Your Company Name

Product Retirement Plan

Date

Revision History

Date	Version	Author	Change

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Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select "Table Text" to restore the cells to the default value.

1   Purpose

Purpose describes the intent of the document, which is to provide detailed instructions for retirement of the (product or system name). It includes the following information:

- *Retirement Strategy: How the hardware, software, data, and documentation associated with the product or system will be detached from production and archived or migrated.*
- *Communication: Information that will be sent to users and support personnel to notify them to retire the system and associated activities.*

2   Product or System Information

This section of the document should contain background information about the product or system to be retired.

2.1   Project or System Overview

Provide the purpose of the system or product and the environment in which it is currently used.

Indicate the products, systems, and processes that interface with it.

Provide diagrams, if necessary.

2.2   Reason for Retirement

Provide information why the product or system is being retired, e.g., old technology, new compliance laws, it's old, too costly, new process).

2.3   Cost and Benefits

Provide information about the costs associated with the retirement and the benefits that will result from the retirement.

2.4   Assumptions, Dependencies, and Constraints

List assumptions, dependencies, and constraints that could constrain the retirement tasks, e.g., product, system hardware or software availability or access.

2.5   Stakeholders

Provide information about who the Stakeholders are and their respective roles.

Name	Department	Role
John Smith	*Information Technology*	*Manager*

2.6   Risks

Provide information about any risks associated with the retirement, if any. Provide any work-around or mitigation information for each risk identified.

2.7   Implementation Dates

Provide a list of high-level retirement tasks or deliverables and their associated target dates.

Tasks / Deliverables	Target Date

3   Retirement Strategy

The following sections provide information about how the retirement of the product or system will be implemented.

3.1   Hardware

Provide information about how the hardware components (e.g., servers, PCs, storage devices) will be removed from production and archived or disposed of.

3.2   Software

Provide information about how the system or product software will be removed from production and archived.

- *For internally developed software, describe how the source code will be archived.*
- *For third-party software, describe how licenses, support agreements, etc. will be addressed.*

3.3   Information Archived and Retrieved

Provide information about how the system or product data will be archived, and how the data can be retrieved.

- *Describe the process that will be used to reprocess the data upon retrieval.*

3.4   Data Migration

Provide information about how system or product data will be migrated, e.g.,

- *System or Product backup prior to transfer.*
- *Code changes to process system legacy data.*
- *Hardware compatibility and installation issues.*

3.5   End of Services

Provide information about the steps that are necessary to discontinue support services associated with the system, e.g., internal and/or external system support, contract termination and license agreements, help desk support, and web sites related to the system or product

4 Communication Information

Provide information about the plan that will be used to inform users and other impacted individuals of the intent, impact, and status of the retirement activities.

5 Glossary

List any document terms that may not be fully understood without some explanation.

Term	Definition

6   APPENDIX

6.1   Hardware Retirement Form

Component Name	Description (Include: Manufacturer, Processor, Model, RAM, disk space, etc.)	Identification Numbers	Disposition (Indicate Stored, Sold, Salvaged, etc.)	Archive Location (If applicable)

6.2   Software Retirement Form

Software Component	Version	COTS Information		Media Description (Hardcopy, CD, Tape, Network Storage)	Archive Location (If applicable)
		License Information	License Disposition		

6.3   Document or Data Retirement Form

Document or Data Set / File / Table Name	Description (Include data type: Instance, Schema, Flat File, etc)	Media Type (Tape, CD, etc.)	Archive Location (If applicable)

6.4   Retirement Schedule

Step	Schedule Date	Action	Completed By	Actual Completion Date