

**Tax Information Processing - Planning & Design**

**Service Design**

**<Request Number and Title>**

**Deployment Strategy**

**<Draft/Final>**

Original Date: <Date>

Revised Date:

Creator:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Section** |
|  | Design Lead |  |

# Deployment Strategy

*Document how the service will be deployed. Describe coordination with other projects, any plans for a phased deployment, etc. Document any items specific to the migration of this service, such as…*

* *Data conversions needed*
* *If conversion from existing system, plans/strategy to deal with moving to the new system. (ex: stop processing payments in old system 2 days prior to new system going operational.)*
* *Anything that is known that needs to be done as part of implementing this service in operations in addition to normal migration procedures.*
* *Back-out strategy in the case of a failed deployment*
* *Integration with other service transition projects*

# Approvals

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Date** |
|  | Service Design Coordinator |  |
|  | Business Leads |  |
|  | IT Managers |  |

# Revisions

|  |  |  |
| --- | --- | --- |
| **Date** | **Revision Description** | **Tracking ID (ECM, ITSM, Defect ID, Etc.)** |
|  |  |  |

**Revision Approvals**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Date** |
|  | Service Design Coordinator |  |
|  | Business Leads |  |
|  | IT Managers |  |