PRJ 00000 PM2 Execution Implementation Plan

**Implementation Plan**

**<Project Name>**

**General Information**

|  |  |
| --- | --- |
| Clarity Project #: | *<Clarity Project Number PRJ-xxxxx>* |
| Project Name: | ***<Project Name>*** |
| Project Sponsor: | *<Sponsor Name>* |
| Project Manager: | *<Project Name>* |
| Attachments: | *<Attachments>* |
| Location: | *<File Location: SharePoint or Documentum>* |

**Revision / Change History**

|  |  |  |  |
| --- | --- | --- | --- |
| Revision Level | Revision Date | Revision Author | Description of Changes |
| 0.1 | <date> |  | Initial Version |
|  |  |  |  |

*This template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the particular project. The instructions should be deleted before distributing the document.*

* *Blue italicized text enclosed in square brackets (i.e., [text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.*
* *Blue text enclosed in angle brackets (i.e., <text>) indicates a field that should be replaced with information specific to the particular project.*
* ***Text and tables in black*** *are provided as boilerplate examples of wording and formats that may be used or modified as appropriate*.

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# Document Purpose

The Implementation Plan provides strategy and details on how the end project solution will be delivered to the users. The level of detail in each section should be appropriate for the size and scope of the project. The Implementation Plan should be approved by the Sponsor/Steering Committee and detailed implemented tasks should be added to the project schedule and managed to the plan.

# Project Description

*[Provide a description and overview of the project for completeness of information. This section can be created from a summary of description and objectives of the project from the Charter document. Any relevant additional information may also be added.]*

# Project Solution/End Product Description

*[Provide an overview of the solution, i.e., processes, product, or service that the project is creating to meet the project’s objectives. Describe who the customers that will use or benefit from it are. Describe the scope of the solution.]*



# Implementation Overview

*[Include a high-level description of the project boundaries that characterize the product, service or result that the project is meant to deliver. This is intended to provide the reader with a clear sense of what is being created by the project.*

*Describe the implementation approach. How will the end product/solution be delivered to the customer(s)? Will it be a site-by-site, regional or phased/wave approach? Who will deliver? How long will the delivery take? This can be described in paragraph or bulleted format. The below table can also be used to outline who, what when and how the solution will be delivered at a summary level. The detailed tasks and schedule will be identified in sections 3.2 and 3.3.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Delivery Approach\* | What is delivered | Delivered By | End users | Delivery Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Delivery approach – Phase, wave, site, region, other

## Points of Contact

*[Identify the names and contact information for people and organizations responsible for the implementation delivery. These could include the Business Owner, Project Manager, and others responsible for implementation related tasks. If this is a multi-site implementation, include representatives for each implementation site.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Organization | Contact Information | Role | Responsibility |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Delivery Support Team

*[Provide information on the team members that will provide support for the solution and implementation delivery activities. Identify support areas, times of support and location. Identify any back up or additional levels of support. For example, for IT systems identify the application support team, business (process) support teams, etc.]*

## Post-delivery Support Team

*[Provide information on the team that will provide support after the solution has been delivered/implemented. Identify support areas, times of support and location. Identify any back up or additional levels of support. For example, for IT systems identify the help desk team, business/process support teams, etc.]*

## Major Implementation Tasks

*[Provide a brief description of each major task required for the implementation of the end product/solution. Add as many subsections as necessary to this section to adequately describe all of the major tasks. The tasks described in this section are not site-specific, but generic or overall project tasks that are required to deliver the solution.*

*Examples of some major tasks to consider include the following:*

* *Providing overall planning and coordination for the implementation*
* *Obtaining personnel for the implementation team*
* *Providing appropriate training for personnel*
* *Ensuring all documentation applicable to the implementation are available when needed*
* *Acquiring tools for implementation delivery*
* *Preparing site(s) and support facilities for implementation*
* *Providing all needed implementation support assistance*
* *Performing site survey(s) before implementation*
* *Performing transition activities*
* *Ensu*ring *that all prerequisites have been fulfilled before the implementation date.*

*The implementation tasks should be added to the project schedule.]*

## Implementation Schedule

*[Provide a schedule of activities to be accomplished during implementation. Show the required tasks (described in Section 3.2, Major Tasks) in chronological order, with beginning and ending dates of each task, the key person(s) responsible for the task, dependencies, and milestones. If appropriate, tables and/or graphics may be used to present the schedule.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Task Description | Time Line | Responsibility | Dependencies |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Plan Acknowledgement

*[Actual approval may be in electronic format but authorized approvers for this document should be named here.]*

The undersigned acknowledge that they have reviewed and approved this Project Charter for the *<Project Name>*. Changes to this document will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Date | Comments |
|  |  |  |  |
|  |  |  |  |

# Appendix: Attachments or Links

*[Attach any supporting information available.]*