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Introduction**  **space**  A project transition plan must be a part of every major project as it ensures the new product or service is implemented smoothly.  Whilst transition activities may fall into the project's normal Gantt chart, transition can be complex with critical activities that are worthy of dedicated, focused, stakeholder engagement and planning.   * Logistics Considerations. Often, for a project to be implemented smoothly, certain elements first need to be put in place. Whether this involves new hardware, software, hiring of additional staff or contractual amendments, these issues must be addressed before attempting to start the change process. * The Transfer of Knowledge. Another key part of any transition plan is the issue of knowledge transfer. All staff that will need to use the new system must be properly trained. All business-as-usual partners, the people who will be responsible for the ongoing support and maintenance of a new project will need new skills or knowledge. This transfer of knowledge can greatly affect the way the change is perceived and, therefore, has the power to affect the success or failure of the process. * Detailed Schedules for Implementation. Depending on the size of the project, it may not be feasible to implement it all at once and may be introduced on a phased-in basis. The decisions made here will impact in which order staff are trained and the timing of communication messages. * Identification of Risk Factors. Whenever there is change, there is the possibility of new risk factors that may not have been present before - introduced risks. This must be carefully considered by the project team and newly introduced capabilities, services or assets must be scrutinised for exposure to various types of risk, whether it's operational risk, reputation risk or financial risk. Recommendations must be documented for all findings in the project management transition plan so the relevant parties can access and address them accordingly.   **Remove example/instruction text when complete.**  **2. Transition objectives**  **space** What is it that you want the transition to business-as-usual to achieve?  space  Transition Objectives TEST  space  **3. Scope**  **space**  Use the objective to determine what the transition scope is. Scope is the boundary that delineates between what transition activities will occur and what won't. This is a very important distinction and can prevent disagreement between stakeholders in future stages.  **In Scope**  In Scope is a set of boundaries that determine what falls inside the project and what is included in planning. Activities that fall inside the boundaries are considered “in scope” and are planned for in the schedule and budget. This section requires you to determine the activities the project will be working on.  ***Out of Scope***  Out of Scope is a set of boundaries that determine what falls outside the project and what is not included in planning. Activities that fall outside the boundaries are considered “out of scope”. This section requires you to determine the activities the project will not be addressing.    **The following table identifies the scope of transition actives:** |  |  |  | | --- | --- | | IN SCOPE | OUT OF SCOPE | | In Scope TEST | Out of Scope TEST |  |  | | --- | | **4. Stakeholders**  **space** When gathering and defining requirements, and set tasks, it is critically important to identify and engage the right stakeholders to ensure transition takes a myriad of elements into consideration. It is not always easy to identify the stakeholders, particularly those impacted indirectly. Examples of stakeholders are: The project sponsor The customer who receives the deliverables The users of the project outputs Suppliers (MFB and external) ICS Training Fleet ERM Health & Safety Corporate Sustainability The project manager and project team |   ​   |  |  |  |  | | --- | --- | --- | --- | | Stakeholder Group | Stakeholder Name | Stakeholder Position | Interest in Position | | Industrial Organisation/s | ABC | High | Ops CC meetings |  |  | | --- | |  |  |  | | --- | | **5. Transition Requirements Definition**  **space**  Once you understand who the stakeholders are, schedule the engagement activity that will be conducted to determine the transition requirements and plan.  **The requirements will be/were developed through the following stakeholder engagement.** |  |  |  |  | | --- | --- | --- | | **Name/Group** | **Engagement type** | **Schedule** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  |  |  |  | | --- | --- | --- | | **6. Assumptions**  **space**  What assumptions are being made when eliciting the requirements, if any?  Space   |  | | --- | | Assumptions TEST |   space  **7. Dependencies**  **space**  For this transition to business-as-usual to be successful what is it dependent on?  space   |  | | --- | | Dependencies TEST |   space  **8. Transition Team**  **space** |  |  |  | | --- | --- | | **TRANSITION ROLE** | **WHO** | | *Business Analyst* | Faye Stanley | | *Planning Investment Committee Representative* | Joe Smith | | *Planning Investment Committee Representative* | Sean Smith | | *PMO Representative* | Jamie Murphy | | *PMO Representative* | Jane Smith | | *Project Manager* | Jack Watts | | *Project Sponsor* | Carlene James | | *Senior Supplier* | Molly Smith |  |  | | --- | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **9. Tracking process tasks**  List the tasks that must be accomplished during the transition process. Some tasks will be repeated for each deliverable—be sure to include each task for each deliverable. The following table suggests tasks which should be confirmed or replaced, and the responsible person and date entered.  The transition tasks include:   |  |  |  | | --- | --- | --- | | Task | **Who's Responsible** | **Due Date** | | TASK | RESPONSIBLE | 11/11/2021 |   space  **10. Training needs**  **space**  Based on the estimated skill levels, and some knowledge of the skill levels of the production support staff, estimate the training needs. List recommended knowledge transfer activities. List any courses that will be required, and include a schedule of when those courses are offered.  space   |  | | --- | | Training needs TEST |   space  **11. Training plan**  **space**  Provide a training plan, including a schedule for completing any necessary course work, and for knowledge transfer activities.  space   |  | | --- | | Training plan TEST |   space  **12. Communications plan**  **space**  Establish a schedule for transition team meetings, for transition reviews, and for reports to the project team, and Project Sponsor. Determine how reports are to be made (at project status meetings, at project review meetings, through email, etc.). Use the project stakeholder table to determine who has a stake in the transition progress. The following methods will be used to keep stakeholders and outside parties informed and involved in the transition process: |  |  |  |  | | --- | --- | --- | | Stakeholder | Method of Communication | Frequency of Communication | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  |  |  |  | | --- | --- | --- | | **13. Timelines and milestones**  **space**  Estimate the length of the transition period, and any overlap with development (transition/staged period). Assign final approval (consultation if required) and production commissioning dates. In addition, include the dates for any expected training required for support staff.  space   |  | | --- | | Critical path and milestones TEST |   space  **14. Introducing risks**  **space**  Projects may introduce new risks to the MFB – new capability introducing new safety risks, new technology bringing complexities in supportability for example. Consider the risks that may prevent or limit the benefit brought about by the project deliverables.  space   |  | | --- | | Introduced risks TEST |   space | |  | | |