## Plan Purpose

### Purpose

Reasons for updating documentation include:

1. Change in Business Conditions

2. Change in Management Philosophy or Corporate Policies

3. Implementation of new processes of procedures

4. Installation of new equipment and instrumentation

### Participants

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Email** | **Phone** |
| Business Owner |  |  |  |
| Project Manager |  |  |  |
| Project Lead |  |  |  |
| Content Creator |  |  |  |
| Project Contact |  |  |  |
| Content Creator |  |  |  |
| Department Manager |  |  |  |
| Product Manager |  |  |  |
| Project Analyst |  |  |  |
| Service Manager |  |  |  |
| Additional Resource |  |  |  |
| Additional Resource |  |  |  |

## **Notes:**

Topic: Describe topic

* List any additional topics that must be addressed and by whom

Roadblocks: Describe roadblock

* List any roadblocks that must be addressed and by whom

Action Items: Describe action item

* List any action items that must be completed and by whom

## Project Details

### Deliverables List

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Link** | **Description** | **Affected Groups** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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## 

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### Project Timeline Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable** | **Duration** | **Start** | **End** | **Comments** |
| Implementation Plan Complete |  |  |  |  |
| Custom Input |  |  |  |  |
| Testing |  |  |  |  |
| SOW |  |  |  |  |
| Tech Support Review/Remediation |  |  |  |  |
| Internal Kickoff |  |  |  |  |
| Customer Kickoff |  |  |  |  |
| Design |  |  |  |  |
| Development |  |  |  |  |
| Customer Training |  |  |  |  |
| Go-Live |  |  |  |  |
| Customer Transition to Support |  |  |  |  |
|  |  |  |  |  |

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## Implementation Plan Cycle

Each implementation cycle contains five phases:

**1. Discovery**

**2. Design**

**3. Development**

**5. Close**

**4. Implementation**

1. **Discovery** is the phase where we agree upon commitments, timelines and key information relevant to the deployment. The information gathered during this phase of the deployment is critical to the success of the overall project.
2. Once information is gathered during **Discovery**, the **Design** phase will begin. During this phase, the Project Lead and other resources will develop a detailed design for the document.
3. The **Development** approach will use the **Design** requirements, however, will be fluid and able to be changed as needed. All customers will have access to a resource page where they can access all related materials and guides for input.
4. The **Implementation** phase will include training and feedback from users validating the document.
5. The Close phase occurs after the Business Owner

**Milestones:**

### Discovery

|  |  |
| --- | --- |
| ✔ | **Tasks** |
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|  |  |
|  |  |

## 

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### Design

|  |  |
| --- | --- |
| ✔ | **Tasks** |
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## 

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### Development

|  |  |
| --- | --- |
| ✔ | **Tasks** |
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### Implementation

|  |  |
| --- | --- |
| ✔ | **Tasks** |
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|  |  |
|  |  |

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### Close

|  |  |
| --- | --- |
| ✔ | **Tasks** |
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