**ICTICT517 Assessment 6: Develop action plan: Action Plan Table**

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| **Date** | **Student Name / ID** | **Student Signature** | **Reviewer** |
| 05-19-2024 | WangYiZhuo/S1554654 | WangYiZhuo |  |

Provide your details in the above section.

Activities in this task are a continuation of activities in the previous assessment tasks and are based on the scenario presented in assessment 2

Using the table below, you are to produce an action plan for the ICT objective: ***Deploy the LMS system infrastructure in the cloud within the next 6 months***

Your tasks/steps must be based on the given environment, procedures and staff roles. Your descriptions have to include:

* At least 7, but no more than 15 action tasks/steps (add table rows as required)
* A well-defined and concise description of what each task/step is to achieve [based on your previous work, use 2 – 10 words]
* Prioritised tasks/steps reflecting appropriate timelines as necessary to reach the above specified ICT objective
* People or roles who will be in charge of carrying out each task/step [assignment based on YAT College staff roles]
* Start and due dates (deadlines) as well as milestones [must fit in with the Strategic Plan ICT objective timeline, use 1-10 words for milestones]
* Resources needed to complete the tasks [may include materials/people/budget, use 1 – 20 words]
* Indicate how you will measure the progress of each task/step [use 2 – 10 words]
* List the desired outcome for each task/step [use 1 – 10 words]

| **Task/ Step** | **Action Task/Step Description** | **ICT Staff**  **Responsible** | **Start Date** | **Milestone** | **Due Date** | **Resources Needed** | **How will Progress be Measured** | **Desired Outcome** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | ***Conduct infrastructure assessment*** | ***IT Infrastructure Team*** | ***2024-05-20*** | ***Infrastructure review*** | ***2024-06-10*** | ***Cloud expertise tools*** | ***Completion of assessment*** | ***Understanding of current infrastructure and requirements*** |
| 2 | ***Design cloud architecture*** | ***Cloud Architect*** | ***2024-06-11*** | ***Architecture blueprint*** | ***2024-06-30*** | ***Cloud design tools, software*** | ***Design approval*** | ***Blueprint for cloud infrastructure*** |
| 3 | ***Set up cloud environment*** | ***Cloud Engineer*** | ***2024-07-01*** | ***Cloud setup completion*** | ***2024-07-15*** | ***Cloud platform access, budget*** | ***Environment readiness*** | ***Functional cloud environment*** |
| 4 | ***Migrate LMS to cloud*** | ***Migration Team*** | ***2024-07-16*** | ***Migration plan*** | ***2024-08-31*** | ***Data migration tools, staff*** | ***Migration completion*** | ***LMS running on cloud*** |
| 5 | ***Test LMS functionality in cloud*** | ***QA Team*** | ***2024-09-01*** | ***Testing report*** | ***2024-09-15*** | ***Testing tools, test scripts*** | ***Test results review*** | ***Verified LMS functionality*** |
| 6 | ***Train staff on new cloud LMS*** | ***Training Coordinator*** | ***2024-09-16*** | ***Training sessions*** | ***2024-09-30Cloud Architect*** | ***Training materials, trainers*** | ***Training attendance, feedback*** | ***Staff proficient in new LMS*** |
| 7 | ***Monitor and optimize cloud performance*** | ***Cloud Operations Team*** | ***2024-10-01*** | ***Performance reports*** | ***2024-10-15*** | ***Monitoring tools, optimization tools*** | ***Performance metrics*** | ***Optimized cloud performance*** |
| 8 | ***Implement security measures*** | ***Security Team*** | ***2024-10-16*** | ***Security audit*** | ***2024-10-31*** | ***Security software, policies*** | ***Security test results*** | ***Secured LMS environment*** |
| 9 | ***Conduct user acceptance testing (UAT)*** | ***UAT Team*** | ***2024-11-01*** | ***UAT sign-off*** | ***2024-11-15*** | ***User feedback forms, UAT scripts*** | ***User feedback*** | ***User-approved LMS deploymen*** |
| 10 | ***Final deployment and go-live*** | ***Project Manager*** | ***2024-11-16*** | ***Go-live confirmation*** | ***2024-11-30*** | ***Deployment checklist, support team*** | ***Successful go-live*** | ***Fully operational LMS in cloud*** |

Using correct etiquette of communication, email the action plan document to your superior (role provided by teacher) for feedback and approval.