**<Service Name> Sunset Plan**

**Provide a brief overview of the service and why it should be retired:**

Reasons for service sunset - provide a brief summary of the **primary** reasons for the service sunset. Discussion points may include (but are not limited to the following):

* *Decline in subscribership and revenue (if billable) - consider providing a graph to show decline, or discuss*
* *Service requires technology upgrade in order to provide value - provide details on upgrade costs, including, equipment, circuits, staff time, etc., and discuss if the costs outweigh the benefits. If billable, can you recover costs after the upgrade?*
* *No strategic value in continuing to offer the service - examples include - this service was once critical to providing authentication services. Newer technology is more secure, and cheaper to support and as a result the existing service will be retired*
* *Market-based alternatives provide more features and functionality, at a lower cost*

**Targeted Sunset Date:**

**Service Sunset only, or Sunset and Replacement?**

*If a replacement is offered, describe here.*

**Necessary Tasks**

*Important - the following is a high-level overview of the tasks required for a successful service sunset. Creating a spreadsheet or project plan to track subtasks is highly recommended.*

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsible Party** | **Due Date** |
|  |  |  |
|  |  |  |
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**Special Situations:**

*Use this space to describe special situations that should be tracked. For example, clients who have a unique instance of the service and as a result, may require a different sunset plan, or extra assistance.*