



CONTRACTOR TRANSITION PLAN

TITLE:

NUMBER:

CONTRACT AUTHORITY / CUSTOMER:

VERSION

| VERSION HISTORY | | | | |
|-----------------|-------------|---------------|-----------------------|--------|
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | | | | |
|-------------|--|-------|--|------|--|
| PREPARED BY | | TITLE | | DATE | |
| APPROVED BY | | TITLE | | DATE | |

CONTRACTOR TRANSITION PLAN TABLE OF CONTENTS

| | |
|--|---|
| OVERVIEW | 3 |
| OBJECTIVES | 3 |
| CONTRACT DETAILS | 3 |
| TRANSITION TEAM..... | 4 |
| TRANSITION TASKS, ACTIVITIES, AND SCHEDULE | 5 |
| RISKS | 6 |
| ISSUES..... | 7 |
| COMMUNICATION PLAN..... | 8 |
| PROPERTY TRANSFER / ACCESS | 9 |
| KNOWLEDGE / INFORMATION TRANSFER | 9 |
| TRANSITION APPROVAL | 9 |

OVERVIEW

Provide purpose of transition plan and the plan's objectives. Include contract overview and transition timeframe.

| |
|--|
| |
|--|

OBJECTIVES

| |
|--|
| |
|--|

CONTRACT DETAILS

| |
|--|
| |
|--|

NEW CONTRACT

| | |
|----------------------------|--|
| CONTRACT NUMBER | |
| CONTRACT TITLE | |
| INCOMING CONTRACTOR | |
| CONTRACT START DATE | |

EXPIRING CONTRACT

| | |
|-----------------------------|--|
| CONTRACT NUMBER | |
| CONTRACT TITLE | |
| OUTGOING CONTRACTOR | |
| CONTRACT EXPIRY DATE | |

PROPERTY TRANSFER / ACCESS

Provide details regarding what equipment, records, and assets will be transferred, and the method of transfer. Include transition process for transfer of access to physical site and / or IT access and any security measures taken.

KNOWLEDGE / INFORMATION TRANSFER

Transfer methods should be detailed along with any necessary training.

TRANSITION APPROVAL

Provide details of any requirements of the finalized handover and / or acceptance of the transition, including functionality of deliverables, agreements, approval processes, and formal acceptance.

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.