

**Solution/Project Name**

**Implementation Guide**

Author <include name>

Version x.x |DD/MM/YYYY

Change History and Approval

The following Change History log contains a record of changes made to this document.

| Published/revised date | version # | Author (optional) | Section / Nature of change |
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**Authorisation / Distribution**

| Approver Name | Title | Signature | Date |
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## Introduction

## Document Purpose

The purpose of this document is to identify, record the procedures or steps that needs to be followed when implementing the [insert the solution/project name] solution/project. This document is divided into multiple sections. Each section will progressively build upon the previous section and walk the reader through the activities necessary to successfully administer the installation of the product.

This edition is the [indicate if revised version] first version of the document to be released. Updates will be made in conjunction with new revisions of the product/solution as it is deployed.

## Document Audience

This document is intended for use by:

## Solution Implementation

*Describe the deployment plan/approach.*

## Solution Overview

*This is where an overview of the solution should be noted. You should include a short description of what the solution is and what it does.*

## Technical Support

*Describe the essential components which are required for the implementation. Describe any support hardware, software, facilities, environments and materials required for the implementation*

## Security

*Include an overview of security requirements that must be followed during the implementation.*

## Prerequisites

*Describe the essential components which are required for the implementation.*

## Implementation Strategy

*The implementation strategy should cover the following topics:*

* *Implementation environment and facilities, any diagrams to support, etc.*
* *Methods and tools*

## Deployment Plan

*This section should list down the necessary activities involved in deploying the solution into the targeted the environment. Describe the steps in sequence to complete the deployment successfully.*

*Include when exactly the solution deployment is planned.*

*Future enhancement release plan, if any.*

## Points of Contact

*Update the contact details of members involved in the deployment process, e.g. (Communication, testing etc.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Company** | **Role** | **Phone** | **Email** |
|  |  |  |  |  |
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## Implementation Schedule

*Describe the major tasks involved in different implementation phases along with the start/finish date & who is responsible for the tasks.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase** | **Tasks** | **Description** | **Key Person(s)** | **Start Time/Date** | **Finish Time/Date** |
| Pre-Implementation | 1 | *(List down the tasks in different phase)* | *(Who is responsible for the task)* |  |  |
| 2 |  |  |  |  |
| Implementation | 1 |  |  |  |  |
| 2 |  |  |  |  |
| Testing | 1 | *List the down test steps/tasks that needs to be performed after implementation to ensure stability of the solution* |  |  |  |
| 2 |  |  |  |  |
| Roll back | 1 | *List the back-out process steps which needs to be followed if it is necessary to roll back the solution* |  |  |  |
| 2 |  |  |  |  |
| Post Implementation | 1 |  |  |  |  |
| 2 |  |  |  |  |

## Communication Plan

*Describe how/who are we going to communicate the implementation of solution*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Company** | **Role** | **Phone** | **Email** |
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## Implementation Plan Approval

*Review & acknowledge the <Solution/Project Name> implementation plan*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Status**  **Accepted/Rejected** | **Date** |
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