

Deployment Strategy Plan Template

Version: 1.0

ABC Organization
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1 INTRODUCTION

The purpose of this document is to provide a strategy and plan for the deployment of software solutions. This document is comprised of two components: the Deployment Strategy and the Deployment Plan. The Deployment Strategy is used to establish the approach for the deployment of the software solution and is completed early in the project. The Deployment Plan contains the detailed schedule, resource, technical, and support information necessary for the solution's successful deployment and may be finalized nearer to the end of the project as details become more concrete.

1.1 Project Identification

Project Name: << name of project >>

Project #: << project number if one exists >>

Date Created: << date this document was created >>

Project Manager: << manager responsible to oversee the project >>

Completed By: << who completed this document >>

2 Deployment Strategy

The Deployment Strategy provides an overview of the elements required to ensure a successful deployment, such as timeline information, a description of the deployment approach, associated benefits, assumptions, and risks.

2.1 Deployment Overview

Number of Sites or Release Recipients

<< Identify the number and/or location of all sites/recipients for the software release >>

Target Deployment	Target Group	Scheduled Date
Initial Deployment	<< list site/recipients >>	<< mm/yyyy >>
General Availability Release	<< list site/recipients >>	<< mm/yyyy >>

2.2 Deployment Approach

Description

<< outline the deployment approach that will be used for releasing the software solution - consider options such as pilot adoption, phased rollout, and regular release cycle - reference any documents that will be used to manage the release/deployment >>

Tangible/Intangible Benefits

<< detail the perceived tangible and intangible benefits to be realized by using the recommended approach >>

2.3 Assumptions and Risks

Assumptions

<< List any assumptions associated with the deployment approach >>

Risks

<< List any risks associated with the chosen deployment approach >>

3 Deployment Plan

The Deployment Plan provides detailed information regarding the release of the software solution. 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 requirements, and any known conflicts or issues with the software.

3.1 Deployment Schedule and Resources

Target Deployment	Target Group	Scheduled Date
Initial Deployment	<< list site/recipients >>	<< mm/dd/yyyy >>

Resource Requirements

<< identify deployment team requirements and include all members (development lead, support staff, operations staff, etc.) >>

Target Deployment	Target Group	Scheduled Date
<< next deployment >>	<< list site/recipients >>	<< mm/dd/yyyy >>

Resource Requirements

Target Deployment	Target Group	Scheduled Date
<< next deployment >>	<< list site/recipients >>	<< mm/dd/yyyy >>

Resource Requirements

Target Deployment	Target Group	Scheduled Date
<< next deployment >>	<< list site/recipients >>	<< mm/dd/yyyy >>

Resource Requirements

3.2 Engagement and Promotion Strategy

<< describe the engagement and promotion strategy to be used for deploying the software solution - include who will initiate and/or be responsible for engaging the sites - list any

resources to be used as communication channels in support of the deployment including presentations, promotion materials, meetings, and similar communication media >>

3.3 Technical Migration and Deployment Methods

<< share the technical migration/deployment methods to be used (FTP transfer, DVD, website, manual update, hard drive image, etc.) >>

3.4 Technology, Infrastructure, and Deployment Methods

Target	Technology/Infrastructure Requirements	Support Requirements
<< list site / recipients >>	<< identify any technology or infrastructure requirements for the site/recipients >>	<< identify any support requirements for the target site/recipients >>
<< ... >>	<< ... >>	<< ... >>
<< ... >>	<< ... >>	<< ... >>
<< ... >>	<< ... >>	<< ... >>

3.5 Testing Methods and Customer Acceptance

<< identify the testing methods that will be used for verifying the software solution for the target sites/recipients >>

3.6 Training Requirements

Site Recipients	Trainer	Scheduled Date
<< list site/recipients >>	<< name of trainer >>	<< mm/dd/yyyy >>
Materials		
<< required training materials >>		
Site Recipients	Trainer	Scheduled Date
<< list site/recipients >>	<< name of trainer >>	<< mm/dd/yyyy >>
Materials		
<< required training materials >>		
Site Recipients	Trainer	Scheduled Date

<< list site/recipients >>

<< name of trainer >>

<< mm/dd/yyyy >>

Materials

<< required training materials >>

3.7 Possible Issues and Conflicts

Issue/Conflict	Resolution Plan
<< identify any known issues or conflicts associated with the software solution, the targeted sites/recipients, or other factors that may negatively impact the deployment >>	<< outline the measures to be put in place to resolve the issue or conflict >>
<< ... >>	<< ... >>
<< ... >>	<< ... >>

3.8 Reference Documents

<< list any other documents to be used to support the deployment (including tracking logs, support training plan, deployment schedule, etc.) - attach the additional documentation to this document >>

3.9 Accepted By

Project Manager: << manager responsible to oversee the project >>

Client: << client representative >>