

1. **Overview of the Plan**

This project deployment plan is duly made to guide, organize, and direct the implementation and use of the newly made software and program application of [SPECIFY COMPANY NAME]. The overall objectives of this plan are as follows:

1. To define and outline the agreed deployment strategies of the company for the software [SPECIFY SOFTWARE NAME] implementation
2. To systematically comply with all the project deployment requirements
3. To foreground the potential project deployment risks and to come up with a plan to mitigate the effects of such risks
4. To present and effectively implement the project’s reporting and communication plan which is significant in monitoring the conduct of the project deployment
5. [SPECIFY OTHER OBJECTIVES]

Furthermore, the pertinent information about the dynamics of the project are provided below:

|  |  |
| --- | --- |
| Project Name: |  |
| Project Tracking Number: |  |
| Purpose of the Project: |  |
| Target Commencement Date: |  |
| Target Completion Date: |  |
| Project Manager: |  |

1. **Deployment Details**

In this section, the deployment information is provided.

|  |  |
| --- | --- |
| Set Deployment Date: |  |
| Set Deployment Time: |  |
| Set Deployment Venue: |  |
| Committee(s) Responsible: |  |
| Other Relevant Information: |  |

1. **Risks**

In every project deployment, risks are inevitable. In line with this, it is significant that the project management team duly identifies and manages such risks promptly in order to mitigate their devastating effects. The identified risks are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Risks** | **Type of Risk** | **Impact** | **Probability** |
| Risk A | Financial Risks | ☐ High  ☐ Medium  ☐ Low | ☐ High  ☐ Medium  ☐ Low |
| Risk B | Operational | ☐ High  ☐ Medium  ☐ Low | ☐ High  ☐ Medium  ☐ Low |
| Risk C | IT-Related Risks | ☐ High  ☐ Medium  ☐ Low | ☐ High  ☐ Medium  ☐ Low |

To mitigate the effects of the foregoing list of risks, the following activities and actions will be conducted by the project management team.

|  |  |  |
| --- | --- | --- |
| **Risks** | **Type of Risk** | **Resolutions/Means to Mitigate** |
| Risk A | Financial Risks | [SPECIFY MEANS] |
| Risk B | Operational |  |
| Risk C | IT-Related Risks |  |

1. **Deployment Requirements**

To effect a smooth sailing and organized deployment, the following deployment requirements were identified and complied with by the team:

|  |
| --- |
| **Deployment Requirements** |
| [SPECIFY THE DEPLOYMENT REQUIREMENTS] ex. Materials, software, hardware, programs, databases, and etc. |

1. **Deployment Plan and Schedule**

The team agreed to a straightforward deployment plan. The deployment plan and schedule are provided below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deployment Plan and Schedule** | | | | | |
| **Phases** | **Description** | **Desired Outcomes** | **Person(s)/Group(s) Responsible** | **Start Date** | **Target Completion Date** |
| Phase A | [SPECIFY DESCRIPTION] | [SPECIFY DESIRED OUTCOMES] | [SPECIFY PERSON(S) RESPONSIBLE] | 00/00/00 | 00/00/00 |
| Phase B |  |  |  |  |  |
| Phase C |  |  |  |  |  |

1. **Deployment Strategies**

The team adopted the following approaches and strategies in the course of deploying the project.

|  |  |  |
| --- | --- | --- |
| **Deployment Strategies** | **Description** | **Relevance** |
| STRATEGY A | [SPECIFY DESCRIPTION] | ☐ High  ☐ Medium  ☐ Low |
| STRATEGY B |  |  |
| STRATEGY C |  |  |
| STRATEGY D |  |  |

1. **Potential Effect on the Operations of the Company**

With the upcoming deployment of the project, the team also identified what will be the potential effects of the said deployment to the operations of the company.

|  |
| --- |
| **Potential Impact on the Company** |
| [SPECIAL EFFECTS ON THE OPERATIONS OF THE COMPANY] |
|
|

1. **Reporting and Communication Plan**

To monitor the overall progress of the deployment processes, the team prepared a reporting and communication plan. All communication channels and exchanges will be done in accordance with the following guidelines:

|  |  |  |
| --- | --- | --- |
| **Communication** | **Type of Information** | |
| Information A | ☐ Suggestion  ☐ Complaints (Issues)  ☐ Other |  |
| Information B |  |  |
| **Reporting** | | |
| **Required Reports** | **Needed Contents** | **Frequency** |
| Report A | [SPECIFY NEEDED CONTENTS] | [SPECIFY FREQUENCY] |
| Report B |  |  |

1. **Approval**

* Project Manager Name:

Signature

* Project Sponsor:

Signature:

* Company Manager:

Signature

* IT Department Head

Signature



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