<<TÊN CHƯƠNG TRÌNH>>

KẾ HOẠCH TRIỂN KHAI

Phiên bản <<xxx>>

<<dd/mm/yyyy>>

<<Người thực hiện>>

**Purpose**: The purpose of the Deployment Strategy and Plan document is to define a deployment strategy and plan for the software application/system. This document is comprised of two sections (in addition to the project identification information) the Deployment Strategy and the Deployment Plan. The Deployment Strategy section is used to formulate a deployment approach for the software application/system and is completed early in the project. The Deployment Plan section contains detailed schedule, resource, technical, and support information necessary for successful deployment of the software application/system.

|  |  |  |
| --- | --- | --- |
| Project Identification | | |
| Project Name | Project Number | Date Created |
|  |  |  |
| Program Manager | Project Manager | |
|  |  | |
| Completed by | | |
|  | | |

# Deployment Strategy

The Deployment Strategy section of this document provides an overview of the deployment strategy planned for the software application/system. Included in the deployment strategy is timeline information, a description of the deployment approach, and associated benefits, assumptions and risks.

|  |  |  |  |
| --- | --- | --- | --- |
| Deployment Overview | | | |
| Number of Sites or Release Recipients | | **Target Deployments** | **Target Group** | Scheduled Dates |
| <Identify the number and location (if applicable) of the sites/release recipients for the software application/system. > | | Initial Deployment | <Site/Release Recipients> | <Month/Year> |
| General Availability Release | <Site/Release Recipients> | <Month/Year> |
| Deployment Approach | | | | |
| Description | | | | |
| <Describe the deployment approach that will be used for deploying the software application/system. Consider options such as waves, regular release cycle, “big bang” and direct installation vs. parallel installation. Reference any documents that are used to manage release/deployment. > | | | | |
| Benefits (Tangible and Intangible) and Risks | | | | |
| <Describe tangible and intangible benefits realized from the recommended approach. > | | | | |
| Assumptions and Risks | | | | |
| Assumptions | | | | |
| <List any assumptions associated with the deployment approach. > | | | | |
| Risks | | | | |
| <List any risks associated with the deployment approach> | | | | |

# Deployment Plan

The Deployment Plan section provides detailed information on the deployment of the software application/system. Included in the Deployment Plan are schedule and resource information, the engagement and promotion strategy, deployment methods, technology infrastructure and support considerations, deployment testing and training requirement, and any known conflicts or issues with the software.

|  |  |  |
| --- | --- | --- |
| Deployment Schedule and Resources | | |
| **Target Deployment and Sequence** | | Scheduled Release Dates | Resource Requirements |
| <Initial Deployment – Site/Recipients> | | <Date> | <Identify deployment team requirements. Include all members. (For example, development lead, support staff, operations staff, etc. > |
| <Other> | | <Date> | <Identify deployment team requirements> |
| <Other> | | <Date> | <Identify deployment team requirements> |
| <Other> | | <Date> | <Identify deployment team requirements> |
| <Other> | | <Date> | <Identify deployment team requirements> |
| <General Availability Release> | | <Date> | <Identify deployment team requirements> |

|  |
| --- |
| Engagement and Promotion Strategy |
| Description |
| <Describe the engagement and promotion strategy that will be used for deploying the software application/system. List who will initiate and/or be responsible for engaging the sites. Identify the communication materials that will be used to support the deployment including presentations, promotion materials, meetings, and similar communication media. > |
| Technical Migration / Deployment Methods |
| <Identify the technical migration/deployment methods planned. (For example, CD, Electronic Update, Manual Update, Hard Drive Images, etc.)> |

|  |  |  |
| --- | --- | --- |
| Technology, Infrastructure, and Support Considerations | | |
| Target | **Technology/Infrastructure Requirements** | **Support Requirements** |
| <Site or Recipients> | <Identify any technology or infrastructure requirements for the site/recipients> | <Identify any support requirements for the target site/recipients> |
| <Site or Recipients> | <Identify any technology or infrastructure requirements for the site/recipients> | <Identify any support requirements for the target site/recipients> |
| <Site or Recipients> | <Identify any technology or infrastructure requirements for the site/recipients> | <Identify any support requirements for the target site/recipients> |

|  |
| --- |
| Testing Methods and Customer Acceptance |
| <Identify the testing methods that will be used for verifying the software application/system for the target sites/recipients> |

|  |  |  |  |
| --- | --- | --- | --- |
| Training Requirements | | | |
| Training Site/Recipients | Scheduled Dates | Trainer | Materials |
| < List the site or recipients> | <Date> | <Trainer> | <Required training materials |
| < List the site or recipients> | <Date> | <Trainer> | <Required training materials |
| < List the site or recipients> | <Date> | <Trainer> | <Required training materials |
| < List the site or recipients> | <Date> | <Trainer> | <Required training materials |

|  |  |
| --- | --- |
| Possible Issues and Conflicts | |
| **Issue or Conflict** | **Resolution Plan** |
| <Identify any known issues or conflicts associated with the software application/system, the targeted sites/recipients, or other factors that may negatively impact the deployment. > | <Identify the activities that are planned to resolve the issue or conflict> |
| <Other issues or conflicts> | <Other activities planned to resolve the issue or conflict> |
| <Other issues or conflicts> | <Other activities planned to resolve the issue or conflict> |
| <Other issues or conflicts> | <Other activities planned to resolve the issue or conflict> |

|  |
| --- |
| Reference Documents |
| **Identification** |
| <Identify any other documents that will be used to support the deployment. These documents may include Support Issues Tracking Log, Support Training Plan, Deployment Schedule (MS Project), Issues Escalation Process, etc. >  <Attach applicable documents. > |
| <Other documents> |
| <Other Documents> |

|  |  |
| --- | --- |
| Accepted By | |
| Project Manager | <Enter name. Obtain signature and date > |
| Customer/Client | <Enter name. Obtain signature and date > |