

## Transition Plan

**Project Name -**

**Key Points of Contact:**

*Transition Program Manager -*

*Transition Co-ordinator -*

*Change Manager -*

### **Proposed Transition**

What will change? This should be a brief explanation of the proposed Transition, make sure to address not only what will change but also who it will affect and when it will take place.

Clearly define your goals – set objectives and a time frame you want to complete the transition by.

**Effective Date:**

### **Reason for Change**

Why should this change happen? When explaining the reason for the change, be specific. Explain exactly why the change is necessary. Remember, you need to fully justify the need for the change. Use this section to address anticipated concerns and/or resistance to drive home the 'why' for this change

**Effective Date:**

## Transition Plan

### Intended Outcome(s)

What would be specific outcome of a successful Transition? Consider results such as reduced costs, increased productivity.

Consider what your business needs from this transition – what will it give you in the long-term.

**Effective Date:**

### Estimated Duration

How long will it take? Provide an estimate of how much time will be required to implement and solidify the proposed transition.

Be sure to include the time related to planning for the change, consider the change this transition will bring and prepare with training and guidance.

**Effective Date:**

### Estimated Costs

How much will the implementation cost? Calculate the estimated total costs associated with the transition.

**Effective Date:**

## Transition Plan

### Additional Factors to Consider

What other areas of the company might this change affect? Anything of note that is not covered by the previous categories belongs in this section.

### Effective Date:

### Key Points for a successful transition:

- Clearly define your goals – set objectives and a time frame you want to complete the transition by.
- Consider what your business needs from this transition – what will it give you in the long-term.
- Consider the change this transition will bring and prepare with training and guidance.
- Make sure your budget balances with the cost of the transition – consider the cost-savings the move will/may incur.
- Help the smooth-running of the transition – have all the relevant information required up-to-date and accessible.
- Ensure confidentiality of data and files, plus back-ups – make sure these are all in place prior to the transition.
- Plan for a settling in period and what this will mean for your company.