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|  | WORK TRANSITION PLAN | | | | | | | |  |
|  |  | 1  2  5  3  4 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | 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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