

# Department Title

*Division Title*

## Project Title

*Implementation Report*

*XXX 0, 0000*

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## **Executive Summary**

The executive summary will contain the beginning and ending dates for the implementation process, a summary of the action plan, training requirements and staffing requirements.

## **Gantt Chart**

The Gantt Chart will identify the time-line for each action to be taken to implement the project.

## **Implementation Plan**

The implementation plan must include a description of the actions required to implement the project/phase. This description should include both funding and personnel resources required for each action and the period to complete the action.

## **Training Plan**

This section will include the training required for both project sponsor and MIS staffs. In addition, the training plan should include actions to accomplish the training, resources required and the period to complete each action.

**Signatures**

The signature section of the document will be signed by the ITS Director and the project sponsor. A statement should precede the signatures identifying that the ITS Director and project sponsor accept the Implementation Plan Report.

<b>IMPLEMENTATION QUALITY ASSURANCE CHECKLIST</b>	
	Is there a formal education and training plan or does the project work plan include the time and resources for the development of this plan?
	Does the formal education and training plan identify the curricula, delivery mechanisms, and audiences (e.g., senior management, departmental executives, project staff, and end users), or are there tasks in the project work plan to address these?
	Are automated aids and resources being used to support training needs for project staff and users?
	Have detailed practices and techniques (such as design reviews, code inspections, etc.) been determined for identifying and correcting defects as early as possible in the implementation process?
	Have acceptance criteria been established?

***We have completely reviewed this report,  
We agree with its recommendation  
and we are ready to commit the necessary resources  
to the successful completion of the project.***

**Signature**

**Date**

**Representing**

Division User Representative

Division Sponsor

DENR Division of Information Technology Services

DENR Sponsor