



pmadvice

Training & Coaching IT Programme & Project Managers
This is a **FREE** first few pages of "**Decommissioning Phase**" section provide by PMadvice.

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

ISBN: 142516009-3

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

We hope you find this 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

Section 12 – Decommissioning

**THE MUST HAVE BOOK
for IT Programme & Project Managers**

Author: Ian Tomkins, IT Programme Manager

12. Decommissioning Phase

pmadvice

Figure 28 – Closure and Decommissioning Phase

Training & Coaching IT Programme & Project Managers

Decommission Phase	Project Closure <ul style="list-style-type: none">- Closure Plan and Report- Appraisal- Resource Release Process	Decommissioning <ul style="list-style-type: none">- Scope- Review End Project Status- Infrastructure- Asset Management
--------------------	--	---

12.3 Introduction

This section takes you through the processes and procedures you should follow to progress the project through the decommissioning phase.

This section covers the need for archiving of services, management of any backups of services or data that are taken, and final removal of the service hardware.

This section covers the following sub-sections:

- Scope
- Review end project status
- Infrastructure
- Destroying infrastructure
- Asset management
- Sign-Off


12.4 Decommissioning Process

The decommissioning phase of the project can often be larger than expected, outstanding tasks may still remain at the time when decommissioning should have started; so you need to review the situation and confirm the scope of work that remains:

- Software to remove
- Data to archive
- Hardware to remove
- Infrastructure to release
- Disaster recovery service

The decommissioning of the old service seems a long way off at the start of the programme or project, but it is in the initiation phase that you need to confirm the scope of the project and the scope of decommissioning at a high level.

Author: Ian Tomkins, IT Programme Manager



The Project Initiation Document should at least contain a high level statement that makes the scope of decommissioning clear, such as:

“The scope of the decommissioning of the project will be the switching off and removal of all infrastructure only; all software and data will already have been removed, archived, backup or deleted.”

This statement makes it clear that the project running before decommissioning is responsible for the removal, archive, backup and deletion of all software and data. The decommissioning phase will just remove and re-use.....

To Learn More Get your hands on 20 years IT Programme and Project Management Experience, purchase the PMadvice Book, which covers the entire project lifecycle, providing priceless knowledge, valuable templates, guides, worked examples, management skills, troubleshooting and much more.

Buy Online: <http://www.trafford.com/07-2722>

THE MUST HAVE BOOK
for IT Programme & Project Managers

Author: Ian Tomkins, IT Programme Manager