



IT CHANGE IMPLEMENTATION PLAN

Table 1 - Implementation Team

Assigned Staff	Position	Role (Project Plan)	Task #

Table 2 - Implementation Schedule

Task #	Task Description <small>(provide a summary of the task)</small>	Begin Date	End Date	Resources	Deliverables

Table 3 - Implementation Procedures

Instructions: Provide a sequence of key steps required to implement the change project.	
1	
2	
3	
4	
5	

Instructions: Provide the detailed steps and actions required to restore to the original state in the event that implementation is unsuccessful. **IDENTIFY CONDITIONS WHEN ROLLBACK IS APPROPRIATE OR NOT CONSIDERED AN OPTION.**

Table 5 – Contact Persons

Name		Mobile #	Responsibility

Table 6 – CAB Approvals

Document Approved By		Date Approved
Supervising Officer	Signature	Date
Head of Division	Signature	Date
Deputy Director General Technical Operations	Signature	Date