# [ Project Name ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Created By:** |  | **Date:** |  |

**SOLUTION ROLLOUT**

**Release Type:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| All at once |  | Phased |  | Pilot |  |

**Release Type Notes:**

Details

**SUPPORT AT RELEASE**

**Release Resources:**

|  |  |  |
| --- | --- | --- |
| Name | Contact Information | Role/Responsibilities |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Reference Materials:**

* Reference item – resource assigned to create
* Reference item – resource assigned to create
* Reference item – resource assigned to create

**Issue Reporting Process:**

Details

**Reoccurring Meeting Description:**

Details (how often, how long, typical agenda)

**TURN OVER TO SUPPORT**

**Support Team Description:**

Details

**Support Documentation:**

* Support item – resource assigned to create – storage location
* Support item – resource assigned to create – storage location
* Support item – resource assigned to create – storage location

**Escalation Contacts:**

|  |  |  |
| --- | --- | --- |
| Name | Contact Information | Expertise/Notes |
|  |  |  |
|  |  |  |
|  |  |  |