

*<Project Name>*

Disposition Plan

Version *<1.0>*

*<mm/dd/yyyy>*

AGENCY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CONTACT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VERSION HISTORY

[Provide information on how the development and distribution of the Disposition Plan was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

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| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented****By** | **Revision****Date** | **Approved****By** | **Approval****Date** | **Reason** |
| 1.0 | *<Author name>* | *<mm/dd/yy>* | *<name>* | *<mm/dd/yy>* | *<reason>* |
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***Note to the Author***

**This template has been provided by the Georgia Technology Authority Enterprise Portfolio Management Office. Questions should be directed to epmo@gta.ga.gov**

[This document is a template of a **Disposition Plan** document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

* Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.

When using this template for your project document, it is recommended that you follow these steps:

1. Replace all text enclosed in angle brackets (e.g.,, <Project Name>) with the correct field values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected):
	1. Select File>Properties>Summary and fill in the Title field with the Document Name and the Subject field with the Project Name.
	2. Select File>Properties>Custom and fill in the Last Modified, Status, and Version fields with the appropriate information for this document.
	3. After you click OK to close the dialog box, update the fields throughout the document with these values by selecting Edit>Select All (or Ctrl-A) and pressing F9. Or you can update an individual field by clicking on it and pressing F9. This must be done separately for Headers and Footers.
2. Modify boilerplate text as appropriate to the specific project.
3. To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.
4. To update the Table of Contents, right-click and select “Update field” and choose the option- “Update entire table”
5. Before submission of the first draft of this document, delete this “Notes to the Author” page and all instructions to the author, which appear throughout the document as blue italicized text enclosed in square brackets.]

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# Introduction

## Purpose

The Disposition Plan is the most significant deliverable in the disposition of the information system, and the plan will vary according to system and Agency requirements. The objectives of the plan are to end the operation or the system in a planned, orderly manner and to ensure that system components and data are properly archived or incorporated into other systems. At the end of this task, the system will no longer exist as an independent entity. The completion of the systems life cycle is carefully planned and documented to avoid disruption of the organizations using the system or the operation of other systems that will use the data and/or software of the present system.

The Disposition Plan needs to be an extension of the Records Management function. Records Management— what is kept, what is a legal "record," retention period, etc.-- is a topic beyond the scope of the EPLC. The software, hardware, and data of the current system are disposed of in accordance with organization needs and pertinent laws and regulations. Software or data of the system may be transferred to other existing systems, migrated to an entirely new system, or archived for future use. Hardware is made available for future use, added to surplus, or discarded.

In conducting the disposition task, the following items should be considered:

* All known users should be informed of the decision to terminate operation of the system before the actual termination date.
* Although the current system may be terminated, in many cases the data will continue to be used through other systems. The specific processing logic used to transfer the data to another system is developed as part of the data conversion planning for that system.
* In some instances, software may be transferred to a replacement system. For example, a component of the current system may become a component of the replacement system without significant rewriting of programs.
* Effective reactivation of the system in the future will depend heavily on having complete documentation. It is generally advisable to archive all documentation, including the life-cycle products generated during the earliest tasks of the life cycle as well as the documentation for users and for operation and maintenance personnel.

The Disposition Plan addresses how the various components of the system are handled at the completion of operations, including software, data, hardware, communications, and documentation. The plan also notes any future access to the system. The plan is led or performed by the Project Manager; supported by the records management staff, the project team, and the functional staff; and reviewed by the QA manager. Other tasks include the following:

* Notify all known users of the system of the planned date after which the system will no longer be available. Work with the FOIA/PA representative process any Federal Register regarding system of records notification.
* Copy data to be archived onto permanent storage media, and store media in a location designated by the Disposition Plan. Work with the project management team for other systems to effect a smooth transfer of data from the current system to these systems.
* Copy software onto permanent storage media, and store media in location designated in Disposition Plan. (Software to be stored may include communications and systems software as well as application software.) Work with the project team for other systems to ensure effective migration of the current system software to be used by these systems.
* Store other life-cycle products, including system documentation, in archive locations designated by the Disposition Plan.
* Dispose of equipment used exclusively by this system in accordance with the Disposition Plan (refer to excess procedures).
* Complete and update the Disposition Plan to reflect actual disposition of data, software, and hardware.
* Plan for the shutdown of the project, including the reassignment of project staff, the storage of project records, and the release of project facilities

## Scope

*[Describe the purpose and scope of the Disposition Plan. Reference the information system name and provide identifying information about the system undergoing disposition.>*

## Points of Contact

*[Identify the System Owner. Provide the name of the responsible organization and staff (and alternates, if appropriate) who serve as points of contact for the system disposition. Include telephone numbers of key staff and organizations.]*

## Project Refrences

*[Provide a bibliography of key project references and deliverables that have been produced before this point in the project development. These documents may have been produced in a previous development life cycle that resulted in the initial version of the system now undergoing disposition or may have been produced in subsequent enhancement efforts as appropriate.]*

# SYSTEM DISPOSITION

## Notifications

*[Describe the plan for notifying known users of the system being shut down, and other affected parties, such as those responsible for other, interfacing systems, and operations staff members involved in running the system.]*

## Data Disposition

*[Describe the plan for archiving, deleting, or transferring to other systems the data files and related documentation in the system being shut down.]*

## Software Disposition

*[Describe the plan for archiving, deleting, or transferring to other systems the software library files and related documentation in the system being shut down.]*

## System Documentation Disposition

*[Describe the plan for archiving, deleting, or transferring to other systems the hardcopy and softcopy systems and user documentation for the system being shut down.]*

## Equipment Disposition

*[Describe the plan for archiving, deleting, or transferring to other systems the hardware and other equipment used by the system being shut down.]*

# PROJECT CLOSEDOWN

## Project Staff

*[Describe the plan for notifying project team members of the shutdown of the system, and the transfer of these team members to other projects.]*

## Project Records

*[This section describes the plan for archiving, deleting, or transferring to other projects the records of project activity for the project that has been maintaining the system being shut down.]*

## Facilities

*[This section describes the plan for transferring or disposing of facilities used by the project staff for the system being shut down.]*

Appendix A: Disposition Plan Approval

The undersigned acknowledge they have reviewed the *<Project Name>* **Disposition Plan** and agree with the approach it presents. Changes to this **Disposition Plan** will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Business Steward, Implementation Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

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| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

APPENDIX B: REFERENCES

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

APPENDIX C: KEY TERMS

*[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.*

*http://www2.cdc.gov/cdcup/document\_library/glossary/default.asp]*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |