Lab 9.2.1 Creating an Implementation Plan

Objectives

- Create an Implementation Plan.
- Recognize the importance of customer approval.

Expected Results and Success Criteria

Before starting this lab, read through the tasks that you are expected to perform. What do you expect the result of performing these tasks will be?

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What potential issues could arise if the project proceeds without the customer approving the Implementation Plan?

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Background / Preparation

In the PPDIOO process, the next step after completing the network design is to develop the Implementation Plan. It is important to include as much detail as possible. The network engineers and technicians use the Implementation Plan documentation to perform the network upgrade.

This lab is the first of four that will lead you through the creation of an Implementation Plan for the FilmCompany network upgrade. In this lab, you will establish the format of the Implementation Plan using the results of earlier design and testing labs.

In the next three labs, you will compile and finalize the details for three sections of the Implementation Plan: the Installation Method, the Timeline and Resource Estimates, and the Maintenance and Downtime Planning.

Step 1: Determine the tasks to implement the network design

Implementing a network design requires the completion of a set of tasks, such as installing hardware, configuring systems, testing the network, and launching the network into production. Each task consists of several steps.

Each task requires the following documentation:

- A description of the task
- References to design documents
- Detailed implementation guidelines
- Detailed rollback guidelines in case of failure
- The estimated time required for implementation
- Completion sign-off

Analyze the FilmCompany network design documentation that you have compiled in previous labs. Determine and list the three main sets of tasks required to be performed to implement the network upgrade. These sets of tasks will be referred to as phases.

Phase 1

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Phase 2

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Phase 3

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Step 2: Note identified success and failure criteria

When implementing a design, the possibility of a failure must be considered – even after a successful pilot or prototype network test. Each step of the implementation may require additional testing to ensure that the network operates as designed.

In the Reflection section in Chapter 2, Lab 2.3.3, you considered success criteria when determining the objectives of the FilmCompany network upgrade. List two or three success or failure criteria for each phase of the project.

Phase 1

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Phase 2

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Phase 3

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Step 3: Include provision for customer approval

The Implementation Plan details the work required to accomplish the project goals. The plan includes the customer expectations and the success criteria for customer approval and project sign-off.

As soon as customer approval of the implementation plan is obtained, the installation can begin.

The customer is given a detailed list of all devices required and the work to be completed. This list forms part of the Implementation Plan. A signed copy of this list is kept by the network designer and account manager.

Upon completion of each task, the customer is required to sign off that the work was completed and that the results are as expected.

a. Include in the documentation a signature page for an authorized FilmCompany representative to sign and approve the Implementation Plan.

b. Include in the documentation a signature page at the end of each task for an authorized FilmCompany representative to sign and accept the completion of each task.

Step 4: Document Phase 1

Create a table for Phase 1 with the headings shown below.

Task/Step	Date	Description	Implementation Details	Complete

You will enter details into the table over the next three labs.

Step 5: Document Phase 2

Create a table for Phase 2 with the headings shown below.

Task/Step	Date	Description	Implementation Details	Complete

You will enter details into the table over the next three labs.

Step 6: Document Phase 3

Create a table for Phase 3 with the headings shown below.

Task/Step	Date	Description	Implementation Details	Complete

You will enter details into the table over the next three labs.

