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Training & Coaching IT Programme & Project Managers

This is a **FREE** "**Implementation Plan Template**" provide by PMadvice.
Website: www.PMadvice.co.uk

This is one appendix item taken from the PMadvice book

"PMadvice – Training & Coaching IT Programme & Project Managers"

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Buy Book: http://www.trafford.com/07-2722

We hope you find this template useful. The PMadvice book is your chance to get 20 years experience at your finger tips, you can purchase the book online from all major online book stores and the PMadvice Website.

More **FREE** guides and templates are available from www.PMadvice.co.uk

Appendix M – Implementation Plan Template

THE MUST HAVE BOOK
for IT Programme & Project Managers

Author: Ian Tomkins, IT Programme Manager

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Appendix - M: Implementation Plan – Template

These are the headings that you would expect to find in this type of document.

First section/page: Title Page

- Project name
- Version number
- Date
- Author
- Owner/Sponsor

Second section/page: Document History

- Document location
- Other relevant documents
- Revision history
- Sign-off list
  - Name
  - Signature
  - Date
  - Version
- Distribution list
  - Name
  - Date
  - Version
- Owner/Sponsor

Third section/page: Project Overview

- Table of contents
- Document objective
- Overview
- Implementation Strategy
  - Strategy Overview
  - High Level Flow and Time Frame
- Implementation Plan
  - Overview
  - Approach
  - Time Frame
    - Detailed Tasks
    - Areas of Responsibility
    - Duration

Note: For an explanation of each heading, purchase the PMadvice Book, which covers the entire project lifecycle, providing more valuable templates, guides, worked examples, management skills, troubleshooting and much more.

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