**Installation Plan Template**

**Vendor Maintenance**

|  |  |
| --- | --- |
| Document No: |  |
| Prepared by: | Team NAG |
| Date: | DD-MMM-YYYY |
| Version: | 1.0 |

Document Approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Date** | **Signature** |
| Team NAG | Author |  |  |
|  | IT |  |  |
| Prof. KT Lau | Validation |  |  |

Document Control

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| **Version** | **Author** | **Date** | **Description** |
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# Introduction

## Objective

The purpose of this document is to act as supporting literature for the installation of Vendor Maintenance.

## Scope

The installation of Vendor Maintenance will deal specifically with the installation of the Vendor Maintenance software and all dependencies as specified by software requirements. The method of installation will be using the Windows Installer XML framework (WiX) and will focus specifically on installations on a Windows platform.

## Supporting Documentation

The associated materials for this software installation are:

* Vendor Maintenance License Agreement
* Software Requirements Specification

# System Description

Vendor Maintenance is a data entry interface developed using Windows Forms. The software is designed to provide CRUD functionality for a SQL database that keeps records of entered vendors. The software also provides functionality to keep and modify vendor terms and vendor states.

## Hardware

Target client hardware:

* Intel i7 8700k
* Ethernet card
* DDR RAM

## Software

The client hardware uses Windows 10 x64 Build 1607.

## Network

The target client has both ethernet (LAN) and internet (WAN) capabilities.

## Configuration

The target client has 1TB HDD space and 8GB RAM available.

# Impact/Dependencies

The installation of Vendor Maintenance requires a Windows-based operating system (Windows Vista or greater) and must have the .NET Framework 4.5 or greater installed. The target system should have at least 2MB free hard drive space for a successful installation.

Vendor Maintenance requires a running SQL database service hosted locally.

# Installation Schedule

Each installation is followed by a check that it has been installed correctlywhich must be signed and dated by the person performing the installation. Any problems or unusual occurrences during the installation must be recorded in the Problem Resolution Log in Section 5.

Acceptance criteria not supported by documented evidence shall be signed by the installer/tester and a witness.

|  |  |
| --- | --- |
| Scheduled date | 03/06/2019 |

## Installers Specimen Signatures

Immediately prior to installation, all installers and witnesses/authorisers should sign and initial below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Installer/tester name | Tester signature | Client Name | Role/Position | Client Signature | Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Installation Services

Insert a description of the installation procedure.

| Step | Installation Instruction/Test | Services included or not  (Yes /No) | Acceptance Criteria | Acceptance Criteria met? (Yes or No)  \*Delete as applicable | Signatures and date (dd/mmm/yy) |
| --- | --- | --- | --- | --- | --- |
|  | Consultation with client for rolling out (obtain approval) | Y |  |  |  |
|  | Walk through the installation process | Y |  |  |  |
|  | Pilot test before actual installation | Y |  |  |  |
|  | Pre-installation training | Y |  |  |  |
|  | Installation | Y |  |  |  |
|  | Post-installation training | N |  |  |  |
|  | Post installation service | N | N |  |  |

## Supporting Documentation

Full identity and number of pages of any supporting documentation appended (If none, state “None”, sign and date):-

|  |  |  |  |
| --- | --- | --- | --- |
| Title (of Supporting Documentation appended) | Document’s unique identity (e.g., version no., date, date of signing etc) | No. of pages | Appended by:- (Signature & date) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Installation Problem/Resolution Log

This ***must*** be completed if any acceptance criteria are not met in the preceding sections.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item number | Description of problem encountered | Description of the resolution | Referenced documentation (name date & number of sheets OR “None”) | Installer and witness (signature and date) |
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