My 21 Rules SDLC >> Launch Plan Example

ID	Date	Start Time (PST)	Description	Team	Who	Notes	Status	Remediation steps	Dry run notes	Expected Duration	Actual end time
			Pre-Launch								
Pre-1	5/27	10:00 PM	Stage config files in xxx folder on xxx	team 2	name		done				
Pre-2	5/27	10:00 PM	Check monitoring and logs to assure that the site is functioning as expected	team 2	name		done	4.0			
Pre-3	5/27	10:45 PM	Start up conference call	PM	name	**dial in number**	done				
Pre-4	5/27	10:50 PM	Go/no-go checkpoint	PM	name	Confirm all needed resources are present.	done				
Pre-5	5/27	10:50 PM	communicate launch	PM	name		done				
			Launch		name						
L-1	5/27	11:00 PM	splash site	team 2	name		done	4.1			
L-2	5/27	11:05 PM	Disable monitoring	team 2	name		done	4.1			
L-3	5/27	11:10 PM	Stop all services	team 2	name	scripts are located at //#####/#####/####	done	4.1			
L-4	5/27	11:25 PM	rollback checkpoint	PM	name						
L-5	5/27	11:30 PM	Double check that the site is splashed	team 2	name		done	4.2			
L-6	5/27	11:36 PM	Confirm no connections to systems & services	team 1	name		done	4.2			
L-7	5/27	11:40 PM	Confirm latest backup of site for recovery, if	team 1	name		done	4.2			
L-8	5/27	11:51 PM	Disable server jobs	team 1	name		done	4.2			
L-9	5/28	12:10 AM	Run upgrade scripts, team 1	team 1	name	details on scripts, location, etc.	done	4.3			
L-10	5/28	12:20 AM	Run upgrade scripts, team 2	team 2	name	details on scripts, location, etc.	done	4.3			
L-11	5/28	12:36 AM	rollback checkpoint	PM	name		done				

L-12	5/28	12:37 AM	start up service 1 on ###	team 2	name		done	4.5			
L-13	5/28	12:40 AM	verify service 1 started correctly - no errors in	team 2	name		done	4.0			
L-14	5/28	12:43 AM	start up service 2 on ###	team 2	name		done	4.5			
L-15	5/28	12:45 AM	verify service 2 started correctly - no errors in	team 4	name		done	4.0			
L-16	5/28	1:00 AM	smoke test ### on ####	team 4	name		done	4.6			
L-17	5/28	1:00 AM	Run functional tests and report results.	team 2	name	list of pages/tests...	done	4.6			
L-18	5/28	1:05 AM	team 3 testers start their	team 3	name		done				
L-19	5/28	1:30 AM	team 3 testers report on their tests	team 3	name	list testers...	done	4.6			
L-20	5/28	1:35 AM	**rollback checkpoint and**	PM	name		done				
L-21	5/28	1:45 AM	Enable monitoring	team 2	name		done	4.1			
L-22	5/28	1:47 AM	start up remaining services ## on server ###	team 2	name		done	4.5			
	5/28	1:55 AM	verify services started correctly - no errors in	team 4	name		done	4.0			
L-26	5/28	2:00 AM	execute transaction tests	team 4	name		done				
L-27	5/28	1:02 AM	confirm transactions are processing	team 4	name		done	4.7			
L-28	5/28	2:20 AM	run web unit tests against services	team 4	name	list testers...	done	4.7			
L-29	5/28	2:25 AM	verify login to systems	team 4	name		done	4.8			
L-30	5/28	2:30 AM	Confirm connections to services and systems	team 1	name		done	4.2			
L-31	5/28	2:35 AM	team 3 testers start final functional tests	team 3	name	list testers...	done	4.8			
L-32	5/28	2:50 AM	team 3 testers report on final functional tests	team 3	name	list testers...	done	4.8			
L-33	5/28	2:55 AM	**rollback checkpoint**	PM	name		done				

L-34	5/28	3:00 AM	send communication of launch complete	PM	name	Note any open incidents, defects and remediation steps in process.					
			Post Launch		name						
Post-1	5/28	4:00 AM	Hard hand offs from launch team to	ALL	ALL	list shift members…					