**[](https://www.smartsheet.com/try-it?trp=11756&utm_source=integrated-content&utm_campaign=/content/project-transition-template&utm_medium=Project+Transition+doc+11756&lpa=Project+Transition+doc+11756)** **PROJECT TRANSITION PLAN**

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| --- | --- | --- |
| PROJECT TITLE | PLAN CREATED BY | DATE |
| Department Merger | Barbara Kenzie | 02/02/20XX |

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| GOALS |
| Merge Sales and Marketing Departments |

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| RISKS |
| 1. Cultural differences between departments  2. Loss of focus  3. Resistance to change  4. Overlapping responsibilities  5. Integration challenges  6. Loss of specialized skills |

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| ASSUMPTIONS |
| 1. Common goals  2. Customer focus engaging with potential customers at scale  3. Data-driven approach  4. Collaboration  5. Integration challenges  6. Resistance to change |

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| OTHER |
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| TASK / ASSIGNMENT | | | | |
| TRANSITION ROLE | ASSIGNED TO | START DATE | END DATE | NOTES |
| Transition Team Leader | Kate Ester | 03/01/20XX | 05/25/20XX |  |
| Project Leader | Alexander Josef | 03/01/20XX | TBD |  |
| Transition Specialist | Hayden Maripol | 03/01/20XX | TBD |  |
| Project Team | Pranab Kumar |  |  |  |
| Database Administrator | Eva French |  |  |  |
| Systems and Networking | Robert Harris | 04/01/20XX | 05/25/20XX | Outside consultant |
| Production Support | Yasen Vernon |  |  |  |
| Desktop Support | Hanifa Khell |  |  |  |
| Help Desk | Hanifa Khell |  |  |  |
| OPS | David Adams |  |  |  |
| Platform Support | Eva French |  |  | May delegate to Help Desk team. |
| Project Development | Mark Seeley |  |  |  |
| TASKS | ASSIGNED TO | START DATE | END DATE | NOTES |
| Coordinate transition planning meeting | Kate Ester | 03/01/20XX | 03/02/20XX |  |
| Distribute project initiation plan or project plan | Alexander Josef |  |  |  |
| Attend transition planning | All Team Leaders | TBD | TBD | Per Kate Ester 03/02/20XX |
| Identify project activities to be completed before transition can start | Alexander Josef | 03/01/20XX | 03/10/20XX |  |
| Conduct skill gap analysis | Hayden Maripol | 03/15/20XX | 03/20/20XX |  |
| TRAINING | ASSIGNED TO | START DATE | END DATE | NOTES |
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