# System Decommissioning Plan

**Purpose:** This document outlines the process for safely retiring or decommissioning an IT system. It includes steps for data migration, hardware disposal, system access removal, and other considerations necessary to ensure a complete and secure decommissioning process.

## 1. Project Overview

**System Name:** {systemName}

**System Owner:** {systemOwner}

**Decommissioning Date:** {decommissionDate}

**Prepared By:** {preparedBy}

## 2. Purpose of Decommissioning

{decommissionPurpose}

## 3. Stakeholders

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact Info** |
| {#stakeholders}{name} | {role} | {contactInfo}{/stakeholders} |

## 4. System Details

**System Description:** {systemDescription}

**Dependencies:** {systemDependencies}

**Location of System:** {systemLocation}

**Data Classification:** {dataClassification}

## 5. Decommissioning Steps

1. **Assessment:** Review the system’s current use, data, and dependencies.
2. **Communication:** Notify all stakeholders about planned decommissioning activities and timelines.
3. **Data Migration:** Ensure all essential data is backed up or migrated.
   * Data Destination: {dataDestination}
   * Responsible Party: {dataResponsible}
4. **Access Removal:** Revoke system access from all users.
5. **Service Shutdown:** Disable and shut down the system components.
6. **Hardware Disposal:** Manage hardware decommissioning responsibly.
   * Disposal Method: {hardwareDisposalMethod}
   * Disposal Vendor: {hardwareDisposalVendor}
7. **Documentation Archive:** Archive all relevant system documentation and records.

## 6. Decommissioning Checklist

{#checklist}

* {item}

{/checklist}

## 7. Risks and Mitigation

|  |  |
| --- | --- |
| **Risk** | **Mitigation Plan** |
| {#risks}{risk} | {mitigation}{/risks} |

## 8. Post-Decommissioning Actions

{#postActions}

* {action}

{/postActions}

## 9. Approval

|  |  |  |
| --- | --- | --- |
| **Approver Name** | **Role** | **Approval Date** |
| {#approvals}{approverName} | {role} | {approvalDate}{/approvals} |