



Maintenance Plan Template

Name	
Job Role/Title	IT Project Manager
Workplace/Organisation	Bounce Fitness
State/Territory	

Project Title <i>Provide the name of the project. The title should be descriptive and concise, clearly indicating the project's purpose and scope.</i>	"BounceFit Tracker"
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Maintenance Plan

Purpose

[Approximate word count: 10 – 30 words]

This plan outlines the scheduled maintenance activities intended to keep the system running efficiently.

Maintenance Schedule

Identify at least **three (3) tasks** to be performed periodically to ensure the maintenance of the app.

Task

List the task, e.g. security patches.

Assessor instructions: Students' maintenance tasks may differ, but they must relate to the "BounceFit Tracker" app.

How often

Write how often it should be done, e.g. bi-monthly.

Assessor instructions: Students must choose how often the task should be performed. The occurrence must be consistent with the task. For example, security patches cannot be performed yearly.

Person Responsible

Choose the person responsible to complete the task.

Assessor instructions: Students must allocate the tasks to the required personnel according to their role. For example, the project sponsor can be the person responsible for conducting the security patches.

Software Component Updates

Bi-monthly

IT Manager



Security Patches	Bi-monthly	Security Analyst
System Performance Reviews	Quarterly	Systems Administrator
Database Optimisation	Quarterly	Database Administrator
Backup Procedures Review	Quarterly	IT Administrator
User Feedback Analysis	Monthly	Business Analyst
Feature Enhancement Testing	As needed (post-update)	Quality Assurance Team

Developed by: <i>(Insert your name)</i>	
Signature:	
Date:	