<PROJECT NAME>

TESTING AND IMPLEMENTATION PLAN

Version <1.0>

<dd-mmm-yyyy>

This template guides deeper testing and implementation activities based on the previous stages. It helps ensure that the project’s Health Information System meets requirements and needs, and supports detailed implementation planning.

Version History

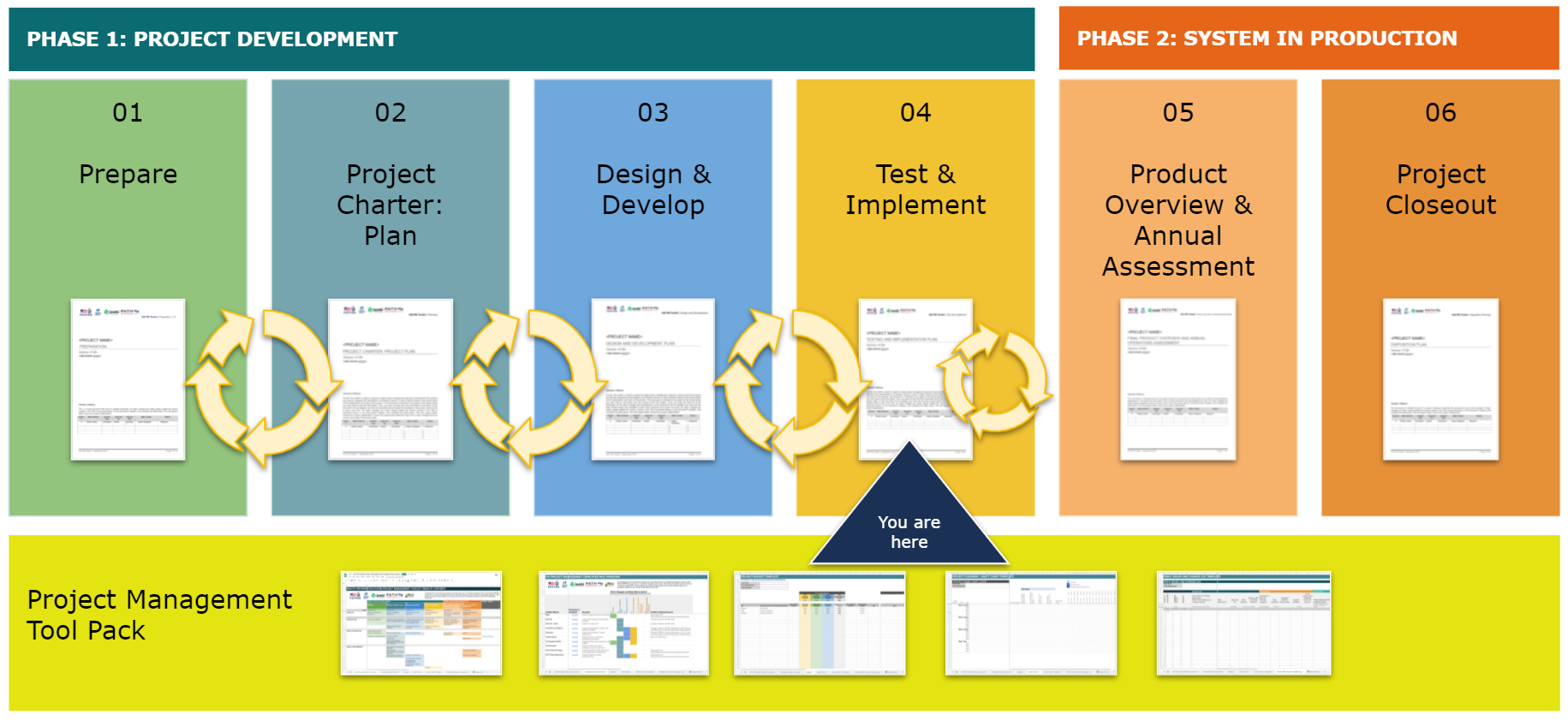
Overall, this toolkit is meant to support an Agile project management approach meaning that HIS projects are planned, designed and implemented in an iterative manner in order to deliver based on the actual needs of the stakeholders and users of the product. This document is intended to be a guide of the topical areas you may need to document over the course of the HIS project. Thus, you may not have all of the information at the start of the implementation and testing stage, so this document will be updated over time and the team should expect this template to have many versions and to grow over time. As major changes are made, please update the version number in the Title of document above, in the document’s headers, and complete the table below. This will support faster review from project stakeholders.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Version #** | **Main Author(s)** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Major Change** | **Reason** |
| 1.0 | **<Author name>** | **<mm/dd/yy>** | **<name>** | **<mm/dd/yy>** | * **<major change(s)>** | * **<Reason)>** |
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ABOUT THIS TOOLKIT

[The Health Information Systems Project Management toolkit was created for new and mid-level project managers to support preparation, planning, design, development, implementation, and project closeout processes. Overall, this toolkit is meant to support an Agile project management approach meaning that HIS projects are planned, designed and developed in an iterative way in order to deliver a product based on the actual needs of the stakeholders and end users of the product. This template serves as a guide and should be **tailored to your project and project needs.** Throughout the toolkit you’ll find useful links for additional templates, guidance (“boilerplate”) language to help guide, along with checklists to help project managers think through critical elements of this stage.





ACKNOWLEDGEMENTS

This toolkit was adapted from CDC’s Enterprise Performance LIfe Cycle Lite templates in early 2021. Thank you to all of the individuals and organizations who have contributed. Members of the HIS PM Toolkit workgroup, who advised and shared feedback on the Toolkit include: Briana Lozano (US Centers for Disease Control and Prevention), Jan MacGregor (TEKsystems), Herman Tolentino (US Centers for Disease Control and Prevention), Linda Taylor (Jembi Health Systems), Brianna Musselman (PATH), Carli Rogosin (Digital Initiatives Group at the International Training and Education Center for Health (DIGI/I-TECH), University of Washington) and Elizabeth Dunbar (Digital Initiatives Group at the International Training and Education Center for Health (DIGI/I-TECH), University of Washington). The HIS PM Toolkit workgroup was led by the Digital Initiatives Group at the International Training and Education Center for Health (DIGI/I-TECH), University of Washington, as part of the PATH Consortium.

FUNDER ACKNOWLEDGEMENT

The development of HIS products for global use is supported by the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) through the U.S. Centers for Disease Control (CDC) TAP central mechanism under the terms of a cooperative agreement. These products are solely the responsibility of the funding recipients and do not necessarily reflect the views of the United States Government.]

NOTE TO THE PROJECT MANAGER

[This **Project Implementation and Testing Plan** template that includes instructions to you (the author), boilerplate text, and fields that should be replaced with the values specific to the project. Feel free to simply add hyperlinks to other documents that satisfy requirements; there is no need to duplicate work.

* **<Text in Black with angle brackets to be completed by you and the project team>**
* Text in plain black is boilerplate language that can be modified or deleted. These are offered as guidance but not mandatory formats.
* [Text in fun purple is instructions for you or describes the intent. It should be deleted]
* [Text in purple with gray background are examples to guide team]]

Here are the recommended steps for filling this template:

1. Replace all text enclosed in angle brackets (e.g., **<Project Name>**) with the correct information. These angle brackets appear in both the body of the document and in headers and footers.
   1. Add details by modifying the boilerplate text as appropriate to your specific project.
   2. Add new sections as needed:
      1. If you’re used to Microsoft Word you can use section headers Styles to label these additional sections so they will appear in the table of contents (e.g. Heading 1, Heading 2, Heading 3). A tutorial is available [here](https://support.microsoft.com/en-us/office/video-using-styles-in-word-9db4c0f4-2754-4294-9758-c14a0abd8cfa).
      2. To update the Table of Contents, right-click and select “Update field” and choose the option- “Update entire table”
      3. While these templates are in Microsoft Word, they can easily be added to Google Docs for collaboration.
2. Before submission of the first draft of this document,
   1. Delete this “Notes to the Project Manager” section and all instructions to the author in purple text
   2. Consider additional sections that you would like to add. The Project Manager can determine which additions are most appropriate for this project.
3. During the project
   1. We expect this Test and Implement document to be updated. Please ensure that the Project Manager updates the Version in the document title along with the Version History table as modifications are approved. We suggest that the Project Manager also keeps a copy of all previous versions of the document.
   2. Please ask questions and share feedback about these templates by emailing [hispmtoolkit@gmail.com](mailto:hispmtoolkit@gmail.com)

**Useful Links and Templates**

|  |  |  |
| --- | --- | --- |
| What | Purpose | Where |
| Risk, Issues and Changes Log | Use this template (developed in planning stage) to further outline risks and begin documenting issues | [PM Tool Pack](https://docs.google.com/spreadsheets/d/1SeJXZYu4_IseOLR4sfxQg5EAXANmD_fN/edit#gid=517946427) |
| Gantt Chart | Create project work plan listing activities and tasks | [PM Templates Pack](https://docs.google.com/spreadsheets/d/1SeJXZYu4_IseOLR4sfxQg5EAXANmD_fN/edit#gid=381849707) |
| Additional tools |  |  |
| Change Management Log | More complex project work plan | [PM Tool Pack](https://docs.google.com/spreadsheets/d/1SeJXZYu4_IseOLR4sfxQg5EAXANmD_fN/edit#gid=1667046634) |
| Monitoring and evaluating digital health interventions: A practical guide to conducting research and assessment | This resource provides step-wise guidance to improve the quality and value of monitoring and evaluation (M&E) efforts in the context of digital health interventions. This Guide is intended for implementers and researchers of digital health activities, as well as policy-makers seeking to understand the various stages and opportunities for systematically monitoring implementation fidelity and for evaluating the impact of digital health interventions. | [WHO Guide to M&E for Digital Health](https://www.who.int/reproductivehealth/publications/mhealth/digital-health-interventions/en/) |

**Testing Process Checklist**

* Ensure that there are documented User Acceptance Criteria and the stakeholders who will perform acceptance testing have been identified.
* Define a documented Quality Assurance plan that defines quality control processes and standards.
* Document that the software complies with legal, regulatory, standards and policy requirements
* For the validation and testing of requirements, ensure that key stakeholders who will be responsible have been identified and are willing and able to participate in the iterative process.
* Ensure there is a clear Issues log to document and prioritize change requests, bugs, or other issues with the software
* Ensure that there are detailed develop test cases for each requirement and documented results for each test run
* Ensure there is a plan for formal User Acceptance Testing that is the decision gate for the go-live for the system owner (or client) to take ownership of the system
* Ensure Governance board has approved testing process and that software meets requirements prior to implementation

**Implementation Process Checklist**

* Develop training plans and materials based on a training needs assessment
* Establish detailed Implementation Plans that describes how the solution will be deployed and the go-live plan, including details on training, technical support, and at-the-elbow support during and post go-live
* Ensure implementation sites are ready (e.g. internet connectivity, hardware etc.)
* Confirm that the security requirements for software, hardware, and infrastructure are met at implementation sites, including physical security for any equipment
* Ensure there is a clear process to document Issues and prioritize change requests, bugs, or other issues with the software after go-live
* There is documentation for the software:
  + user manual for end-users
  + installation guides for implementers
  + code documentation for developers
  + operational guide for system administrators
  + final product description including current features and priorities for future iterations
* Ensure there is a detailed plan for backups and disaster recovery
* Finalise the plan for the continued support and maintenance of the solution

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# INTRODUCTION

## PURPOSE

This document outlines <Project name> and Testing and Implementation Plan details.

## PROJECT AND PRODUCT OVERVIEW

[Copy and paste this from the Design and Development section. Make any modifications]

# TESTING

[The following section should build from the *Design and Develop* section on Quality and Accessibility Planning. Here you identified the criteria that can be used to support the testing plan. ]

## TEST PLAN

[Provide the purpose of the Test Plan. Include here the level and purpose of testing, what will be tested (e.g. the new immunization module of a system) who will perform testing, who will support the testing activities and in which environments the project will be tested.]

### RESOURCES

[Describe the individuals involved in the testing, their responsibilities, and what tools or templates or other resources they will need to carry out the testing e.g. test server, test data, test tracking tool such as JIRA.]

It is important to differentiate the different types of testing and ensure that they are schedule appropriately.

1. During the development cycle, testing happens continuously. Ideally, if you are following an agile process and human-centred design approach, user representatives are part of this process. They test new features as they are in development and provide rapid feedback to the development team;
2. At the end of a development phase, and prior to deployment in a live environment, user acceptance testing should take place to ensure that the system meets the agreed documented requirements and is ready for implementation.

## TESTING SCHEDULE

[This section should build on the Project Schedule drafted in the *Planning* stage. Now that the testing for this project is more defined, build out a more detailed project Testing Schedule. Activities should be laid out in chronological order. Include any testing milestones. Also include any periodic review meetings or review periods that will be required so sufficient time is allocated and accounted for.

Provide descriptions of the major testing tasks. Include the following information for the description of each major task, if appropriate:

* What the task will accomplish
* Resources required to accomplish the task
* Key person(s) responsible for the task
* Criteria for successful completion of the task (e.g., “user acceptance”)

## TEST CASE TEMPLATE

[Describes in detail how each test will be carried out. The test cases are very closely related to the requirements: for each requirement there should be an associated test case. ]

### ID and DESCRIPTION

[A unique ID to reference the test case. Describe the test case(s) and the individuals involved in the testing. ]

### PRECONDITIONS

[Describe the preconditions for the test case. A precondition is the state of the system that must exist before a test case can be performed.]

### POST CONDITIONS (EXPECTED RESULT)

[Describe the post conditions for the use case. A post condition is a list of possible states the system can be in immediately after a test case has finished.]

### STEPS (FLOW OF EVENTS)

[Describe the flow of events that would be expected in normal conditions as well as any potential alternate flow of events, and exceptions/errors that may be expected.]

### SPECIAL REQUIREMENTS

[Describe any special requirements necessary to perform the test case.]

### 2.2.6 RESULT (WHAT ACTUALLY HAPPENED)

[Describe what actually happened when the test was performed. ]

### 2.2.7 PASS/FAIL

[Note if the test passed or failed.]

### 2.2.8 EVIDENCE

[Provide evidence of the test e.g. a screenshot.]

# PROJECT ORGANIZATION

[Provides a description of how the implementation and testing will be managed and identifies the major tasks involved. Make sure to include a description of the planned deployment, installation, implementation approach, and testing plan. Include whether the system will be implemented using a phased approach or an “instant-on” approach. Describe too at what point(s) system will be tested]

## ROLES AND RESPONSIBILITIES

[Revisit the Project Organization table from the *Planning* stage. Copy and paste the table here and make any updates. Consider adding following roles as appropriate:

* System developer
* System Maintainer
* Quality Assurance Manager
* Configuration Manager
* Security Officer
* Database Administrator
* Site Implementation Representative(s)

Example below pasted from Planning Template]

|  |  |  |
| --- | --- | --- |
| Name & Organization | Project Role | Project Responsibilities |
| **<Name of Person>**  **<Org>**  **<Email>** | Project Sponsor  *Organization that is identifying/writing the business need/defining the project. Examples include: CDC writing the Notice of funding Opportunity (NOFO) – Or Can be the MOH, identifying a need and writing a contract for the project.)* | * Person responsible for oversight of the investment or project in its entirety. * Coordinates with appropriate staff (e.g. management and operations office, activity managers, etc.) for funding approval * Approves schedule, cost, and changes in scope (requirements) * May establish project performance measures to be used and ensures performance is within acceptable ranges * Approves investment/project documentation * Ensures compliance with host country security standards and requirements (as an alternative adopting the Security Assessment and Authorization (SA&A)) |

# 

## COMMUNICATIONS

[Building off of Communications plan from the *Planning* phase, outline any required documents or meetings that will support implementation activities]

**Required Documents**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Document Name** | **Purpose** | **Frequency** | **Where Stored (Link to file)** | **Person(s) Responsible for Generating** | **Person(s) Accountable for Approving** | **How will they be disseminated (once complete)** | **Who will receive the completed document?** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Meetings Required**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What** | **Purpose** | **Frequency (When)** | **Who** | **How Meet** |
|  |  |  |  |  |
|  |  |  |  |  |

# IMPLEMENTATION PLANNING

[The following section describes the support hardware, software, facilities, and materials required for the implementation, as well as the documentation, necessary personnel and training requirements, outstanding issues and implementation impacts to the current environment. The information provided in this section is not site-specific. If there are additional support requirements not covered by the subsequent sections, others may be added as needed.]

## IMPLEMENTATION SCHEDULE

[This section should build on the Project Schedule (aka Deployment Plan) drafted in the *Planning* stage. Now that the project is more defined, build out a more detailed project Implementation Plan. Activities should be laid out in chronological order. Include any project milestones. Also include any periodic review meetings or review periods that will be required so sufficient time is allocated and accounted for.

This is the formal step where a formal project management plan should be set out using Gantt Chart from the [PM Tool Pack](https://docs.google.com/spreadsheets/d/1SeJXZYu4_IseOLR4sfxQg5EAXANmD_fN/edit#gid=381849707) can support this project. It’s also possible to simply link to a project schedule. There are other software options listed in Provide descriptions of the major system implementation tasks. Add as many subsections as necessary to this subsection to describe all the major tasks. The tasks described in this subsection are not site-specific, but generic or overall project tasks that are required to install hardware, software, and databases, prepare data, and validate the system. Include the following information for the description of each major task, if appropriate:

* + What the task will accomplish
  + Resources required to accomplish the task
  + Key person(s) responsible for the task
  + Criteria for successful completion of the task (e.g., “user acceptance”)

Consider addressing the changes that may be necessary once the system has been implemented. These changes may include, but are not limited to, personnel and technology equipment alignment, and contractor support.]

|  |  |  |  |
| --- | --- | --- | --- |
| Major Task Name | Task Purpose | Responsible Person | Criteria for Successful Completion |
| **Planning and Coordination Meetings** |  |  |  |
| **Software Installation** |  |  |  |
| **Personnel Training** |  |  |  |
| **Implementation Manual Creation** |  |  |  |
| **Hardware Purchasing** |  |  |  |
| **Hardware Implementation** |  |  |  |
| **Site Surveys before Implementation** |  |  |  |
| **Site preparation** |  |  |  |
| **Transition plan from old to new system** |  |  |  |
| **User Training** |  |  |  |
| **Develop User Manual** |  |  |  |
| **Develop SOPs** |  |  |  |
| **Security Compliance** |  |  |  |
| **Policy and Law Compliance** |  |  |  |

## SOFTWARE

[Provide a list of non-hardware components (software, databases, and compilers, operating systems, utilities, etc.) required to support the implementation. Identify the component by specific name, code, or acronym, identification numbers, version numbers, release numbers, and applicable configuration settings. Also, include information about vendor support, licensing, usage, and ownership rights, as well as any required service and/or maintenance contract costs and associated payment responsibility. Identify whether the component is commercial off-the-shelf, custom developed or legacy. Identify any component used to facilitate the implementation process.

If this information is recorded in another document or system, such as the Configuration Management Plan or tool, identify that item here. ]

# 

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name/ ID** | **Type** | **Model/ Version** | **Physical Location** | **Equipment Owner**  **(Person or Dept)** | **Maintenance Contract? Y/N** | **Maintenance Contact Point** | **Maintenance Type/ Level of Coverage** | **Maintenance Period Expiration Date** | **Required Licenses** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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## HARDWARE

[Provide a list of support equipment and include all hardware used for installing and testing. This hardware may include computers, servers, peripheral equipment, simulators, emulators, diagnostic equipment, other non-computer equipment as well as any network and data communication requirements. The description should include the specific models, versions, configuration settings, and the equipment owner. Also include information about manufacturer support, licensing, and usage and ownership rights, and maintenance agreement details. If this information is recorded in another document or system, such as the Configuration Management Plan or tool, identify that item here.

For example, if a web-enabled database is to be implemented, identify the application and web servers that will provide network access.]

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name/ ID** | **Type** | **Model/ Version** | **Physical Location** | **Equipment Owner**  **(Person or Dept)** | **Maintenance Contract? Y/N** | **Maintenance Contact Point** | **Maintenance Type/ Level of Coverage** | **Maintenance Period Expiration Date** | **Required Licenses** |
|  |  |  |  |  |  |  |  |  |  |
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## FACILITIES NEEDED DURING IMPLEMENTATION

[This section outlines the spaces needed during implementation. Include the workspace needed to assemble hardware, install hardware, and space for training. Specify dates and even the time these spaces are needed. How can the team ensure normal activities are not disrupted? If the facilities needed are site-specific, be sure to specify needs for each facility. Refer to the Site Preparedness Checklist from Plan stage.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Facility** | **Activity** | **Location** (space where activity will take place) | **Details** | **Dates / Times** | **Person Leading Activity** |
|  | **Hardware Assembly** |  |  |  |  |
|  | **Hardware Installation and Testing** |  |  |  |  |
|  | **Software Testing** |  |  |  |  |
|  | **Training** |  |  |  |  |

## MATERIALS

[Identify any other consumables (i.e. supplies, and materials) required to support the system. Provide the names, identification numbers, version numbers, release numbers, owners, and any associated maintenance or operational costs. Make sure to list procurement plans and timelines. The procurement timeline should be integrated into the Project Implementation Plan (e.g into Gantt Chart)]

## DOCUMENTATION

[List any additional documentation needed to support the deliverable system. Make sure to list the user documentation components (such as user manuals, on-line help, and tutorials) that will be delivered along with the software. Identify any known user documentation delivery formats or standards. Include any documentation needed for developers. Include any security or privacy protection considerations associated with the system's use. The documentation timeline should be integrated into the Project Implementation Plan (e.g into Gantt Chart)]

## PERSONNEL REQUIREMENTS

[Describe committed and proposed staffing requirements. Describe the training, if any, to be provided for the implementation staff. The personnel training timeline should be integrated into the Project Implementation Plan (e.g into Gantt Chart)]

### STAFFING REQUIREMENTS

[Describe the number of personnel, length of time needed, types of skills, skill levels, expertise, and any necessary security clearances for the staff required during the implementation period. If particular staff members have been selected or proposed for the implementation, identify their roles and responsibilities. The staff hiring, training and deployment timeline should be integrated into the Project Implementation Plan (e.g into Gantt Chart)]]

### TRAINING PLAN

[Building upon the training plan outlined in the Design and Develop stage, consider the overall training and capacity building needs to Test and Implement the project. In the table below, list cadres who will need training, what kind of training is needed, and draft a plan for how this training will be done. Ensure Training needs are accounted for in the budget. The staff hiring, training and deployment timeline should be integrated into the Project Implementation Plan (e.g into Gantt Chart)]

|  |  |  |  |
| --- | --- | --- | --- |
| Cadre | Name of Persons to be trained | What Training is needed? | How will this be done? Courses? Sequence? |
| Developers | * To be hired (TBH) | * OpenMRS developers training | * Contractor hired to support training |
| IT support / System Admin |  |  |  |
| Project Designers / Business Analyst |  |  |  |
| Testing |  |  |  |
| End users |  |  |  |
| System hardware installation |  |  |  |
| System support staff |  |  |  |
| System maintenance and modification |  |  |  |
|  |  |  |  |

## OUTSTANDING ISSUES

[State any known issues or problems relevant to implementation planning. This section answers the question, “Are there any specific issues, restrictions, or limitations that must be considered as a part of the deployment?” If issues are site-specific, provide this information in Implementation Requirements by Site.]

## IMPLEMENTATION IMPACT

[Describe how the system’s implementation is expected to impact the network infrastructure, support staff, user community, etc. Include any references to Service Level Agreements which describe the performance requirements, availability, security requirements, expected response times, system backups, expected transaction rates, initial storage requirements with expected growth rate, as well as help desk support requirements.]

## IMPLEMENTATION VERIFICATION AND VALIDATION

[Describe the process for ensuring that the implementation was not poorly executed. It describes how any noted discrepancies will be rectified. This is a system risk and should be documented in the Risk and Issues Log. Ensure that you think about what to do if there are discrepancies, a no-go decision is made to implement the system. ]

# COMPLIANCE

[Based on the Compliance Requirements from the Design and Development Plan, what is the exact way the project will test compliance with any policies or laws. How will the team ensure that the project is adhering to those requirements during implementation?]

## TRANSITION PLANNING - ACCEPTANCE CRITERIA

[Finalize the **exit or acceptance criteria** for transitioning the system into production based on the Planning stage. This can be a revisit of the testing done above but at the implementation site(s). Identify who and how the team will ensure acceptability of the deliverables as well as any required technical processes, methods, tools, and/ or performance benchmarks required for product acceptance. ]

# PROJECT RISKS AND ISSUES MANAGEMENT

## IMPLEMENTATION RISKS AND CONTINGENCIES

[Identify the risks and specific actions to be taken in the event the implementation fails or needs to be altered at any point and includes the factors to be used for making the decision. Refer to the Project’s Risks and Issues Log]

## RISKS REVIEW

[At this stage, take a deeper dive into reviewing the risks outlined in the planning stage. Suggest building out a deeper assessment using the Risk and Issues Log template.

* **Assumptions** are circumstances and events that need to occur for the project to be successful, but are outside the total control of the project team
* **Constraint:** anything to restrict, limit, or regulate the project. Generally constraints are outside the total control of the project team.

Some items to consider when identifying the assumptions and constraints are:

* Schedule
* Budget
* Resource availability and skill sets,
* Software and other technology to be reused or purchased,
* Constraints associated with product interfaces ]

# SECURITY PLANNING

## SYSTEM SECURITY FEATURES

[Building upon the Hardware includes an overview of the system security and requirements that must be followed during implementation. If the system contains personal data, describe how Privacy Act concerns will be addressed. Consider the policies outlined in the Planning stage (table below pasted for reference). [Provide an overview and discussion of the security features that must be addressed when it is implemented. It should include the determination of system sensitivity and the actions necessary to ensure that the system meets all the criteria appropriate to its Certification level. Reference the applicable security guidance documents outlined in Project Planning phase.]

|  |  |  |  |
| --- | --- | --- | --- |
| Policy | Short Policy Purpose | Link to Policy | How will this project comply? |
| International Standards |  |  |  |
| Data Privacy and Security Policy |  |  |  |
| IT Policy |  |  |  |
| Enterprise Architecture: HIS Policy |  |  |  |
| Digital Health Strategy |  |  |  |
| Stakeholder- related policies |  |  |  |
| Capital Planning and Investment |  |  |  |
|  |  |  |  |

## SECURITY SET UP DURING IMPLEMENTATION

[Address security issues specifically related to the implementation effort, if any. For example, if LAN servers or workstations will be installed at a site with sensitive data preloaded on non-removable hard disk drives, address how security would be provided for the data on these devices during shipping, transport, and installation because theft of the devices could compromise the sensitive data.]

# EVALUATION

Based on the *Design and Development* plan, outline here the formal plans for evaluation during implementation.

# APPENDIX A: PROJECT IMPLEMENTATION AND TESTING PLAN APPROVAL

The undersigned acknowledge that they have reviewed the **<Project Name> Implementation Plan** and agree with the information presented within this document. Changes to this **Project Implementation and Testing Plan** will be coordinated with, and approved by, the undersigned, or their designated representatives.

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

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# 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** | **Description** | **Location** |
| <Document Name and Version Number> | <Document description> | <URL or location where document is located> |
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# APPENDIX C: KEY TERMS

The following table provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| [Insert Term] | <Provide definition of term and acronyms used in this document.> |
|  |  |
|  |  |

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| Test and Implement

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