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|  |  | PMLCProject Management Life Cycle |

**The George Washington University**

**[Project Name]**

**Project Deployment Plan**

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| --- | --- |
| **Prepared By:** | [Name(s) of Preparer(s)] |
| **Version:** | [Version Number #.#] |
| **Date:**  | [Date] |
| **Project Owner:** | [Name & Title of Project Owner][Department] |
| **Project Manager:** | [Name of Project Manager][Department][Contact Information] |

|  |  |
| --- | --- |
| **Status:** | **[x]  Draft** |
|  | **[ ]  Routing for Document Approval** |
|  | **[ ]  Approved** |
|  | **[ ]  Unapproved** |

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# Revision History

| **Version Number** | **Date**  | **Author** | **Notes** |
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\*Begin revision history after first, non-draft release.

***Purpose / Instructions:*** *The purpose of this document is to develop the strategy and plan for deployment of the solution to the intended stakeholders. This document should be tailored as necessary to the specific project being implemented. The instructions in this document are the italicized paragraphs and are meant to be deleted once they are no longer needed.*

# Project Summary

*<Provide a brief overview of the project for which this document details business requirements.>*

# Deployment Strategy

*<This section contains the overall deployment strategy, participants, roles and schedule. There are other tools which can be used in support of, or in lieu of this section, such as the IT Cutover Plan Excel spreadsheet.>*

## Objectives

*<Detail the overall implementation objectives – describing the particular outcomes expected from the implementation and the methods for achieving these.>*

## Milestones & Schedule

*<Provide a high-level listing of the targeted milestones and other pertinent schedule items. This is not meant to be the living schedule, as that is contained in the project schedule.>*

## Roles

*<List the participants involved in the deployment and the particular roles these participants will fulfill.>*

## Software / Hardware / Process Cutover Plan

*<List the activities and plan for cutting over any involved hardware / software.>*

## Software / Hardware / Process Back-out Plan

*<List the plan to return the software / hardware / process to the previous production state, should the cutover fail.>*

## Support

*<List the level of support required for the deployment. For example, if certain participants are required to be available after normal business hours, or at specific times during the deployment, list that here.>*

# Training

*<List the specific training objectives, participants, resources and schedule for each different type of training required. Create a separate section for each type of training or create a matrix.>*

## Training Objectives

## Training Participants

## Training Materials

## Resources Required

## High-Level Schedule

# Approval

By signing, the individuals listed below have approved this deployment plan.

|  |  |  |
| --- | --- | --- |
| Name:  |  | Name:  |
| Title: |  | Title: |
| Role: Project Owner |  | Role: Technical Project Lead |
| Date:  |  | Date:  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Name:  |  |  |
| Title: |  |  |
| Role: Functional Project Lead |  |  |
| Date: |  |  |
|  |

*<For an approval received via electronic means, such as email, please indicate by placing “Electronic Approval” on the approval line. Please then place a copy of the electronic approval in the same project file folder where the approved version of this document is stored.>*

# Appendix A – Related Documents

*Link or referenced location of the Project Request Form / Idea Summary, Project Proposal, Project Charter and any other related documentation.*

| **File Name** | **Document Owner** | **Document Location or Link** |
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# Appendix B – Glossary

*List any acronyms or terms which were used in the document and their meaning / definition.*

| **Term / Acronym** | **Definition** |
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