Decommission Plan

PPM Version 2.0

<Project or Solution Name>

U.S. Department of Housing and Urban Development

<Month, Year>

Solution Information

	Information
Solution Name	*<Solution Name>*
Solution Acronym	*<Solution Acronym>*
Project Cost Accounting System (PCAS) Identifier	*<PCAS Identifier>*
Document Owner	*<Owner Name>*
Primary Segment Sponsor	*<Primary Segment Sponsor Name>*
Version/Release Number	*<Version/Release Number>*

Document History

<Provide information on how the development and distribution of the Decommission Plan is controlled and tracked. Use the table below to provide the version number, date, author, and a brief description of the reason for creating the revised version.>

Version No.	Date	Author	Revision Description

Contents

1. Introduction

1.1 Overview

<Provide a brief description of the asset and reference the high-level functionality that it provides. This will help highlight the functions that will no longer be available to its users.

Provide a brief description of the business and/or technical reasons why this asset should be sunset (i.e. older technology, equipment end-of-life (EOL) or modernization, additional maintenance, security risks). Indicate any alternative sources of the same functionality, if applicable.

If applicable, identify whether the program will be implemented using the leapfrog or phased approach. Describe the timeframe for any parallel operations of the retiring and replacement solution and any associated risks, assumptions, and constraints.

Provide a brief description of what the Department hopes to accomplish within the scope of the key decommission tasks: transition planning, component disposal, media sanitization, and information archiving.>

1.2 Coordination

<Identify all organizations the plan has been coordinated through/with, and indicate status (i.e. Approved, No Comment, Approved with Comment, or No Response).>

Organization	Coordination Point of Contact	Status
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.

Table 1 – Plan Coordination and Status

1.3 Issues

<Identify any decommission-related issues to facilitate tracking and monitoring. At a minimum, provide issue definition, resolution, and status. Update the table as new issues are identified or when issue resolution is reached. Provide a point-of-contact (name/phone/e-mail) for decommission issue updates. If any issues require more explanation or clarification than allowed in a table format, add the topic as a separate section in the plan.>

Decommission Issue	Resolution	Status	Point of Contact

Table 2 - Decommission Issues

2. Transition Planning

2.1 Stakeholder Impact

<Briefly describe how stakeholders and/or end users may be impacted by the loss of functionality resulting from the disposition of this asset. Provide any proposed workaround solutions. Include any technical interdependencies with other assets that may need to be mitigated.>

2.2 Security Categorization

<In conjunction with the security specialist, provide the security categorization rating assigned to this asset for the following categories: confidentiality, integrity, and availability.>

2.3 Notifications and Communications

<Describe the plan for notifying known users of the asset being shut down and other affected parties, such as those responsible for interfacing systems/solutions and operations staff members involved in running the asset. Specifically address procedures for coordinating with solutions and organizations that consume any data or services from the retiring asset or provide data or services to the asset. Describe the plan for closing out or modifying any associated Memoranda of Understanding.>

2.4 Schedule and Activities

<Identify the schedule, activities, and resources required for the decommissioning of the asset. Disposition activities may include:

- *Decommission authorization memorandum from system owner*

- *Review and approval of Decommission Plan*

- *Submission of records disposition request*

- *Archiving of records in accordance with Federal records management standards and guidelines*

- *Migration of records (if decommission coincides with continuation of records in a replacement solution)*

- *Storage of software and documentation*

- *Removal of all access accounts and security permissions*

- *Asset taken off-line>*

Activity	Scheduled Date	Participants

Table 3 - Schedule for Asset Decommissioning

3. Asset Disposition

3.1 Data Disposition

<Describe the plan for archiving or deleting the data files of the system being shut down, or migrating them to other systems. Include a section for sanitizing the data, if applicable.

Specifically address the process for preserving the business value and context of the data, maintaining audit trails, and ensuring that data remains accessible in accordance with Federal and HUD retention rules and policies. Consider how the process will allow HUD to meet reporting, legal discovery, and other compliance requirements.

Describe the plan to ensure that the data remains accessible as technology changes impact the storage and retrieval method and media. Identify storage/retrieval/media alternatives that may mitigate these risks.>

3.2 Software Disposition

<Describe the plan for archiving or deleting the software library files of the system being shut down, or migrating them to other systems. Provide the location, version label, and any other identifiers used to locate the files in the configuration management system.

Specifically address the process for preserving the business value and context of the files, maintaining audit trails, and ensuring that files remain accessible in accordance with Federal and HUD retention rules and policies. Consider how the process will allow HUD to meet reporting, legal discovery, and other compliance requirements.

Describe the plan to ensure that the files remain accessible as technology changes impact the storage and retrieval method and media. Identify storage/retrieval/media alternatives that may mitigate these risks.>

3.3 Equipment Disposition

<Describe the plan for disposing of the hardware and other equipment used by the asset being shut down. This may include transferring the equipment to other systems, disposing of them in accordance with the terms of the HUD Information Technology Services (HITS) contract, or donating them to external entities. For instance, Executive Order 12999, of April 17, 1996, authorizes Federal agencies to donate excess computers and related peripheral tools directly to schools.>

3.4 Documentation Disposition

<Describe the plan for archiving, deleting, or transferring to other systems the hardcopy and softcopy system, operations, and user documentation for the system being shut down.>

4. Project Closedown

4.1 Project Staff

<Describe the plan for notifying project team members (development and operations) of the shutdown of the asset and transferring these team members to other projects.>

4.2 Records Management

<Describe the plan for records management; including the plan for archiving, deleting, or transferring to other entities (e.g. program areas, projects) the project activity records for the asset being shut down. Specifically address the process for preserving the business value and context of the records, maintaining audit trails, and ensuring that records remain accessible in accordance with Federal and HUD retention rules and policies. Consider how the process will allow HUD to meet reporting, legal discovery, and other compliance requirements.>

4.3 Facilities

<Describe the plan for transferring or disposing of facilities used by the project staff for the asset being shut down.>

Appendix A: References

<Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.>

Table 4 below summarizes the documents referenced in this document.

Document Name	Description	Location
<Document name and version number>	*<Document description>*	*<URL to where document is located>*

Table 4 - References

Appendix B: Key Terms

Table 5 below 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>*

Table 5 - Key Terms