

Implementation Plan

Purpose

The Implementation Plan describes how the automated system/application or IT situation will be installed, deployed and transitioned into an operational system or situation. The plan contains an overview of the system or situation, a brief description of the major tasks involved in the implementation, and the overall resources needed to support the implementation effort (e.g., hardware, software, facilities, materials, and personnel). If the implementation is to occur at multiple locations, the overall sequence and site-specific implementation specifications are also documented.

Document Lifecycle

The Implementation Plan is generally required for all new development projects or maintenance releases with significant implementation requirements. For systems that are operating in the production environment, a Release Management Plan may be developed as part of the overall Project Management Plan (PMP) instead of an Implementation Plan. The creation of the Implementation Plan should begin no later than the Design Phase, with a baselined version completed by the end of the Test Phase.

Audience

The target audience for the Implementation Plan includes business, technical, governance and project management stakeholders.

Roles and Responsibilities

The following stakeholders have a prescribed interest in the development, content, review and approval, and execution of the Implementation Plan:

| Stakeholder | Interest |
|------------------------------|---|
| Project Manager | Ensures the Implementation Plan is appropriately developed, if designated as being required per the Project Process Agreement (PPA). Monitors the actual implementation effort in accordance with the content of the Implementation Plan, and provides appropriate status reporting as needed. Ensures that the implementation schedule is integrated into the master project schedule. |
| Government Task Leader (GTL) | Ensures that the Implementation Plan is delivered in accordance with the requirements of the Statement of Work (SOW) or Task Order (TO). |
| Business Owner | Approves the final Implementation Plan and ensures that the necessary funding is available for |

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| | execution of the plan. |
| System Developer or System Maintainer | Prepares the Implementation Plan in collaboration with all applicable stakeholders to define the implementation requirements, activities, roles and responsibilities, and schedule. Updates the Implementation Plan as needed during the life cycle of the system or situation. |
| Technical Review Board (TRB) | Reviews and approves the Implementation Plan prior to its execution. Identifies any issues, risks, or actions that may affect the implementation. Identifies any changes or problems with the Implementation Plan requiring further consideration and/or updates to the planning document. |
| ESD Peer Review Group [for ESD IDIQ Contract Task Orders only] | Reviews the Implementation Plan prior to it being forwarded to the TRB. Identifies any issues, risks, or actions that may affect the implementation. Identifies changes or problems with the Implementation Plan requiring further consideration and/ or updates to the planning document. |
| ESD Engineering Review Panel (ERP) [for ESD IDIQ Contract Task Orders only] | Reviews the Implementation Plan and provides input to the TRB regarding any IT engineering and technology issues and challenges associated with the Implementation Plan. |
| OIS Stakeholders (e.g., EDCG, EDG, etc.) | Participate in the development of the Implementation Plan with the System Developer or System Maintainer as needed. |
| IT Infrastructure Implementation Agent or Contractor | Performs implementation activities in accordance with the responsibilities and schedule documented in the Implementation Plan. |
| IV&V Contractor | Reviews the Implementation Plan to identify potential improvements or identify problems before they occur. |

Related Deliverables

The content of the following deliverables should be considered during the development of the Implementation Plan:

- Project Management Plan (PMP) and any subordinate planning documents
- Project Process Agreement (PPA)
- Release Plan
- System Security Plan (SSP) and/or Information Security Risk Assessment (IS RA)
- System Design Document (SDD)
- Interface Control Document (ICD)

- Database Design Document
- Data Conversion Plan
- Version Description Document (VDD)
- Contingency Plan
- Test Plan
- Training Plan
- User Manual
- Operations and Maintenance (O&M) Manual

Framework Reviews

For new development projects, or those with significant implementation requirements, the Implementation Plan serves as input to the following System Lifecycle Framework reviews:

- **Implementation Readiness Review (IRR)** – During the IRR, the Implementation Plan is reviewed to ensure that the system/application or situation is ready for implementation activities. The review also verifies that the system hardware, networking, COTS, GOTS, databases and/or custom software can be installed and configured in the production environment(s).
- **Operational Readiness Review (ORR) [a.k.a., Production Readiness Review (PRR) for maintenance projects]** – During the ORR, the Implementation Plan is reviewed to determine if the system/application was implemented in accordance with the Implementation Plan and to determine if any issues or problems occurred during the implementation that may affect the release of the system/application or situation into the production environment for sustained operations and maintenance support.

For most maintenance projects, the Version Description Document (VDD) and the Release Management Plan will serve as input to the IRR and ORR in place of the Implementation Plan to cover implementation requirements for each release.

Template

A template exists for the creation of this deliverable, which provides a proposed structure for the document and a detailed description of the information content that should be considered for inclusion in an Implementation Plan.

The template for the Implementation Plan is available at:

http://www.cms.hhs.gov/SystemLifecycleFramework/03C_Templates.asp#TopOfPage

Other Available Guidance

Not applicable