[This template should be modified based on your organizational needs and practices]

CAP-based Alerts:

Implementation Plan

for

[My Organization]

version1.0

[date]

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#

# 1. Introduction

## Purpose

Describe the purpose of your plan to implement CAP alert authoring and a CAP alert feed.

## Assumptions and Constraints

In developing this plan, list the assumptions and constraints you’re making in regard to these and any other items:

* Schedule
* Budget
* Resource availability and skill sets
* Software and other technology to be used or purchased
* Interoperability of existing applications with new applications
* Other

## Project Overview

What are the major components of your CAP-based alert system? Include the chart you developed for the **Action Item: Integrated CAP Flowchart** showing your alerting system with CAP components. Describe where CAP fits in and how it changes the current set up.

# 2. Oversight

How is the implementation going to be managed? Who is overseeing the project? Who are the team members? Who has decision making responsibilities?

Include a list of key members, their role(s), and their contact information.

# 3. Major Tasks and Schedule

## Task List

Provide a list of major tasks required to implement CAP. Make use of the **Action Item: Major Task List**. Include a suggested timeframe for each major task. For each task:

* Describe what the task will accomplish
* Resources needed to accomplish the task
* Person responsible for the task
* Estimated timeframe
* Criteria for completion

## Schedule

Include a draft schedule. Use a format that is acceptable for your organization. This can take many forms, such as a calendar, a Gantt chart, a checklist, etc.

# 4. Security and Testing

## Security

How are you addressing security issues? Will your existing system provide sufficient security for any new systems, servers, or applications that will be added? Given the sensitive nature of issuing alerts, be sure that access to any new publishing tools meet your organization’s security protocols.

## Development and Testing

Describe how the new system will be developed in parallel with and without disrupting your existing alerting process. How will testing be conducted? Given the sensitive nature of alerts, assure that the development and testing process will not lead to issuing false alerts.

# 5. Resource Needs

List and describe any hardware, software, facilities, and materials required for the implementation, along with the documentation, necessary personnel and training requirements, outstanding issues, and implementation impacts to the current environment.

## Hardware

Will you need new servers, terminals, or other hardware? Provide the details of all new hardware required.

## Software

Will you be using open source CAP tools, developing new tools, adapting existing software, or using hosting services? List your software needs, cost, subscriptions, etc.

## Training

List how staff and your end-users will be trained. This includes training needs for implementing CAP, issuing CAP alerts, and the use of the CAP alert feed.

## Documentation

List any documentation and job-aids that need to be developed or updated.

# 6. Rollout and Maintenance

How will you know that the new system is ready to be made operational? What criteria will be used to move your development system to being operational? What metrics will you use to measure performance (use of the CAP alert feed)? What ongoing maintenance will the new system incur?

# 7. Glossary

Include a list of any terms and abbreviations used in this plan (e.g., WMO, WMO PR, CAP, etc.)