

Operational Transfer Plan Template

Project Name:					
Date:					
Created By:					
1. Roles and responsibilities for installation					
Name		Roles		Responsibilities	
XYZ		Installation team leader			
2. Activities that must be achieved before installation can start					
3. Activities that must be achieved for installation to be deemed complete					
4. Schedule for installation activities					
Task	Duration	Start date	End date	Predecessor	Resource
5. Backups to be taken prior to installation					
6. Does the product meet requirements? Is it fully operational?					
7. Has the product been tested in the target environment?					
8. Has the customer approved the product?					
9. Has required training been conducted?					
10. When does system and data conversion begin?					
11. Installation to be coordinated with the following people:					
12. Responsibility of the system transferred to					
13. When does maintenance support have to be ready?					
14. When will the announcement of the transition to production be done?					
15. To whom do we hand over project file materials and other records?					
16. Who is responsible for access to installation site?					
17. Who will establish the availability of the environment for the system to be installed in?					