|  |
| --- |
| **BLUE TEXT**: Instructions regarding a document section. Remove the blue instructional before approving.  **RED TEXT**: Replace with Solution or Project specific content. Change the font color to black.  **BLACK TEXT**: Recommended language that can remain or be changed to meet the Project Team’s needs.  Using Templates   * Always retrieve the current template when creating new documents. * When modifying an existing document compare that document against the current template. Address any differences and update the document. * If certain sections of a template do not apply, enter “Not Applicable” beneath the Section Header and provide appropriate justification. Do not remove Section Headers. If all subsections under a higher level section are not applicable, remove the sub-section headers and include the justification under the remaining high level section header. For example, if there is a section 3, 3.1, 3.1.1, 3.1.2, and 3.2, and all are not applicable, remove the sections 3.1, 3.1.1, 3.1.2, and 3.2 and write Not Applicable” and the rationale under section 3. * If needed, add a section or sections to the appropriate area of the template. * Update the Table of Contents before circulating for approval. * Ensure the version number in the Page Header and the Revision History Table is correct * Ensure the Revision Date in the History Table is set to the date the document was last modified prior to routing for Approval. * Templates may be merged. If so, include all sections of each template.   **-- DELETE THIS INSTRUCTION BOX –** |

Keep the statement below and delete the Table if the Acceptance Statement Element WILL NOT be included in this document.

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**APPROVALS**

This document has been approved electronically by the individuals identified in the following table

| **Approval Role** | **Name** |
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| **Business Unit** |  |
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# Purpose

This document demonstrates that all criteria have been met, per the Solution Name and Release Plan, to release the solution for operational use.

# Summary of Deliverables Generated

This section lists all of the SDLC elements performed and documented during the project.

Do not list executed scripts or defect documents as they are addressed elsewhere. This table may be moved to an appendix. If so, adjust the statement above.

| **Document Identifier** | **Document Location** |
| --- | --- |
|  |  |

# Variations from Plan

List and justify any variations from the Plan. The justification must include a rationale of why the variation from the plan does not impact the validity of the overall effort.

# IPRM CRS Disposition

Document the disposition of the CRS requirements. If documented elsewhere in the SDLC package, reference accordingly.

# Operations and Maintenance Procedures

List all BT and user community O&M Procedures. Optionally, a Support Plan template is available.

# Roles and Responsibilities

The *IT Solution Delivery Lifecycle* Procedure, describes the Roles and Responsibilities for developing, verifying, and implementing a Solution. Additional responsibilities relevant to this document are:

Add rows as necessary. If there are no document specific roles, delete the Table and change the second sentence above to:

“There are no additional roles specific to this document.”

| **Role** | **Responsibilities** |
| --- | --- |
|  |  |

# Terms and Definitions

The BT Glossary of Terms maintains the common terms in this document. Also identify any system or solution specific glossaries. Additional terms and definitions specific to this document are included below:

Include terms and acronyms. Add rows as necessary. If there are no document specific terms, delete the Table and change the second sentence above to:

“There are no additional terms and definitions specific to this document.”

| **Term or Acronym** | **Definition** |
| --- | --- |
|  |  |

# Supporting References

Include supporting references explicitly mentioned in this document, excluding glossaries identified in Section 5. Add rows as necessary. If there are no supporting references, delete the Table and add the following text:

“There are no supporting references specific to this document”

| **Identifier** | **Title** |
| --- | --- |
|  |  |

# Revision History

Update this table each time this document is revised. Where possible, include a Change Number or Project related to the document change. Entries should provide the reader with only an indication of what changed. Include section where a change took place. Add rows as necessary.

| **Version** | **Version Date** | **Revisions** |
| --- | --- | --- |
| 1.0 |  | Enter “Initial Release” or, if this document is replacing a previous document(s) as a release 1.0 of a new document, identify the predecessor documents. |

# Appendix X: Name of Appendix

Enter any supporting information best suited for an appendix. If there is no need for an appendix, remove this header and the page break before it. If there is only one appendix, recommend changing “Appendix X:” to “Appendix:”