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| Maintenance Plan |
|  [Insert Project Name]  |

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| [Type the author name] Last Updated: October 16, 2012 |

# Introduction

*Provide a paragraph or two describing the project and a bit of background information, if relevant.*

[Insert Introduction]

# Objectives

*Provide high level goal(s) of this maintenance plan for the project.*

[Insert Objectives]

# Scope

*Provide a high level description of the maintenance plan’s scope. This can include what is within scope, and what is not in scope.*

[Insert Scope here]

# System Details

## Support Infrastructure

*Provide description of the support infrastructure. This should include machine names, database instances, etc. that will be used for supporting the project post go live. Security considerations could also be included in this section.*

[Insert Support Infrastructure details]

## Support Roles & Responsibilities

*Describe the roles and responsibilities for supporting the application.*

[Insert Support Roles & Responsibilities]

## Development & Migration

*Provide description of development and migration procedures, if applicable.*

[Insert Development & Migration details]

## Standards

*Provide description any standards that are to be followed. These may be included in above section instead of being mentioned separately here.*

[Insert Standards details]

## Performance Monitoring

*Provide description of how performance is to be monitored, issues reported and changes made.*

[Insert Performance Monitoring details]

# Issues Tracking

*Provide any details on how issues are to be logged, tracked and dealt with.*

[Insert Issues Tracking details]

# System Evolution

*Provide any details concerning the evolution of the system that may be applicable for this Maintenance Plan. For example, if this is a vendor application, this may be where the maintenance policy can be summarized.*

[Insert system evolution details]