**PROJECT MANAGEMENT
TRANSITION PLAN TEMPLATE**

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| PROJECT TITLE |
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|  |  |  |  |  |  |
| PROJECT SPONSOR | PROJECT MANAGER | PLAN CREATED BY | DATE |
|   |   |   |   |

1. Project Overview / Goals and Objectives

2. Current State Analysis / Summary

3. Transition Plan

4. Communication Plan

5. Resource Plan

6. Risk Management Plan

7. Quality Assurance Plan

8. Training Plan

9. Notes

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| 1 | PROJECT OVERVIEW / GOALS AND OBJECTIVES |
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| 2 | CURRENT STATE ANALYSIS / SUMMARY |
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| 3 | TRANSITION PLAN |
| TIMELINES | START DATE | END DATE |
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| KEY MILESTONES | START DATE | END DATE |
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| SPECIFIC TASKS | ASSIGNED TO | START DATE | END DATE |
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| 4 | COMMUNICATION PLAN |
| FREQUENCY AND FORMAT OF COMMUNICATION |
|   |
| COMMUNICATION CHANNELS TO BE USED |
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| 5 | RESOURCE PLAN |
| STAFF |
|   |
| EQUIPMENT |
|   |
| SOFTWARE |
|   |
| BUDGET |
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| 6 | RISK MANAGEMENT PLAN |
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| 7 | QUALITY ASSURANCE PLAN |
| TESTING PROCEDURES |
|   |
| REVIEW PROCESSES |
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| 8 | TRAINING PLAN |
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| 9 | NOTES |
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