

*Client Logo*

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<Project Name>  
Project Implementation Plan

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Version 0.1

<Date>



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## *Revision History*

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Author</b>

# 1. Introduction

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## 1.1. Purpose

This plan documents the understanding, approach and commitment to plan, design and build the **<Project Name>**

## 1.2. Team Members

*<List Team members, role and contact information>*

Name	Roles

## 1.3. References

*<Insert any reference documents e.g. Business Case>*

## 1.4. Glossary

*<Insert a reference to the project glossary location. This glossary should define each of the important terms used within this document, and other project documents. It is suggested that one glossary should serve the entire project>*

## 2. Scope

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### 2.1. Project Objective Statement (Scope of Work)

*<Refer to the project scope in the business case. If there is no business case, briefly describe the scope>*

### 2.2. Objective And Goals

#### 2.2.1. Project Objectives (Success Criteria)

#### 2.2.2. Project Goals

### 2.3. Out of Scope

*<List any work/areas that are out of scope for the project. This could include specific organizational areas, specific solutions, other objectives, etc>*

### 2.4. Major Deliverables

*<List key project deliverables—This should be the same as the deliverables listed in the business case>*

ID	Deliverable Name	Description	Owner	Est. Due Date
D1				
D2				
D3				
D4				

### 2.5. Approach

*<Describe the general approach this project will follow. Examples of this include iterative development, or prototyping. Provide enough description of the approach but shouldn't be too detailed.*

*It should also be noted here if no specific or a general approach will be used. In addition, any specific tools or techniques not part of the norm should also be listed.*

*The approach should be based on the agreed information management project methodology. Deviations should be approved>*

## 2.6. Assumptions

*<Include any assumptions that have been made concerning the planning of this project and the creation of the project schedule. Be sure to include all non-validated assumptions in the Risk/Issues Management Plan>*

### 3. Resource Plan

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#### 3.1. Roles and Responsibilities

*<Define the roles and responsibilities for each role (and team member)>*

Role	Responsibilities	Assigned To

#### 3.2. Resource Loading Plan

Updated as of: *<insert date>*

Phase	Role	Dates Needed

#### 3.3. Level of Effort

Updated as of: *<insert date>*

*<Include a history of estimates by role by project phase and/or by month>*

Role	Planning & Analysis	Architecture & Design	Build	Transition to Production	Post Production Support	Total
Project Manager						
Data Architect						
Data Modeler						
Data Analyst						
Application DBA						
Data Movement Designer						
Data Movement Developer						
BI Designer						
BI Developer						
QA Test Lead						
QA Tester						
<b>Total</b>						

### 3.4. Other Critical Resources / Procurement Plan

*<Identify any other critical resources or non-labor resources that are required for this project, including hardware if applicable>*

Phase	Resource Description	Dates Needed	Owner

### 3.5. Project Specific Training

*<This section should address any action required to eliminate the skills gap through training. The project should only be responsible for providing and funding training on skills specific to the project and outside of the general body of knowledge for the role specified>*

Description Of Training	Number of People To Be Trained	Required By

### 3.6. Project Organization

*<Describe the organizational context, both technical and managerial, within which the planned project is to be implemented. An organizational chart may be inserted to identify the following:*

- All organization units that participate in or are responsible for any project activity:*
- The functional roles of these organizational units within the project structure.*
- Relationships between organizational units.*

*Organizational units may consist of:*

- Vendor and customer.*
- Prime contractor and subcontractors.*
- Different groups within one organization. >*

## 4. Tasks & Deliverables

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### 4.1. Phases and Tasks

*<For each project phase, provide a brief description of the tasks, pre-requisites and deliverables>*

### 4.2. Project Schedule

*<Provide a reference to the project schedule (MS Project or other scheduling tool)>*

## 5. Communications Plan

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Updated as of: *<insert date here>*

*<Ensure all project-monitoring reviews (i.e., status reviews, management reviews, Advisory Board reviews, etc.) are captured within the Communications Plan. >*

Who	What	How	When	Owner
<i>Name and role of person who will be communicated to</i>	<i>Purpose for communicating (i.e. Project Status update, financial status update, Review Issues)</i>	<i>Method of communicating (i.e. Status Report, PowerPoint presentation)</i>	<i>Daily, Weekly, Monthly, Quarterly</i>	<i>Person responsible</i>

## 6. Risk Management Plan

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### *<Document*

- *Which member of the team will manage and update issues and risks,*
- *The frequency of which risks and issues will be reviewed (at least once per phase),*
- *Where the Risk & Issues Log will be stored and*
- *The escalation path for resolving a risk.*

### *Risk/issue Definitions*

- *Risks are events that if they occur may have a positive or negative impact on the project objectives*
- *Issues are risk events or risks that have occurred and require resolution to minimize the impact to project objectives. >*

## 7. Configuration Management Plan

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*<Insert a link to the project's software configuration management plan. This plan should part of the information management framework>*

The following definitions are used for configuration items:

- **Archive:** Work products that are important to the project but that will not be changed after their creation. Archiving is a form of versioning and will add (archive) new work products to the appropriate repositories as needed. This allows these work products to be referenced at a later date.
  - Examples of work products that should be archived include meeting minutes, audit reports, test reports, etc.
  - Archived items are not subjected to change control for check-in.
- **Configurable Items** are work products that:
  - May be used by two or more groups.
  - Are expected to change over time either because of errors or change of requirements.
  - Are dependent on each other where a change in one mandates a change in others.
  - Are critical for the project.
  - Will be provided to the customer.
  - Configurable items are subjected to formal change control (i.e. Change Requests are required for check-in and approval is required prior to checkout). Additionally once a work product is designated a CI it can only be archived, not deleted, when it is determined it is no longer needed.
- **Version:** Work products that undergo continuous change, and do not meet the criteria for a Configurable Item, make them good candidates for versioning. Versioning will add new versions of a work product to the appropriate repositories as needed.
  - Work products such as the project schedule, budget or action item tracker are candidates for versioning.
  - Versioned items are subjected to less formal configuration control (i.e. Change Requests are optional for check-in and approval is optional prior to update).

## 7.1. Configuration Items

<b>Phase Developed</b>	<b>Work Product</b>	<b>Type</b>	<b>Owner</b>	<b>Approvers</b>
<i>List the phase</i>	<i>List all the work products that will be produced for this project</i>	<i>Indicate the type of deliverable based on the definitions above. (A), (C), (V)</i>	<i>Indicate the role that owns the work product</i>	<i>Indicate who must review the work product prior to versioning, archiving or placing under change control</i>

## 8. Change Management Plan

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### 8.1. Requesting Changes

*<Any stakeholder can and should be encouraged to submit changes that identify defects or enhancements to the project CIs. The Change Request Process shall specify the procedures and tool for requesting a change to a baseline CI and the information to be documented for the request. As a minimum, the information recorded for a proposed change shall contain the following:*

- The name(s) and version(s) of the CI to be affected by the change request (CR).*
- Originator's name and organization.*
- Date of request.*
- Indication of urgency.*
- The need for the change.*
- Description of the requested change.*
- Additional information, such as priority or classification, may be included to clarify the significance of the request and to assist in its analysis and evaluation. Other information, such as change request number, status and disposition, may be recorded for change tracking purposes. >*

### 8.2. Evaluating, Approving / Disapproving Change

The approvers listed above will be responsible for obtaining an impact analysis, reviewing and approving/disapproving all requested changes to the assigned configurable items.

*<Include how the project will ensure controlled access to the configurable items once under version control. >*

### 8.3. Implementing Changes

*<Specify the activities for implementing and verifying an approved change. The information recorded for the completion of a change shall contain the following as a minimum:*

- The associated change request(s).*
- The names and versions of the affected CIs.*
- Verification date and responsible party.*
- Re-baseline (include new version identifier) the affected CI as appropriate.*
- Release or installation date and responsible party.*

## 9. Quality Assurance Plan

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*<The data architect is responsible for ensuring the quality of all project deliverables. Depending on the size of the project and/if the client, has an independent Quality Assurance team may be assigned and may also have their own Quality Assurance Plan. In this event, this section should define the process for ensuring quality prior to submission to the independent QA Team.*

### 9.1. Review, Approval and Base-lining Methods

*<Describe the review, approval and base lining methods that will be applied to each item identified in 7.1 of this document*

*Describe the review, approval and base lining methods that will be applied to all other project artifacts e.g. meeting minutes, schedule. >*

### 9.2. Change Control

*<In collaboration with the project configuration resource identify how changes to each of the items depicted in 7.1 will be processed>*

### 9.3. QA Structure

*<Identify QA structure, reporting and communication within the project. >*

### 9.4. Escalation Path

*<Describe the escalation path for any identified QA issues. A typical escalation path would be: issue originator, QA representative, functional lead, and project manager, project sponsor>*

## 10. Requirements Management Plan

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*<Describe the requirements management plan that will be adopted to ensure that the project schedule and budget are not compromised by unauthorized requirement changes and that all requirements are delivered as planned*

*If appropriate, insert a reference to a requirements management plan document>*

# 11. Documentation Management Plan

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*<Describe the documentation management plan that will be adopted to ensure that the project schedule and budget are not compromised by unauthorized changes to project documentation after it has been base-lined.*

*Include a reference to all project templates, and versions, that will be used for the project>*

# 12. Project Acceptance Plan

By signing the Project Plan during the Project Initiation Phase, the Sponsor indicates the Major Deliverables listed in section 2.4 of this document are adequate proof of project completion.

By signing the Project Plan during the Project Close Phase the Sponsor indicates awareness and acceptance of known failures to deliver and outstanding issues at the time of closure.

Deliverable	Is the deliverable acceptable?	Comments
<i>Include all deliverables and their status that will be adequate for proof of project completion</i>		
Requirements Complete	Y/N	
UAT Acceptable	Y/N	
Etc.		

## 12.1. Known issues

Unresolved Items at time of closure	Owner
<i>Insert all unresolved items from the projects issues log.</i>	<i>Indicate the individual responsible for closure of the unresolved items</i>
1.	
2.	
3.	
4.	

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