



Deployment Plan

The Deployment Plan is the master document used to manage the implementation of an application release. It includes a list of stakeholders, an overall implementation approach, and a schedule of specific activities or checkpoints. Create this deliverable whenever a set of changes to an existing application(s) needs to be implemented together in a single release.

IPT Name:		
Deliverable Name: Deployment Plan Template		Date Completed:
Contact Information		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
Task Order Number:		

1. Application Release Description (Reference Number and overall description)
2. List of Stakeholders

A list of users, IT Operations personnel, and management personnel who have an interest in the deployment process for this release.

3. Application Release Deployment Approach

The approach should identify the goals and objectives of the deployment of the application release. It should specify what is and is not addressed regarding the release deployment process. If available, try to ensure that the goals of the Application Release Deployment Plan integrate appropriately with the other plans within the Application Management Organization.

- 3.1 Typically, the approach should include the following:

- Activities that contribute to the deployment of the application
- How production and the targeted users will receive the release (user acceptance test, pilot release, etc.)
- How overlaps and interaction between releases will be documented
- How frequently the release deployment process/strategy will be updated



- How the activities will be verified/validated throughout the deployment

3.2. Processes and Procedures

The processes and procedures required for accurate application release deployment should be documented and communicated to the appropriate parties. Typically, this includes the:

- Process of packaging the release
- Procedures for managing the interaction/overlap between releases
- Audit process (internal or external) to be conducted on the process for deploying the release
- Retiring and archiving unused components

3.3. Roles

This section should include roles, responsibilities, and skills needed to execute and manage the release deployment plan.

3.4. Tools

This section should include suggestions for the tools necessary to support the deployment of the release. Coordinate the selection of these tools with the tools suggested for configuration management and problem management.

3.5 Pilot Sites

This section defines where and how the release rollout will be tested.

3.6 Training Requirements

This section defines the training requirements for users and IT Operations staff, and what required training sessions are planned.

3.7 Documentation Requirements

This section defines what documentation modifications need to take place together with when and who has responsibility for making sure it's done.

4. Schedule of Activities

This section contains a list of all other deployment activities.