

An EOL Planning Checklist

Reading			Comments
<i>Use this column for *only* the actual reading Topic text and graphics.</i>			
After discussing the EOL Plan, let's now shift our focus to how to formalize all requirements into a checklist that you can use to assess the quality of your EOL Plan.			
EOL Planning Category	Planning Considerations	Considerations Satisfied? (Y/N)	
Product Identification	<ul style="list-style-type: none"> Is the product or product line name documented? Does the documentation include all the relevant information like Product ID/SKU information? Is the impact on the Product Mix understood? 	Y	
Rationale	<ul style="list-style-type: none"> Is the rationale for product retirement defined? Have stakeholders addressed their questions and concerns? Has stakeholder buy-in been successfully achieved? 	Y	
Retirement Strategy	<ul style="list-style-type: none"> Is the retirement strategy clearly defined? Are options, including divestment, spin-off, harvest, or retirement, justified? Have replacement product plans been actively developed and shared? 	Y	
Proposed Mitigation Plan	<ul style="list-style-type: none"> Is the retirement process mapped? Have stakeholders actively shared and grasped the process? 	Y	
Communications Planning	<ul style="list-style-type: none"> Has the Retirement Communication Management Plan been developed and implemented? Have all stakeholders validated the plan? Does the plan support both internal and external stakeholder communications? 	Y	

Internal Impact	<ul style="list-style-type: none"> Do manufacturing and operations considerations receive attention? Are customer support considerations addressed? Are sales and support considerations taken into account? Are human resource and legal considerations considered? Are legal and regulatory considerations part of the plan? 	N		
External Impact	<ul style="list-style-type: none"> Are we effectively addressing external customer and partner support considerations? Are customer support considerations addressed?? 	N		
Cost Analysis	<ul style="list-style-type: none"> Is a Cost/Benefit analysis currently underway? Has senior management provided sign-off on the EOL Plan? 	Y		
Scheduling	<ul style="list-style-type: none"> Are retirement activity schedules actively under development? Do the schedules demonstrate realism and achievability? 	Y		
Risk Analysis	<ul style="list-style-type: none"> Are risks presently identified and qualified? Have contingency responses been actively formulated? 	Y		
Critical Success Factors (CSF)	<ul style="list-style-type: none"> Are Critical Success Factors (CSF) made visible? Is there an active development of a CSF measurement plan? 	N		

In conclusion, our exploration of the EOL Plan transitions into a practical phase, formalizing requirements into an actionable checklist. This tool allows for a dynamic assessment of critical factors across product identification, rationale, retirement strategy, communication planning, internal and external impact, cost analysis, scheduling, risk analysis, and critical success

factors. By actively engaging with these considerations, organizations can ensure a robust EOL Plan, facilitating effective decision-making and strategic management throughout the product lifecycle.

