

FIT3048 Implementation/Deployment Plan

This deliverable is worth 10% of the marks allocated to the Project Deliverables component of the unit.

The due date is on the Assessment Schedule on Moodle, It is to be submitted to Moodle.

Note well:

After **feedback to you the updated corrected version goes into your PGP and to your client.**

No more than 4 pages plus a cover/title page!!!

Once fixed, out to clients for agreement. (Please meet with clients to discuss.)

You will assume your client is going live, even if they haven't so far. This is the plan for the completion of their system up to when you finish at the end of the semester.

If your client does not intend to go live at each iteration, then the tasks and dates will stay the same, but the actual implementation will be to the client server at Monash.

Aims

The learning outcomes addressed by this deliverable are:

- explain **how IT applications are developed**, including all aspects of the development process;
- explain **the roles and responsibilities** of clients, system users, management and developers in a development project;
- apply, in a practical setting, aspects of the theoretical work covered in their course;
- work with clients or client representatives, communicating effectively with them to meet their requirements;
- operate effectively as a member of a development team;

The project aims of this deliverable are to:

- Ensure that all technical and business process issues related to the implementation of the system are planned for, clearly organised and documented
- Create a documented plan of system implementation that can be shared with all relevant stakeholders.

The educational aims of this deliverable are:

- To identify in advance of actual system implementation, all relevant issues that must be addressed to ensure a successful system implementation;
- to prepare a system implementation plan that can be clearly understood by all technical and non-technical stakeholders;
- to estimate time of commencement and time to complete each task to ensure successful implementation;
- to identify objectives and associated metrics to ensure that each task will have been successfully completed;
- And to practise your summarising, reporting and feedback skills.

Submission

- **One** team member must submit the implementation plan report via Moodle.
- You must negotiate any extensions formally with your campus unit leader via the in semester special consideration process:
<https://www.monash.edu/exams/changes/special-consideration>.

- Late submission without approval will be subject to a 10% deduction per day (including weekend) of the mark received for the assignment.

Description

The best designed, developed and tested software system is worthless if it is not implemented effectively and the client and their employees are not using the system correctly.

This implementation plan should detail the tasks that must be completed to ensure that each working iteration is installed successfully in the organisation, over the next 12 weeks.

Audience:

- **The Client** (most importantly)
- **The Project Team**
- **Monash Teaching Staff**

Guidelines:

Structure and Content Overview

The Implementation Plan should be presented in the form of a business report. No exec summary is necessary. Remember it's for the client so should only really concern tasks that would involve them or interest them. Tasks such as retrospectives, integrity testing will not be included,

Cover/ Title Page (1 page)

Introduction (.5 pages)

Why the client has this report.

It should include but not be limited to:

- An overall description of the implementation approach. Remember to detail the need for the client's intensive interaction during this time in order for implementation to be successful
- Key contacts for the implementation

Schedule of Implementation Tasks (1-2 pages)

A schedule of the implementation tasks, in chronological order with dates, milestones, and dependencies taken into account. **Remember your audience though!**

These are tasks remember and therefore will be verbs

These tasks may include:

For each live iteration:

- Prepare the site - hardware, software & facilities, ISP etc
 - Details of any hardware (e.g. computers, servers, peripheral equipment, networks, etc.), software (e.g. applications, databases, operating systems, utilities, etc.), physical facilities (e.g. offices, server rooms, etc.) required for implementation.
- Installation
 - This task will describe how any existing system will be backed up, before you install your system and how the system will be deployed into production, on a hidden folder on the client's own server
- Data conversion
 - This task will describe the process for the creation, conversion and/or import of data required for the system and what data that might be.

- User training
 - This task will describe the training schedule and training plan/processes for current staff, and on-going training for future staff.
- Acceptance Testing
 - Acceptance Testing: This task details how and when acceptance testing will be conducted.
- Go Live (unhide the system)
- Post Implementation review
 - This task provides details of the review of the system to be conducted after the system has been operational for a short time.

For completion of their system (unit):

- Handover of all Project Documentation
 - Details of the documentation which is to be provided for training, ongoing use of the system – users and operational maintenance of the system.
- Handover to Support
 - This task details the handover process to staff responsible for the ongoing support of the system.
- Backup and Recovery Testing: Details of how and when this will be conducted.
 - Any other Testing: Explain what, when and how.
- Final Handover and PIR

Any Implementation Impact/Risks and Contingencies/Security and Privacy (.5 page)

This section should include (if appropriate) but not be limited to:

- Details on any ongoing operational tasks the organisation will be required to perform after each implementation.
- Details on any ongoing system maintenance tasks the organisation will be required to perform after each implementation.
- Details of any changes to existing business processes or new business processes that will be required by each implementation.
- Details of other systems that may be impacted temporarily during or permanently after the implementation.
- Risks etc (if any)
- Security and Privacy concerns and solutions that will be implemented
- Any retrofitting that will need to be carried out due to changes from one iteration to the next, such as data structures etc,

Implementation Plan Sign-off (.5 page)

The clients must sign off on this plan, giving the agreement for being available on those dates stated by you. You will need to design a facility for sign off. It is important too, that your client realises that you will be finishing at the end of the semester (give them a date).

Assessment criteria

The following assessment marking guides for the implementation deliverable is available on the Moodle website:

- Implementation Plan Marking Guide

This deliverable is one of the standard deliverables that teams need to produce during their project. Deliverables are the products resulting from a particular activity or step in the development process your team has adopted. Most teams and projects

will follow a very similar systems development path. However, as each project and team is unique, your team's project might be suited to a different development approach. This might make the nature or timing of this standard deliverable unsuitable or inappropriate for your project. If that is the case, you will need to negotiate - a different deliverable or deadline with your team's academic supervisors and your client.