



Release Plan

PPM Version 2.0

<Project or Solution Name>

U.S. Department of Housing and Urban Development

<Month, Year>



Solution Information

	Information
Solution Name	<Solution Name>
Solution Acronym	<Solution Acronym>
Project Cost Accounting System (PCAS) Identifier	<Insert Identifier>
Document Owner	<Owner Name>
Primary Segment Sponsor	<Primary Segment Sponsor Name>
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Document History

Version No.	Date	Author	Revision Description



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1. Introduction

[Provide full identifying information for the automated system, application, or situation for which the Release Plan applies, including as applicable, identification number(s), title(s)/name(s), abbreviation(s)/acronym(s), part number(s), version number(s), and release number(s). Summarize the purpose of the document, the scope of activities that resulted in its development, the intended audience for the document, and expected evolution of the document. Also describe any security or privacy considerations associated with use of the Release Plan.]

2. Referenced Documents

[Summarize the relationship of this document to other relevant documents (e.g., the Project Management Plan (Communication Management Plan, Development Approach Plan, Risk Management Plan), Requirements Document, High-Level Technical Design Concept/Alternatives, Logical Data Model, System Design Document (SDD), Interface Control Document (ICD), Database Design Document (DDD), Data Conversion Plan, Test Plan, Training Plan, Version Description Document (VDD), Implementation Plan, and Release Management Plan, if they exist).

Provide identifying information for all documents used to arrive at and/or referenced within the Release Plan (e.g., related and/or companion documents, prerequisite documents, relevant technical documentation, etc.).]

Document Name	Document Number	Issuance Date
<document name>	<document’s configuration item control number>	<Month Day, Year>

Table 1: Referenced Documents

3. Overview

[Briefly describe the purpose and context for the system or situation and summarize the history of its development. Include the high-level context diagram(s) for the system and subsystems previously provided in the High-Level Technical Design Concept/Alternatives, Requirements Document, and/or System Design Document (SDD), updated as necessary to reflect any changes that have been made based on more current information or understanding. If the high-level context diagram has been updated, identify the changes that were made and why.]

4. Assumptions, Constraints, Risks

4.1. Assumptions

[Describe any assumptions about the current capabilities and use of the system when it is released in accordance with this plan. Include any information regarding external circumstances or commitments that may impact the release of the system.]



Describe any dependencies that can affect the deployment of the system. Be sure to identify any other systems or subsystems that are impacted directly as a result of this Release Plan. Describe any dependencies including staffing, divisional/group participation, external system dependencies or dependencies due to specific business cycles that can impact this Release Plan.]

4.2. Constraints

[Describe factors that limit the ability to deploy the system or have some impact to the release of the system in accordance with this plan (e.g., budget and schedule constraints). Be sure to include constraints due to group/divisional involvement or any other external system or infrastructure constraints that impact the environment.]

4.3. Risks

[Describe any risks associated with release of the system in accordance with this Release Plan. Identify any adverse impacts to stakeholders (e.g., end users) during the release cycle. Be sure to include any factors that may adversely impact a successful deployment. Also provide a mitigation strategy for each identified risk that describes specifically the fallback position if a risk is realized. This information should also be documented in the project's Risk List and managed in accordance with the Project Management Plan (Risk Management Plan).]

5. Release Approach

5.1 Rationale

[Describe the rationale for establishing this release approach. Reference any information or other deliverables (e.g. Requirements Document, High Level Technical Design Concepts/Alternatives, Project Management Plan (Financial Management Plan, Development Approach Plan, and/or Risk List), and Project Process Agreement (PPA)) that may have influenced the development of the release approach. Include key considerations such as how the assumptions, constraints, and risks from the previous section impact the release strategy. Also consider lessons learned from other deployments.]

5.2 Release Strategy

[Describe at a high level the overall strategy for segmenting the delivery of the Business Product/Code into specific releases. Identify if the release strategy is for a phased function rollout/deployment or for a phased user base rollout/deployment.]

5.2.1 Release Content

[Identify each specific release, including a description of the functionality to be delivered in each release. Explain what the proposed system will do (and not do, if necessary). Map individual requirements from the Requirements Document to the specific release(s) that will provide that functionality, as appropriate. Provide any additional rationale for dividing the content into the specific releases.]



5.2.2 Release Schedule

[Provide a high-level schedule for planned delivery of the releases and the significant milestones associated with transitioning each release through the life cycle to production.]

5.2.3 Release Impacts

[Describe any business and/or system impacts associated with each release and the business processes that will be modified as a result of the deployment specified in this Release Plan. Identify any systems and interfaces that are directly impacted by the release strategy and any impacts to end users during the release cycle. Describe the relevant benefits, objectives, and goals to be met with each release.]

5.2.4 Release Notification

[If there is release-specific communication that needs to occur that is not already described in the Project Management Plan (Communication Management Plan), please describe here. Specify the individual stakeholders and/or groups requiring notification of an impending release. Also describe the method for providing notification prior to and/or following successful release of the system/application. Specify the information required by each person or group and the timeframes for receipt of the information, prior to release. For example, the help desk may require that a notification be received 10 days prior to release and provide the implementation date, a user impact assessment, and a help desk impact assessment.]



Appendix A: Release Plan Approval

The undersigned acknowledge they have reviewed the Release Strategy and authorize the <Project Name> project. The undersigned give the Project Manager the authority to apply the approved level of organizational resources to project activities. Changes to this document will be coordinated and approved by the undersigned or designated representatives.

[List the individuals whose signatures are required. For example, Project Sponsor and appropriate stakeholders. Add additional lines as necessary.]

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Appendix B: Key Terms

Term	Definition
[Insert Term]	<Provide definition of term and acronyms used in this document>

Table 2: Appendix B: Key Terms