

Instructions: This document contains detailed instructions for implementing ...

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**Contact Information**

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<b>Name</b>	<b>Company</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Other Phone</b>	<b>Email Address</b>
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**Pre-Implementation Tasks**

<b>Task</b>	<b>Responsible</b>	<b>Status</b>	<b>Comments</b>
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**Implementation**

<b>Task</b>	<b>Responsible</b>	<b>Start Time</b>	<b>End Time</b>	<b>Status</b>	<b>Comments</b>
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**Backout Plan**

<b>Task</b>	<b>Responsible</b>	<b>Estimated Time</b>	<b>Status</b>	<b>Comments</b>
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**Post-implementation (to be scheduled)**

<b>Task</b>	<b>Responsible</b>	<b>Start Time</b>	<b>End Time</b>	<b>Status</b>	<b>Comments</b>
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