

This project implementation plan is prepared for [PROJECT TEAM] as a reference on the status of the system development project being implemented during [PERIOD] prepared for [NAME OF CLIENT]. Each assigned person is identified, as well as the urgency of completion for each task presented. Indicate your notes/concerns on the space provided.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Project** | [DETAILS] System Development Implementation Plan | | | | | | |
| **Name of Client** | [COMPLETE NAME OF CLIENT] | | | | | | |
| **Project Task** | **Assigned Person** | **Date Started** | **Expected**  **End Date** | **Status of Completion** | **Actual Date Completed** | **Task Priority** | **Remarks** |
| Deploy Completed System into actual production environment | [COMPLETE NAME] | MM/DD/YYYY | MM/DD/YYYY | ☐ Complete  ☐ On Sched.  ☐ Behind Sched.  ☐ Canceled | MM/DD/YYYY | ☐ High  ☐ Medium  ☐ Low |  |
| Procure record as regards operation and maintenance |  |  |  | ☐ Complete  ☐ On Sched.  ☐ Behind Sched.  ☐ Canceled |  | ☐ High  ☐ Medium  ☐ Low |  |
| Initial operation of [INSERT DETAILS] System |  |  |  | ☐ Complete  ☐ On Sched.  ☐ Behind Sched.  ☐ Canceled |  | ☐ High  ☐ Medium  ☐ Low |  |
| Consolidate status of information to effectively complete project |  |  |  | ☐ Complete  ☐ On Sched.  ☐ Behind Sched.  ☐ Canceled |  | ☐ High  ☐ Medium  ☐ Low |  |
| Track and control release of system in the production environment |  |  |  | ☐ Complete  ☐ On Sched.  ☐ Behind Sched.  ☐ Canceled |  | ☐ High  ☐ Medium  ☐ Low |  |
| Review performance and effectiveness of system |  |  |  | ☐ Complete  ☐ On Sched.  ☐ Behind Sched.  ☐ Canceled |  | ☐ High  ☐ Medium  ☐ Low |  |
| Finalization of [INSERT DETAILS] System |  |  |  | ☐ Complete  ☐ On Sched.  ☐ Behind Sched.  ☐ Canceled |  | ☐ High  ☐ Medium  ☐ Low |  |