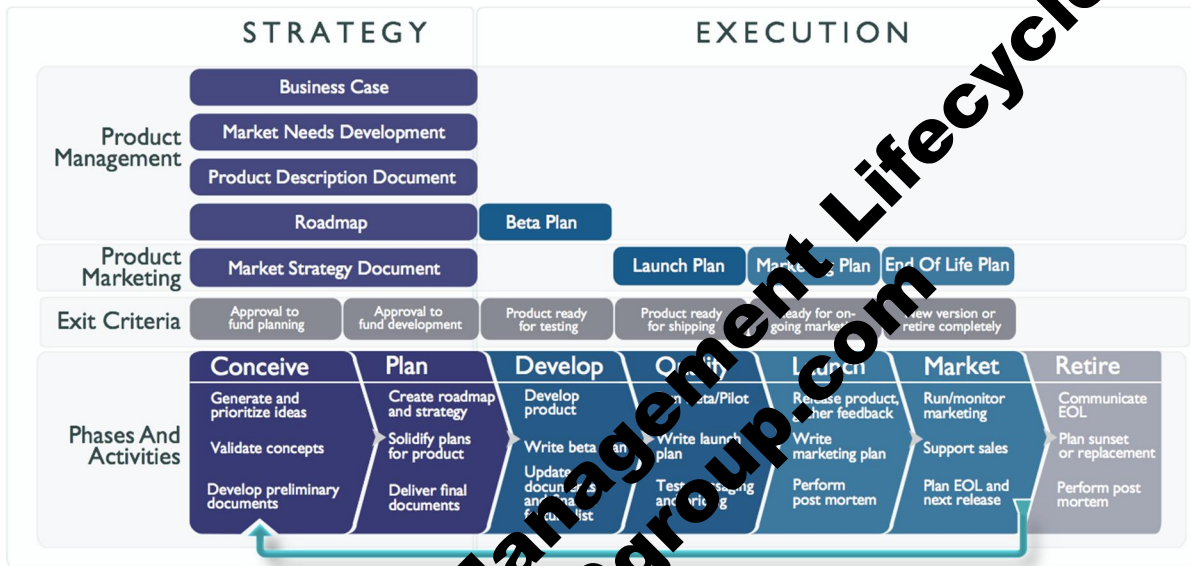


# <Project Name>

## End Of Life Plan

### 280 Group Optimal Product Process™



Optimal Product Process: 280 Group  
Conceive to Retire: AIPMM Product Management Body of Knowledge (ProdBOK) | Version 1.0

This template is part of the Product LifeCycle Toolkit™ from the 280 Group.

The 280 Group helps companies deliver products that delight their customers and produce massive profits™. They offer Product Management and Product Marketing consulting, contracts, training, certifications, books and templates.



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## How to Use This Document

**Notes** appear in this style are to assist the writer. These notes can be deleted from the final document.

The tag <body> is used as a placeholder for entering text. These are to be replaced with the actual content of your document.

If a specific section or requirement category isn't applicable to your project, it should still be included in the final document. Use the notation 'N/A' (not applicable) and possibly a brief reason why the section isn't needed. If needed, add sections to cover issues specific to your company and product, following the style in this document. You may wish to record your assumptions and references in the last section of this document as you write it.

## Principles of Optimal Product Process

- Avoid duplication
  - Best content container
  - Different stages, authors, purpose
- Maintain history throughout Product Life Cycle
  - Revise one document, and only when necessary
- Works in Waterfall and Agile organizations
- Separate strategy from execution
  - Ensures you have everything important to product's success
- Document is not a goal
  - How much/little you include is heavily dependent on situation
  - Each document could be as short as a dozen pages

## Purpose of this document

This document describes the plan for ending a product. It could be a complete withdrawal from the market, or the more common retiring one version and replacing it with a new release. This document is basically a checklist of tasks to successfully end a product's life in the market.

Bottom line – you are withdrawing an offer from the market and must communicate the transition to customers

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**Sample from Product Management Lifecycle Toolkit**  
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