieved.

If a system failure occurs post-launch, the IT Group will immediately initiate the rollback procedure by restoring the previous stable version of the system and reactivating user access to the backup environment. Operations will continue using the backup system while the Development Team conducts root cause analysis and applies necessary fixes.

This approach guarantees minimal disruption to logistics operations while maintaining data integrity and user access during troubleshooting.

# Post Implementation Verification

After the successful deployment of DropIT – Logistics, several steps will be taken to verify that the implementation meets all project requirements and performance standards. First, all users will verify access permissions and the ability to perform assigned functions within their designated modules. The Support Staff will then confirm that all logistics processes—such as procurement requests, warehouse tracking, and asset monitoring—operate correctly and that data synchronization across modules is accurate.

The Scrum Master and Product Owner will review verification reports, feedback, and test results with the project team to validate system performance. Once all modules pass operational and functional checks, the system will be formally accepted as fully implemented. Final documentation, including deployment logs, test summaries, and user feedback reports, will be archived as part of the post-implementation review to confirm project completion and readiness for ongoing operations.