Company Name

Project Name

Implementation Report

for release on DD-Mon-YYYY.

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Version: 1/00

Version date: DD-Mon-YYYY

Amendment History

Version	Author	Date	Description of changes
1/00	P Crompton	DD-Mon-YYYY	First issue

1. INTRODUCTION

This section should contain a management summary. It should give a brief overview of the functionality of the product to be implemented.

This should be no more than one page in length.

1.1 Aims of the document

The aim of the document is to define the work that needs to be carried out to implement this product, and to identify the persons responsible in order to achieve a smooth implementation.

1.2 Constraints and assumptions

All known constraints an assumptions, some of these may have been identified at earlier stages and carried forward.

1.3 Outstanding issues

A list of all unresolved issues affecting this implementation.

2. DEPENDENCIES.

If this release is one of many over a period of time, this section should be used to indicate which releases MUST have been implemented before this one.

Appendices

A. Database change requests

This section gives a feel for the amount of work that is required in changing the database. The change request number should be listed in the order in which they are to be applied.

B. Source code the release form

This may not be the final version of the form but it gives a feel for the amount of work involved in the release.

C. Implementation contact list

This section lists the name, department, telephone number and pager number of each person that will be involve with the implementation. Responsibilities are allocated in appendix D.

Group Name	Code	Name	Phone Number	Pager Number
User tester acceptance tester	UAT			
Products manager/ Team leader	TL			
Computer Operations	OPS			
Database Administrator	DBA			
IT Systems Help desk	HD			
Software Release Group	SRG			

D. Resource Requirements

A outline of the amount of time that is require from each group should be given along with a Gantt chart shown when the time will be required.

E. Detailed Plans

1. Pre implementation

This section list activities that should be completed before the implementation.

1.1 TL to agree with UAT a sign off date for user acceptance testing of the new functionality. TL
1.2 TL to agree with the UAT details of any planned system down time, and the implementation date. TL
1.3 TL to agree with UAT the production release acceptance testing criteria. TL
1.4 TL to request HD notify production users of the pending release and service down time. TL
1.5 TL to produce an implementation report and hold a pre implementation meeting to agree the report and responsibilities. (This document) TL

2. Implementation

The team leader/project manager is responsible for controlling the implementation and for services from other groups as required.

2.1 Broadcast message to users giving details of service close down time.	OPS
2.2 Start close down 2.2.1 Stop the system batch queues and any application specific processes. 2.2.2 Terminate any remaining jobs running 15 minutes after close down time. 2.2.3 Close down the database and start full back up of database and production code. 2.2.4 Bring up the database and notify TL when complete.	OPS
2.3 TL asks DBA to start his part of the implementation	TL
2.4 DBA changes data structures as required. 2.4.1 A list of the database change request form numbers is contained in appendix A. This list specifies the order in which these scripts must be applied. 2.4.2 After the structure changes have been made start the data conversion. The DBA may consider switching off redo logs for this part of the procedure if large amounts of data are involved. 2.4.3 Notify TL when conversion complete.	DBA
2.5 TL asks SRG to compile and release new modules	TL
2.6 SRG compile the modules against the new version of the database and release the modules to the appropriate area. See appendix B for details of the modules to be released and the compile order. SRG notify the TL when complete	SRG
2.7 TL asks OPS to start batch queues and an application specific processes	TL
2.1 OPS start batch queues, restart any application specific processes, and notify TL when complete.	OPS
2.9 TL notifies UAT that production release testing can start	TL
2.10 UAT perform testing as required and notify TL if the release is accepted or the reversion plan should be executed.	UAT
2.11 TL notifies all parties of the release success OR the reversion plan start.	TL
2.12 HD notify users of successful/failed release.	HD

3. Post-implementation

3.1 TL to move all documentation connected with this release to the pending folders to the production folder. See standards for details of folders. TL

F. Reversion plan

After the implementation the user department will check the software and the data to make sure that the release has been successful. If they are happy that no significant problems exist the release is signed off. If however a problem does exist with the release it will be reverted. This section gives details of the steps that need to be taken to revert the release.

1. TL asks operations to start reversion plan TL

2. OPS do the following:- OPS
2.1 Stop the batch queues and application specific processes.
2.2 Close down the database.
2.3 Apply the back-up taken before the implementation.
2.4 Start the database
2.5 Start the batch queues and application specific processes.
2.6 Notify TL when the restore is complete.

3. TL Notifies UAT that restore checking can begin TL

4. UAT notify TL of successful / failed reversion. UAT

5. TL leader takes action as appropriate. TL

End of document