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|   | WORK TRANSITION PLAN |   |
|   |   |  12534 |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|   | SCOPE DEFINITION & ANALYSIS |   |   |   |   | STEADY STATE & MONITORING |   |
|   |   |   |   |   |   |   |   |   |   |
|   | ● Scope definition and detailed feasibility analysis with all possible outcomes● Project planning, costs calculations, and project initiation● Define people to be engaged and engagement scope with deadlines● Prepare, fill, and document all relevant steps to be taken |   |   |   |   | ● Solving daily tasks and daily routines independently ● Proactive monitoring of the team responsible for assessing the quality of work● Involvement in specific tasks that entail a higher level of complexity● Independent participation in the creation of specifications for new projects |   |
|   |   |   |   |   |   |   |   |   |   |
|   | IMPORTANT CONTACTS |   |   |   |   | OFFICIAL TRANSITION |   |
|   |   |   |   |   |   |   |   |   |   |
|   | ● Contact information of colleagues or details of external individuals from projects● Provide context for this list of professionals● Organize initial meetings with most important persons from the list● Provide all emails, documents and recordings connected to these persons |   |   |   |   | ● SHADOWING - Learn what it is like to perform a particular job at a workplace● Attend daily progress team meetings and starting to bring reports about work progress● On site and field work with maximum involvement in tasks execution● After agreed period of time, newcomer goes solo with only email support |   |
|   |   | KNOWLEDGE TRANSFER |   |   |
|   |   |   |   |   |   |
|   |   | ● Provide all available documents and files that can help in the process● Plan and initiate support transition which may include various additional resources● Study available documents and architecture of the system● Study existing company processes, especially ones deeply related |   |   |
|   |   |   |   |   |   |   |   |
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