



Post-Decommission Report

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 Owner	<Primary Segment Owner Name>
Version/Release Number	<Version/Release Number>

Document History

<Provide information on how the development and distribution of the Post-Decommission Report 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

Solution Information.....	i
Document History.....	i
Contents.....	ii
1. Decommissioning Results.....	1
1.1 Data.....	1
1.2 Software.....	1
1.3 Hardware.....	1
2. Lessons Learned.....	2
2.1 Data Disposition.....	2
2.2 Software Disposition.....	2
2.3 Hardware Disposition.....	2
Appendix A: References.....	3
Appendix B: Key Terms.....	4



1. Decommissioning Results

<Use this section to explain what happened to the retired asset. The information can be presented on a checklist or in report format.>

1.1 Data

<Describe what happened to the data from the retired solution. Indicate if any subset of the data was archived, transferred to another solution, or deleted. Include a high-level description of the procedures for accessing any archived data including the users/user groups with access rights, available reports, etc. If the old data was incorporated into a new/existing system, identify the system(s) in this section.>

1.2 Software

<Describe what happened to the software components from the retired asset. Indicate where they are stored in the configuration management system and if they have been handed off to another system/program area for re-use.>

1.3 Hardware

<Explain what happened to the hardware from the retired asset.>



2. Lessons Learned

<Share lessons learned while executing the decommission tasks. Lessons learned should draw on both positive experiences where good ideas have improved efficiency or saved money and negative experiences where undesirable outcomes have already occurred. Where possible, make recommendations to translate the lessons learned into procedures that will allow future decommission efforts to realize the benefits.>

2.1 Data Disposition

<List any lessons learned from this task with that may help future decommission efforts avoid pitfalls or repeat successes.>

2.2 Software Disposition

<List any lessons learned from this task that may help future decommission efforts avoid pitfalls or repeat successes.>

2.3 Hardware Disposition

<List any lessons learned from this task that may help future decommission efforts avoid pitfalls or repeat successes.>



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 1 below summarizes the documents referenced in this document.

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

Table 1 - References



Appendix B: Key Terms

Table 2 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 2 - Key Terms