Implementation Tracking Sheet

# Summary

|  |  |
| --- | --- |
| **Client** |  |
| Client Project Manager Details |  |
| Date Last Updated |  |
| Other Contacts and Details |  |

(Copies of all templates referenced in this document can be found on the Blue Prism Portal)

# Roles and Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Date** | **Details/Status** | **Required By:** |
| Roles and Responsibilities |  |  | Development |

# Process Management

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Date** | **Details/Status** | **Required By:** |
| Process Scoring Template |  |  | Development |
| Initial Process Analysis Template |  |  | Development |
| Refined Process Analysis Template |  |  | Development |
| Application Assessment Template |  |  | Development |
| Process Request Form Template |  |  | Production |
| Request for Change Template |  |  | Production |

# Delivery Management

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Date** | **Details/Status** | **Required By:** |
| Process Delivery Methodology |  |  | Development |
| Process Delivery Templates |  |  | Development |
| Test Approach |  |  | Development |
| Test Phase Templates |  |  | Development |

# Operational Support

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Date** | **Details/Status** | **Required By:** |
| Deployment Control Definition |  |  | UAT |
| Deployment Control Templates |  |  | UAT |
| BAU Support Procedures |  |  | Production |
| Operational Contingency Procedures |  |  | Production |
| Register with Blue Prism Customer Support |  |  | End of Acceptance/ Warranty Period |

# Technical Infrastructure, Security and Governance

## Technical Infrastructure

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Date** | **Details/Status** | **Required By:** |
| Blue Prism Release |  |  | Development |
| License |  |  | Development |
| Blue Prism Release Certification |  |  | Development |
| High Level Design |  |  | Development\* |
| Detailed Design |  |  | Development\* |
| Build Development Environment |  |  | Development |
| Build UAT Environment |  |  | UAT |
| Build Production Environment |  |  | Production |
| Build DR Environment |  |  | Production |

High Level and Detailed design of Development environment required by Development phase. Design of other environments can follow.

## Security

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Date** | **Details/Status** | **Required By:** |
| Blue Prism Access Model Definition |  |  | Development |
| Blue Prism Access Support |  |  | Development |
| Target System Access Model Definition |  |  | Development |
| Target System Access Support |  |  | Development |
| Windows Access Model Definition |  |  | UAT |
| Windows Access Support |  |  | UAT |
| Environment Access Model |  |  | Production |
| Environment Access Support |  |  | Production |

## Governance

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Date** | **Details/Status** | **Required By:** |
| Data Policy Definition |  |  | UAT |
| Archive Procedures |  |  | Production |
| Backup Procedures |  |  | Production |
| Disaster Recovery Procedures |  |  | Production |