# Installation Plan

[Indicate n/a where not applicable]

|  |  |
| --- | --- |
| Item | Details |
| **Overview** | [Give a brief description of the procedure] |
| **Proposed installation date** |  |
| **Backup of user data to be completed? [include in procedure steps]** | Y / N |
| **Alternate machine to be supplied?** | Y / N |
| **Warnings and WHS standards** | [List any safety precautions provided by the vendor and/or WHS standards that need to be followed] |
| **Hardware required** | [List any hardware required for the procedure] |
| **Software required** | [List any drivers or additional software required] |
| **Preparation** | [Ensure that your component is compatible with the computer system. List any preparation required] |
| **Prevention of user disruption** | [How will you prevent or minimise disruption to the user?] |
| **Procedure** | [List the specific steps (in order) involved in installing the component]  Pre-installation  During installation |
| **Testing** | [Develop a testing plan] |
| **E-waste and recycling considerations** | [How will you dispose of or recycle e-waste?] |
| **Type of training required** |  |
| **Estimated time** | [Estimate how long the procedure will take with approximate breakdown] |

# Approval of Installation Plan

## Installation Plan approved by: (if applicable)

**Name:** [Name of the appropriate person approving the installation plan]

**Role:** [Their role e.g. Network Manager, End user]

**Signature:**

**Date:** [Date]