Enterprise Single Sign-On System Implementation Plan

For <Project>
Version 1.0

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1. Scope

1.1. This document shall provide the implementation plans for the installation of all hardware and software necessary to build an enterprise single sign on (ESSO) system for all information technology environments within the Oklahoma Department of Human Services enterprise.

2. Terms and Definitions

2.1. This section provides definitions of any terms that may be needed in order for the reader to understand the terminology used in the document. The author should define any acronym or technical term used in the document that may be unfamiliar to the reader, and it is best to err on the side of too many rather than too few definitions. This also allows the author to frame a word within a specific context, which provides the reader with a common understanding of the author’s definition.

3. System Overview

3.1. This section shall provide an overview of the ESSO system to be implemented, including a description of the system and all technical specifications.

3.1.1 System Description
<Describe the system and how the functionality shall be provided to the enterprise.>

3.1.2 System Organization
<Describe the system structure and the major system components essential to the implementation of the system. It should describe hardware and software, using any charts, diagrams, and graphic depictions as necessary.>

4. Project Tasks

4.1. This section shall provide all required project tasks for a complete and successful ESSO system implementation plan. The following shall be the minimum tasks required but not exclusively limited to:

- Provide the number of environments that shall be used for ESSO (i.e. Development, Production, Testing, etc.).
- Provide how the applications will be moved between environments and each work step required to accomplish.
- Provide what functions an application owner can and cannot do in each environment.
• Provide the peak ESSO periods for each environment.
• Provide a load testing methodology to determine the maximum utilization limits.
• Provide the ESSO system failover method and procedures.
• Provide the LDAP directories failover method and procedures.
• Provide the ESSO system availability.
• Provide the ESSO system methodology for maintenance downtimes.

5. Implementation Schedule

5.1. This section shall provide a schedule of activities to be accomplished during implementation. The required tasks shall be listed in chronological order in the format below:

• Hardware Installation
  Begin Hardware Installation  mm/dd/yy
  End Hardware Installation  mm/dd/yy

• Software Installation
  Begin Software Installation  mm/dd/yy
  End Software Installation  mm/dd/yy

• System Testing
  Begin System Testing  mm/dd/yy
  End System Testing  mm/dd/yy

• System Cutover
  Begin System Cutover  mm/dd/yy
  End System Cutover  mm/dd/yy

• Disaster Recovery
  Begin Disaster Recovery Testing  mm/dd/yy
  End Disaster Recovery Testing  mm/dd/yy

6. Implementation Support

6.1. This section shall describe the support software, materials, equipment, and facilities required for implementation of the ESSO system.

6.1.1 Hardware
  <Hardware to be determined once contractor is chosen>

6.1.2 Software
  <Software to be determined once contractor is chosen>
6.1.3 Facilities
<Physical facilities and accommodations to be determined once contractor is chosen>

6.1.4 Material
<Materials to be determined once the contractor is chosen>

7. Personnel
7.1. This section shall describe the personnel requirements and any known or proposed staffing requirements for the ESSO system.
   7.1.1 Personnel Requirements and Staffing
   7.1.2 Training of Implementation Staff

8. Performance Monitoring
8.1. This section shall describe the performance monitoring and techniques and how it will be used for the ESSO system.

9. Configuration and Change Management
9.1. This section shall describe the change management processes that must be followed throughout the course of the implementation plan for the ESSO system.

10. Disaster Recovery
10.1. This section shall describe the disaster recovery preparations for the hardware, software, and database for the ESSO system.

11. Tables
11.1. This section would contain any tables of information that would be useful to the reader from an explanatory or historical perspective.
11.2. Any table should have a heading with 'Table #' (where # is the table number), followed by the title for the heading that describes concisely what is contained in the table.
11.3. Each table should be placed on a separate page.
11.4. In the text there should be a reference to each Table in this section.
11.5. The table(s) must be correctly formatted and accurately and concisely convey the necessary information.
12. Figures

12.1. This section would contain any figures or drawings that would be useful to the reader from an explanatory or historical perspective.

12.2. Any figure should have a heading with Figure # (where # is the figure number), followed by the title for the heading that describes concisely what is contained in the figure.

12.3. Figures must be drawn on separate page.

12.4. There should be a reference to each figure in this section, in the text of the document.

12.5. The figure(s) must clearly describe(s) a relevant aspect of the subject matter.

13. Appendices

13.1. Appendices should be used only when absolutely necessary. Generally, appendices are used for presentation of extensively detailed descriptions of a process that may be unnecessary in the body of the document.

13.2. If appendices are included, they should describe the relevant material discussed in previous section(s) of the documentation referencing the appropriate appendix (i.e., 'see Appendix A').

13.3. Appendices should begin on a separate page, immediately following the Figures and Tables sections, and before the References section.

14. Reference Section

14.1. All references that are pertinent to the document must be listed in this section. The section should begin on a new page, and contain the heading ‘References’ in a bold font. The following subparagraphs provide some guidelines for the format of this section. It is unethical to utilize the ideas and/or content from other sources without giving proper credit.

14.1.1. References

14.1.1.1. All citations appropriate for the subject document must be formatted correctly. There are two parts to a reference citation. The first is the item is cited in the text when it is discussed. The second is the way the complete reference in the reference section is listed. Both are described below.

14.1.2. Reference Citations (in the text of the architecture document)
14.1.2.1. Cited references that appear in the text of a document are a way of giving credit to the source of the information or quote that is used in the document. They generally consist of the following bits of information:

14.1.2.1.1. The author's last name, unless first initials are needed to distinguish between two authors with the same last name.

14.1.2.1.2. If there are six or more authors, the first author is listed followed by the term, et al., and then the year of the publication is given in parenthesis.

14.1.2.1.3. Page numbers are given with a quotation or when only a specific part of a source was used.

14.1.3. Reference List

14.1.3.1. The References should list all the articles, books, and other sources used in the preparation of the document and cited with a parenthetical (textual) citation in the text. These items should be listed in alphabetical order according to the authors' last names; if a source does not have an author, alphabetize according to the first word of the title, disregarding the articles "a", "an", and "the" if they are the first word in the title.