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Rollback Plan Template

What is Rollback Plan Template?

A Rollback Plan Template is a structured document utilized in enterprise architecture and project management that outlines the predefined steps and procedures to revert a system or application back to its previous state in the event of a failure during implementation or deployment. In the context of frameworks like TOGAF, which emphasize risk management and architecture governance, a Rollback Plan is essential for ensuring business continuity and minimizing disruptions. It typically includes elements such as triggers for rollback, roles and responsibilities, data backup procedures, checkpoints, and communication strategies to inform stakeholders. By following best practices for rollback planning, an organization can enhance its resilience, streamline recovery processes, and uphold stakeholder confidence in the integrity of its IT systems.

template

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AI Prompt: Rollback Plan Template

As an [Application Lifecycle Management] advocate, you're tasked with explaining the significance of a [Rollback Plan Template] to a group of junior project managers. Your request is to outline the essential elements that should be included in this template, along with practical examples of successful rollbacks in past projects to illustrate its importance. Consider mentioning common scenarios where rollbacks are necessary and how to effectively document the process. Emphasize the organizational benefits of having a clear and structured rollback plan, providing comparisons to project outcomes that lacked such planning. The output should be a well-crafted, engaging guide that not only educates but also inspires these junior managers to appreciate the value of planning for the unexpected in their projects.

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Rollback Plan Template

Project/Program Name

Name of the project or program for which the rollback plan is being created.

Date

Date of creation or last update of the rollback plan.

Version

Version number of the rollback plan.

Purpose

Brief description of the purpose of the rollback plan.

Scope

Define the scope of the rollback plan, including systems, applications, and services involved.

Triggers for Rollback

- **List scenarios that may trigger the need for a rollback, e.g.,**
 - System failures
 - Critical bugs or issues
 - Performance degradation
 - Stakeholder feedback

Pre-Rollback Considerations

- **Backup Requirements:**
 - Define what data/configurations need to be backed up prior to implementation.
- **Rollback Criteria:**
 - Define the criteria that must be met for a rollback to be considered.
- **Stakeholder Notification:**
 - Identify stakeholders who need to be notified about the rollback plan.

Rollback Procedure

1. **Assessment:**
 - Evaluate the situation and verify rollback criteria.
2. **Communication:**
 - Notify stakeholders about the planned rollback and expected outcomes.
3. **Execution:**
 - Describe steps for executing the rollback, including:
 - Steps to restore backups
 - Configuration changes
 - System rollbacks (e.g., reverting to a previous version)
4. **Verification:**
 - Outline steps to verify that the rollback has been successful.
5. **Documentation:**
 - Ensure all changes and outcomes are documented for future reference.

Post-Rollback Actions

- **Monitoring:**

- Implement additional monitoring to assess system performance after rollback.

- **Root Cause Analysis:**

- Conduct a thorough analysis to determine the cause of the issue that necessitated the rollback.

- **Stakeholder Follow-Up:**

- Schedule follow-up communication with stakeholders to inform them of the outcome.

Rollback Testing

- **Plan for Testing:**

- Outline how rollback scenarios will be tested in future updates/deployments.

- **Schedule Testing:**

- Define a schedule for regular testing of the rollback procedure to ensure readiness.

Approval

- **Prepared by:**

Name and title of the person who prepared the plan.

- **Reviewed by:**

Name and title of the person who reviewed the plan.

- **Approved by:**

Name and title of the person who approved the plan.

Note: This template can be customized as needed to fit the specific requirements of your organization or project.

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