

# CSC430 - Software Engineering

*< Freedom >*

## Deployment Plan

*<12> <2021>*

**Version** *<1.0.0>*

## Revision History

**Note:** The revision history cycle begins once changes or enhancements are requested after the Deployment Plan has been baselined.

Date	Version	Description	Author
12/18/2021	1	Most of business requirement	Nan Jia
2/1/2022	1.0.1	Fix bugs when presenting to clients	Nan Jia

## Artifact Rationale

The Deployment Plan defines the scope and approach planned for the deployment of project deliverables. The plan includes information about system support, issue tracking, escalation processes, and roles and responsibilities that apply before, during, and after deployment. Its purpose is to provide clients, stakeholders and support personnel with a smooth transition to the new product or software. It should be structured appropriately, to reflect deployment planning for a single location or multiple locations, a single-phase deployment or a multiphase deployment, and should identify the requirements and responsible party for each process step.

## Instructions

Activity	New Capability (A)	Feature Enhancement (B)
Field Deployment (1)	Yes	Yes
Cloud/Web Deployment (2)	Yes	Yes
Mobile Application (3)	Yes	Yes

## Table of Contents

<b>1. Introduction.....</b>	<b>1</b>
1.1. Purpose.....	1
1.2. Key Definitions.....	1
1.3. Plan Overview.....	2
1.4. Assumptions.....	2
<b>2. Roles and Responsibilities.....</b>	<b>3</b>
<b>3. Schedule.....</b>	<b>4</b>
3.1. Timeline - ESE/FO.....	4
3.1.1. Master Deployment Schedule.....	4
<b>4. Site Readiness Assessment.....</b>	<b>5</b>
4.1. Special Operational Requirements.....	5
4.2. Deployment Topology.....	5
4.3. Site Information (Locations, Deployment Recipients.).....	5
4.4. Site Preparation.....	5
4.5. Assessment of Deployment Readiness.....	6
<b>5. Resources.....</b>	<b>6</b>
5.1. Facility Specifics ( <i>optional</i> ).....	6
5.2. Hardware - ESE.....	6
5.3. Software - ESE.....	7
<b>6. Documentation and Training.....</b>	<b>7</b>
6.1. Documentation – ESE.....	7
6.1.1. Communications – ESE.....	8
6.2. Training ( <i>optional</i> ).....	8
<b>7. Approval Signatures.....</b>	<b>9</b>

# 1. Introduction

This document describes the plan to deploy and install the *<freedom>*, as managed through the *<Freedom Ecommerce Platform>* project. This document is a companion to the project management plan for this effort.

## 1.1. Purpose

The purpose of this plan is to provide a single, common document that describes how, when, where, and to whom the *<freedom>* will be deployed and installed. Appropriate communications planning should also be completed, as well as the training plan and rollout schedule.

## 1.2. Key Definitions

**Deployment Design.** Phase of the solution life cycle in which architectural design and implementation specifications are developed and tested. The preparation of plans and specifications necessary to implement the solution are part of the Deployment Design phase. At the end of the Deployment Design phase, a solution is ready for implementation in the production environment.

**Implementation.** Phase of the solution life cycle in which the newly designed or changed hardware, software, functionality, or process is installed into the production environment and activated. The specifications and plans created during Deployment Design steer the work that is performed during the Implementation phase.

**Release.** Release baseline is defined as the product build (software and hardware specifications) along with the body of documents that support testing, installation, operations, training, and support of the product. Projects will determine the release baseline early in the development cycle. Baseline components enter change control once the project is approved for deployment.

## 1.3. Plan Overview

Deployment and installation of *<freedom>* is planned as a *<Choose one of the following deployment types: phased, concurrent, parallel, iterative, simultaneous, online>* rollout to *<enter the client name>*

Deployment will be performed by *<Freedom Developers>* team members with representatives from peer organizations, as needed. Installation will be performed by *<Freedom Developers>* team members, along with representatives from peer organizations.

## 1.4. Assumptions

*Following is a list of assumptions that may be used as examples for tailoring this section to the specific characteristics and needs of the project. Enter other assumptions as appropriate, and revise or remove those that do not pertain to the project.*

The Deployment Plan is developed with the following assumptions:

- Deployment, installation, and ongoing maintenance costs (including capacity planning, recurring costs) will be identified and funded. All funding sources and issues should be resolved and documented prior to deployment and installation.
- Product Development will complete collaborative field testing (site survey) prior to deployment.
- Release Management will certify production readiness based upon the level of testing that has occurred prior to deployment. As part of the release baseline, this information will be identified in the release profile.
- Product Development will provide a training plan prior to deployment.

## 2. Roles and Responsibilities

*List the teams that will perform the steps described in this plan, and include the following information:*

- *Who is involved in this deployment*
- *What teams are involved*
- *Who is responsible for doing what tasks*
- *What is the breakdown of labor and responsibilities*
- *Who is in charge?*

*You may wish to include a Deployment Roles and Responsibilities Table to capture deployment and installation activities, when they will be performed, and who will responsible. This will usually only apply to Field Deployment of new capabilities or feature enhancements. Design activities are not included in this phase. Tailor the table to the attributes/circumstances of the project.*

**Table 1: Deployment Roles and Responsibilities**

ID	Team	Phase / Role	Tasks	Project Phase (See Schedule)
	Product Development (depending upon project ownership)	Deployment	Plan and schedule deployment (including orchestration with vendors)	

ID	Team	Phase / Role	Tasks	Project Phase (See Schedule)
	Product Development (depending upon project ownership)	Deployment	Develop O&M Plan	
	Field Team	Deployment	Test for operational readiness	
	Field Team	Deployment	Execute deployment	
	Field Team	Installation	Plan and schedule installation	
	Field Team	Installation	Ensure authority to operate and that certificate authority (CA)/security documentation is in place	
	Field Team	Installation	Validate through facility to ensure that IT equipment has been accepted using asset inventory processes	
	Field Team	Installations	Coordinate training	

### 3. Schedule

The Schedule section of this document must be completed for all project types.

This section provides the schedule and milestones for the deployment..

#### 3.1. Timeline - ESE/FO

The deployment and installation is scheduled to run for *<4 days>*, as depicted in the master deployment schedule.

DAY 1: Installed necessary files and dependencies

DAY 2: Testing website locally, inserting products and user information

DAY 3: Setting up admin and seller accounts

DAY 4: Ensuring the client knows how everything works as well as how to host the website

### 4. Site Readiness Assessment

*The Site Readiness Assessment section of this document must be completed for project types 1a and 1b. For other project types it is optional. The PM should tailor these paragraphs according to the characteristics of the project, to answer the following:*

- Where is this deployment happening?*
- What product, site, or object is the physical recipient of this deployment?*
- Is it happening at physical locations?*

- *Is it happening to devices? Desktops? Mainframe systems?*
- *Is there a site readiness checklist available that can be completed prior to installation?*

This section discusses the locations that will receive the <freedom> deployment..

## 4.1. Site Information (Locations, Deployment Recipients.)

*Please note that this template uses the generic word “site” to refer to the physical location that will host the deployed product. Please substitute other terms as appropriate.*

*List the sites at which deployment is planned, according to the schedule.*

## 4.2. Site Preparation

*Describe the preparation required for the site at which the system will operate. Define any changes that must occur to the operational site and specify features and items that should be modified to adapt to the new product. Identify the steps necessary to assist the customer in preparing the designated sites for installation of the accepted products.*

The following table describes preparation required by the site prior to deployment.

**Table 2: Site Preparation**

Site/Other	Problem/Change Needed	Features to Adapt/Modify to New Product	Actions/Steps	Owner

## 4.3. Assessment of Deployment Readiness

*Describe the method used to assess deployment readiness.*

# 5. Resources

*The Resources section of this document must be completed for all project types. Note that Section 5.1: Facility Specifics is optional, depending upon the relevance of the topic to the project circumstances. The PM should tailor these paragraphs according to the characteristics of the project.*

*Use this section to describe hardware, software, facilities, and documentation required for the deployment and installation.*

Hardware, software, systems post-deployment support, and system support roles and responsibilities are defined in the Project OM Plan.

## 5.1. Facility Specifics *(optional)*

*Provide additional details about facilities required to install the product. The term “facilities” may refer to special buildings or rooms within the sites. Specifics may be raised flooring, power requirements, and special features to support privacy and security requirements that are unique to particular facilities.*



The following table lists facility-specific features required for deployment.

**Table 3: Facility-Specific Features**

Site	Space/Room	Features Needed	Other

## 5.2. Hardware - ESE

*Identify the hardware required to run and support the deployment, as required. Specify model, versions, and configurations..*

The following table describes hardware specifications required at each site prior to deployment.

**Table 4: Hardware Specifications**

Required Hardware	Model	Version	Configuration	Manufacturer	Other

Please see the Roles and Responsibilities table in Section 2 for details about who is responsible for preparing the site to meet these hardware specifications.

## 5.3. Software - ESE

*Identify the software required to run and support the deployment, as required. Specify product, versions, and configurations. Provide information about manufacturer support and licensing.*

The following table describes software specifications required at each site prior to deployment.

**Table 5: Software Specifications**

Required Software	Make	Version	Configuration	Manufacturer	Other

Please see the Roles and Responsibilities table in Section 2 above for details about who is responsible for preparing the site to meet these software specifications.

# 6. Documentation and Training

*The Documentation and Training section of this document must be completed for all project types. The PM should tailor these paragraphs according to the characteristics of the project.*

This section describes the products and processes planned to provide product documentation and training.

## **6.1. Training** *(optional)*

*Describe any plans for preparing and conducting training for the purpose of training all stakeholders on the use of the product. List the training that will be available with this deployment. For example, online tutorial, user guide, other training as necessary.*

## 7. Approval Signatures

*This section is used to document the approval of the Deployment Plan during the Formal Review. The review should be conducted face to face where signatures can be obtained 'live' during the review, however the following forms of approval are acceptable:*

Signed: \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Title (Senior Manager from Service Delivery & Engineering)

REVIEW DATE: *<date>*

SCRIBE: *<name>*

Signed: \_\_\_\_\_

Release Manager \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_

Program Manager \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_

Business Subject Matter Experts Representative \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_

Software Engineering Representative \_\_\_\_\_ Date \_\_\_\_\_

### Template Revision History

Date	Version	Description	Author
February 2013	1.1	Updated formatting	Process Management
January 2013	1.0	Initial Version	PMAS Business Office