**End-of-Life (EOL) Plan Format**

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| EOL planning category | Planning considerations |
| Product identification | * The product or product line name is documented * Documentation includes Product ID/SKU information and so on * The impact on the Product Mix is understood |
| Rationale | * The rationale for product retirement is defined * Retirement process is defined |
| Retirement strategy | * Retirement strategy is defined * Options to include divest, spin-off, harvest, or retirement are justified |
| Proposed mitigation plan | * The retirement process is mapped * The process is shared and understood |
| Communications planning | * Define how the retirement process will be communicated |
| Internal impact | * Manufacturing and operations considerations are addressed * Customer support considerations are addressed * Sales and support considerations are addressed * Human Resource and legal considerations are addressed * Legal and regulatory considerations are addressed |
| External impact | * External customer and partner support considerations are addressed * Customer support considerations are addressed |
| Cost analysis | * Cost/Benefit analysis is performed * Define approval process |
| Scheduling | * Retirement activity schedules are developed * Schedules are realistic and achievable |
| Risk analysis | * Risks are identified and qualified * Contingency responses are developed |
| Critical success factors (CSF) | * CSF are identified * A CSF measurement plan is developed |