

Implementation Plan Template

Roles and Responsibilities

Resource	Name	Role	Responsibility
<RCODE>	<Name>	<Role>	<Responsible for?>

Gantt Chart in Table Format

Task Number	Task Description	Configuration Item	Duration (days)	Resource
xyzTSKnn	<What is the task?>	xyzCFGnn	<nn>	<RCODE>

Configuration Guide Template

Configuration Item - xyzCFGnn

Reference to vendor documentation – if applicable or provide the configuration instructions.

Setting	Value
<Setting Description>	<Configuration Value>

Test Plan Template

Functional Tests

Test Number	Name	Description	Expected Result
xyzTSTnn	<Test name>	<Test description>	<What is the expected result of the test?>

Acceptance Tests

Test Number	Name	Description	Expected Result
xyzTSTnn	<Test name>	<Test description>	<What is the expected result of the test?>

Reliability Tests

Test Number	Name	Description	Expected Result
xyzTSTnn	<Test name>	<Test description>	<What is the expected result of the test?>

Performance Tests

Test Number	Name	Description	Expected Result
xyzTSTnn	<Test name>	<Test description>	<What is the expected result of the test?>

Standard Operating Procedures Template

Number	Name	Description	Frequency
SOPnn	<SOP name>	<SOP Description>	<How often?>