

<Project Name>

Disposition Plan

 **Version: <Type Version #>**

 **Date:**

 **Prepared by:**

Project Manager

 **Approved by:**

Project Sponsor

 **Approved by:**

Agency CIO

 **Approved by:**

Executive Sponsor

**Table of Contents**

[1. INTRODUCTION 4](#_Toc106977739)

[2. SYSTEM DISPOSITION 4](#_Toc106977740)

[3. PROJECT CLOSEOUT 4](#_Toc106977741)

[3.1 Project Staff 5](#_Toc106977742)

[4 GLOSSARY 5](#_Toc106977743)

[4.1 Glossary 5](#_Toc106977744)

**Revision History**

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**Template Overview and Instructions:**

The Disposition Plan is used for the disposal of a MITDP Information System, and the plan will vary according to System and Agency requirements. The objectives of the plan are to end the operation of the system in a planned manner to ensure that the system components and data are properly archived or incorporated into other systems.

The Disposition Plan addresses how the various components of the system are handled at the completion of operations, including software, data, hardware, communications, and documentation. The plan also notes any future access to the system. Other tasks may include the following:

* Notify all known users of the system of the planned date after which the system will no longer be available.
* Copy data to be archived onto permanent storage media, and store media in a location designated by the Disposition Plan. Work with the project management team for other systems to achieve a smooth transfer of data from the current system to these systems.
* Copy software onto permanent storage media, and store media in locations designated in the Disposition Plan. (Software to be stored may include communications and systems software as well as application software.) Work with the project team for other systems to ensure effective migration of the current system software to be used by these systems.
* Store other life-cycle products, including system documentation, in archive locations designated by the Disposition Plan.
* Dispose of equipment used exclusively by this system in accordance with the Disposition Plan (refer to excess procedures).
* Complete and update the Disposition Plan to reflect actual disposition of data, software, and hardware.
* Plan for the shutdown of the project, including the reassignment of project staff, the storage of project records, and the release of project facilities.

# INTRODUCTION

This section provides a brief description of the purpose of the disposition plan.

# SYSTEM DISPOSITION

* 1. **Notifications**

This section describes the plan for notifying known users of the system being shut down, and other affected parties, such as those responsible for other, interfacing systems, and operations staff members involved in running the system.

* 1. **Data Disposition**

This section describes the plan for archiving, deleting, or transferring to other systems the data files and related documentation in the system being shut down.

* 1. **Software Disposition**

This section describes the plan for archiving, deleting, or transferring to other systems the software library files and related documentation in the system being shut down.

* 1. **System Documentation Disposition**

This section describes the plan for archiving, deleting, or transferring to other systems the hardcopy and softcopy systems and user documentation for the system being shut down.

* 1. **Equipment Disposition**

This section describes the plan for archiving, deleting, or transferring to other systems the hardware and other equipment used by the system being shut down.

#  PROJECT CLOSEOUT

##  Project Staff

This section describes the plan for notifying the project team members of the shutdown of the system.

**3.2 Project Records**

This section describes the plan for archiving, deleting, or transferring the records of project activity for the project that have been maintaining the system.

**3.3 Facilities**

This section describes the plan for transferring or disposing of facilities used by the project staff for the system.

# GLOSSARY

## Glossary

This section contains a glossary of all terms and abbreviations used in the plan.