

1. Overview

1.1. Process overview

Decommissioning process is the final step in the SLC that closes a project and disposes of its related software and hardware systems. The process does not cover any migration of system or data onto other new or existing systems. The following items highlight the overall activities;

- a. Notification of the decommission both internally and externally
- b. Inventory of hardware and software
- c. Inventory of data
- d. Inventory of documentation
- e. Disposition of all components - i.e. what happens to hardware, software, data and documents at the end of software life cycle
- f. Discontinuation of all project-specific service components
- g. Appropriate documenting of the decommissioning process

2. Decommissioning Prerequisites

- 2.1. Confirm that the final data migration has occurred and has been accepted by the client system.
 - 2.1.1. Confirm that all use of the system has been discontinued.

3. Decommissioning Plan (DP)

The decommissioning plan documents all activities needed to successfully complete the task. The following is the outline and should be documented using the DP template.

- 3.1. Purpose of the project
 - 3.1.1. A general purpose of the plan is discussed here. Keep it simple and concise.
- 3.2. Dependencies
 - 3.2.1. List all dependencies associated with this project. They include completion of final data migration, cessation of customer contract, confirmation of no longer use for the product.
 - 3.2.2. Ensure that any customer retention requirements are considered.
- 3.3. Inventory and disposition of Hardware
 - 3.3.1. Hardware is listed here along with appropriate dispositions for each component. Typical dispositions are dispose, return to inventory, return to customer, leave in service (because of shared use).
 - 3.3.2. Inventory and disposition of Software
 - 3.3.3. Inventory all software objects. A CM tool listing should suffice. Typical disposition is to remove the software tree from the CM repository and place onto archive media (CD, tape) or leave in-place. Ensure that deleted modules cannot be reconstructed from the CM tool or any rogue hard drive. A listing of roles, users, and root passwords should also be included to allow future access. Refer to Company retention schedules. Mark the media with the deletion date.
- 3.4. Inventory and disposition of Data

- 3.4.1. Data inventory should consist of all locations where copies of data reside. If data is within one database, list database. If data is within a schema, then list schema. If database is encrypted also include a backup of the decrypted XML data packages. Include certificate encryption keys and passphrases. Typical disposition is to copy data onto archive media and "drop database" or leave static for the data retention period. Mark data media with the deletion date.
- 3.5. Inventory and disposition of Documentation
 - 3.5.1. Documentation inventory consists of a Document Management tool listing along with locations of hard copies. Disposition includes scanning of originals and leave static for the document retention period. Mark the documents with the deletion date.
- 3.6. Listing and Discontinuation of services
 - 3.6.1. Services associated with the system/project include;
 - a. Help Desk services
 - b. Toll/tollfree Phone lines
 - c. Access subscriptions
 - d. Courier services
 - e. Special email addresses
 - f. Maintenance services, etc.
 - 3.6.2. Disposition includes cessation of contracts or task orders.
- 3.7. Listing and Notification of Affected Parties
 - 3.7.1. All parties, internal and external are listed along with their purpose. Disposition includes separate notifications that the system/project is complete and their participation is no longer needed.

4. Decommissioning checklist

- 4.1.1. The decommissioning Plan (DP) includes an attached checklist for use in documenting the completed activities.
- 4.1.2. All of the above items are listed in tables with space for confirmation that each item is complete. Take care to ensure that items might have dependencies and list them in chronological order.
- 4.1.3. Responsibilities are assigned for each item on the checklist.
- 4.1.4. Dates are listed as to when the activities can occur and did occur.

For example: If a third-party dial-up account has been used by the project, the SDR should state: "Dial-up account XXX999 from dial-up account provider X was discontinued by systems administrator N.N. on 2003-APR-23."

5. Closure

- 5.1. The completed decommissioning checklist should be reviewed by the Project Manager, Quality, and approved by the Group Leader.
- 5.2. Once the activities are complete and approved, the project is officially considered decommissioned. The product life cycle is complete.

Note: It is not necessary to fulfill the record retention period prior to closure. Items marked for deletion on MM-YY date can be considered automatic.

6. Decommissioning Flow

6.1. The following flowchart outlines the decommissioning activities.

