**DEPLOYMENT PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Start Date | Due Date | Responsible | Status | Comments |
| Prepare production environment | 08/08/12 | 08/10/12 | Bill Cutter | In progress | May over-run by 2 days |
| Advise key stakeholders | 08/08/12 | 08/08/12 | James Grey | Completed |  |
| End user training | 08/15/12 | 08/16/12 | Wendy Turner | Not started |  |
| Etc. |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Cutover to new process | 09/01/12 |  |  |  |  |

Total Resources: xx days Project Management

xx days Development Team

 xx days Business Team

*The deployment plan should list all tasks required for the deployment with their schedule dates, who is responsible for the work and the current status as above.*

*A Gantt chart may be added for clarity if required.*