Your Company Name

Installation, Back-out and Rollback Plan

Date

Revision History

Date	Version	Author	Change

Table of Contents

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This template provides placeholders for recording installation, back-out and rollback instructions for the identified project.

1 Purpose

This template identifies specific instructions for the following:

- *System requirements including download and extract procedures, database information, installation and CRON scripts, system configuration and steps, necessary to fine tune the database.*
- *Implementation steps including steps to set up user accounts.*
- *Back-out procedures including the back-out strategy and considerations.*
- *The rollback process including rollback considerations, criteria and risks.*

2 System Requirements

Provide the minimum requirements for the application to be installed, as well as the recommended hardware and software requirements, including the platform, operating system and storage requirements.

2.1 Platform Installation and Preparation

Provide the chronological steps required to install the platform components, as well as the instructions for preparing the platform for the software installation.

#	Step	User
1		
2		
3		
4		
5		

2.2   Download and Extract Procedure

Provide the chronological steps for downloading and installing the software.

#	Step	User
1		
2		
3		
4		
5		

2.3   Database Creation

Provide the instructions for creating the database.

#	Database Step	User
1		
2		
3		
4		
5		

2.4   Installation Scripts

Identify all of the installation scripts in the order in which they are executed.

#	Installation Script	User
1		
2		
3		
4		
5		

2.5   CRON Scripts

Identify any CRON scripts in the order in which they are executed.

#	Installation Script	User
1		
2		
3		
4		
5		

2.6   System Configuration

Provide all system configuration instructions.

#	Step	User
1		
2		
3		
4		
5		

2.7   Database Tuning

Provide all database tuning steps and tips.

#	Step	User
1		
2		
3		
4		
5		

3   Implementation

Identify the tasks necessary for implementation, including setting up user accounts.

#	Task	User	Issues
1			
2			
3			
4			
5			

4 Back-Out Procedure

Identify those items to permit personnel to return to the last known good operational state of the software and appropriate platform settings.

4.1 Back-Out Strategy

Describe the back-out strategy, including the established time limits or other parameters that comprise the rationale for the strategy.

#	Strategy	User	Issues
1			
2			
3			
4			
5			

4.2 Back-Out Considerations

Provide checkpoints to determine if the application must be backed out and who has the authority to order the backout.

#	Task	User	Issues
1			
2			
3			
4			
5			

4.2.1 Load Testing

Provide results of load testing.

#	Task	Tester	Date
1			
2			
3			
4			

5			

4.2.2 User Acceptance Testing
Provide results of user acceptance testing.

#	Test Results	Tester	Date
1			
2			
3			
4			
5			

4.3   Back-Out Criteria
Provide back-out criteria.

#	Criteria
1	
2	
3	
4	
5	

4.3.1 Back-Out Risks
Identify the risks involved in the back-out.

#	Back-Out Risks
1	
2	
3	
4	
5	

4.4 Back-Out Authority

Identify the person or persons who have authority to require the back-out and accept the risks.

#	Person's Name	Phone Number	Email
Primary			
Secondary			

4.5 Back-Out Procedure

Provide the chronological steps to uninstall this application.

#	Task	User	Issues
1			
2			
3			
4			
5			

5   Rollback Procedure

Provide the specific steps to roll back to the previous state of the data and platform settings.

5.1   Rollback Considerations

Provide any considerations.

#	Task	User	Issues
1			
2			
3			
4			
5			

5.2   Rollback Criteria

Provide rollback criteria.

#	Criteria
1	
2	
3	
4	
5	

5.3   Rollback Risks

Provide rollback risks.

#	Rollback Risks
1	
2	
3	
4	
5	

5.4   Rollback Authority

Identify the person or persons who have authority to require the rollback and accept the risks.

#	Person's Name	Phone Number	Email
Primary			
Secondary			

5.5   Rollback Procedure

Provide the chronological steps to rollback this application to the previous state of the data and to migrate any new data to the previous version o0f the software.

#	Procedure	User	Issues
1			
2			
3			
4			
5			

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