

PBGC OIT Implementation and Training Plan Standard

Purpose	To define a consistent set of information that must be contained in the Information Technology Solutions Life Cycle Management Framework’s Implementation and Training Plan deliverable.
Scope	To document the organizational change tasks (i.e. training, marketing, and communications) required to transition the solution to the business and user community.
Authority/References	Information Technology Solutions Life Cycle Management Framework
Approving Body	Governance Coordination Board (GCB)
Owner	IT & Business Modernization Department (IT&BMD)/Project Management Division (PMD)
Collaborator	OIT Division Managers, Business and IT Program Managers, Business and IT Project Managers
Implementer	Not Applicable
Standard Type	Management – The standard pertains to the management of an information system, IT project, program, or initiative through the life-cycle phases.
Control Number	xxx
Standard	<p>The Implementation and Training Plan document must contain, at a minimum, the information/items listed in this standard. The level of detail included should be appropriate for the solution.</p> <p>Revision History – Document the revision number, content changes, date the changes were made, and author of the changes.</p> <p>Implementation Goals/Outcomes – Describe the desired outcomes and critical success factors for the implementation of the solution/project. Describe how success will be indicated and/or measured.</p> <p>Implementation Roles and Responsibility – Define the roles and responsibilities for implementing the solution.</p> <p>Stakeholders – Define the stakeholders involved in or impacted by the Implementation and Training Plan.</p>

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	<p>Audience – Define the target group(s) the Implementation and Training Plan will reach, inform, influence, etc.</p> <p>Risks – Identify any risks that may affect implementation and training, such as training room availability, time constraints, resource availability, etc.</p> <p>Issues – Identify known challenges that must be managed in order to achieve the implementation goals.</p> <p>Assumptions – Identify and document implementation and training assumptions.</p> <p>Constraints – Identify and document any implementation and training limiter.</p> <p>Impacts, Relationships, and Dependencies – Describe, in coordination with the Human Resources Department, any changes to organizational components (e.g. policies, existing systems, processes, operational activities, organizational groups, projects, or activities) required because of the relationships, dependencies, and impacts of the solution. Items to consider include: Will the implementation of the solution require process change? Will the solution impact ongoing efforts? Will this process change require training?</p> <p>Implementation Approach – Describe the high-level approach of how the solution will transition to the business and user community.</p> <p>The following information and supporting details are to be included as appropriate for the solution:</p> <p>Implementation – (Marketing and Communication) – Describe the organizational change, marketing, and/or communications strategy(ies). For each impacted stakeholder group, describe the goals, approach, begin/end dates, equipment needed, material needed, roles and responsibilities, and the evaluation criteria/method.</p> <p>Training – Describe the training strategy. The details may include who is assigned to the training tasks and the date the tasks are due to begin and end. For each impacted stakeholder group, describe the training scope, approach, course/curriculum, goals, dates, equipment, roles and responsibilities, and the evaluation criteria/method.</p> <p>Approvals – Include signature(s) and date(s) of appropriate business, OIT, and Integrated Project Team approval authorities.</p>
<p>Metrics</p>	<p>For future use</p>