

## STAGE 3: DECOMMISSIONING ACTIVITIES

## ARCHIVE PROJECT DOCUMENTS

CHECK WHEN COMPLETED:

- ☐ CREATE A SUBFOLDER TO ARCHIVE PRODUCT/PROJECT ARTIFACTS.
- ☐ UPLOAD PRODUCT/PROJECT PROPOSALS AND LAST CONTRACT.
- ☐ DETERMINE WHETHER OTHER ARTIFACTS SHOULD BE INCLUDED, SUCH AS REPORTS, DOCUMENTATION, ROAD MAPS, OR OTHER MATERIAL.

## SUPPORT

CHECK WHEN COMPLETED:

- ☐ UPDATE THE SERVICE CATALOG.
- ☐ WORK WITH HELP DESK TEAM TO IDENTIFY & REVISE KNOWLEDGE BASE ARTICLES.
- ☐ NOTIFY MONITORING TEAM.
- ☐ WORK WITH INFORMATION GOVERNANCE TO ENSURE DATA SHARING RECORDS AND DATA MODELS ARE APPROPRIATELY UPDATED.

## FINANCIAL

DO WE NEED TO COMMUNICATE WITH ANY THIRD-PARTY SERVICES WE CONTRACTED WITH FOR THIS APPLICATION?

- ☐ YES ☐ NO ☐ I DON'T KNOW

CHECK WHEN COMPLETED:

- ☐ IF YES, REQUEST ANY RELATED CODE, DOCUMENTATION, AND SCRIPTS.
- ☐ ASK VENDOR RELATIONS MANAGER TO PURGE OUR DATA FROM THEIR ENVIRONMENTS.

## INFRASTRUCTURE SOFTWARE &amp; OTHER SOFTWARE TOOLS

WAS THE APPLICATION CONSUMING LICENSES FOR STACK COMPONENTS, E.G. DATABASES, CMS, INTEGRATION TOOLS?

- ☐ YES ☐ NO ☐ I DON'T KNOW

CHECK WHEN COMPLETED:

- ☐ INFORM MANAGER WHO IS RESPONSIBLE FOR TRACKING UTILIZATION AND LICENSES OF STACK COMPONENTS.
- ☐ FIND OUT IF THE APPLICATION EXCLUSIVELY USE OTHER SOFTWARE TOOLS THAT NO LONGER NEED TO BE LICENSED, E.G. EDITORS, COMPILERS, TESTING TOOLS, SOURCE CODE MANAGEMENT TOOLS AND CONFIGURATION MANAGEMENT TOOLS.

## TEST ENVIRONMENTS

CHECK WHEN COMPLETED:

- ☐ PURGE COPIES OF THE APPLICATION USED FOR DEVELOPMENT, SUPPORT AND QA LANDSCAPES.
- ☐ RETURN ANY ASSOCIATED HARDWARE/RESOURCES TO THE OPERATIONAL POOL FOR REASSIGNMENT.

## TEST ENVIRONMENTS

CHECK WHEN COMPLETED:

- ☐ NOTIFY OPERATIONS MANAGERS THAT THE APPLICATION HAS CEASED ALL USE AND ALL TRACES SHOULD BE EXPUNGED

## ACTION ITEMS

ACTION ITEM	ASSIGNED TO	STATUS