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| --- |
| Company Name |
| Transition Plan |
| [Type name of programme] |

Place your company logo here

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| Insert name of document authorSelect date |

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**Document History**

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**Revision History**

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**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

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# Programme ID

*Insert the unique identifier for this programme*

# Programme Description

*Insert a brief description of the programme (this can be taken from the Programme Brief)*

# Transition Plan

* 1. **Tranche Overview**

*Include a brief description of the tranche (or stage/phase) of the programme to which this Transition Plan applies*

* 1. **Tranche Overview**

*Briefly summarise the outputs and resulting new capability delivered by the projects in this tranche of the programme and the benefits to which they contribute*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project ID | Project Outputs Delivered in this Tranche  | New Capabilities Enabled by these outputs | Benefit Contributed to | Business Areas Impacted |
| *Insert unique ID/Ref* |  *List the outputs delivered for each project* | *Briefly summarise the new capabilities enabled* | *Insert the Benefit ID* | *Identify the business area(s) talking delivery of the output* |

* 1. **Timetable**

*Briefly summarise the timing and sequence of the activities and tasks required to deliver and implement the changes. This may be in the form of additions/added detail to the overall Programme Plan for this tranche (which can be appended). You could divide the transition activities into:*

*Pre-transition – preparing operations for implementation and baseline measures*

*Transition – implementation and supporting roll-out*

*Post-Transition – embedding changes and return to business as usual*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Transition Activity ID | Transition Activity Task | Start Date | End Date | Resources Required |
| Pre-transition |
| *Insert unique ID/Ref* |  *List the transition activities and tasks to be completed* | *When the activity/task will start* | *When the activity/task will end* | *Identify the programme and operations resources needed to complete this activity/task.* |
| Transition |
|  |  |  |  |  |
| Post-transition |
|  |  |  |  |  |

# Change Readiness

* 1. **Operations**

*Describe the current change readiness of the business area(s) impacted by the implementation. See separate Change Readiness Assessment template and Readiness for Transition template for guidance on what to include*

* 1. **Current Work Issues**

*Note any current work or operational issues that may affect or influence the transition plan e.g. seasonal or unusual peaks in workload, unplanned incidents, availability of key staff etc.*

* 1. **Constraints**

*Identify any known constraints that may inhibit or influence transition e.g. maintenance of business as usual, productivity, service quality etc*

* 1. **Actions Required before Transition can start**

*List all actions required to be completed prior to the start of transition,*

|  |  |  |  |
| --- | --- | --- | --- |
| Action Required | Who | Target Date | Approval |
| *List the actions be completed* | *Who will undertake this action* | *When the action must be completed by* | *Who will approve or sign-off the action* |

# Completion

*This will normally be the Business Change Manager for the business area impacted by transition*

Business Change Manager:

Date:

# Approval

*Approval and sign-off of the Transition Plan and for transition to start requires agreement from both the Programme Manager and the Senior Responsible Owner*

|  |  |  |
| --- | --- | --- |
| Programme Manager:Date: | Senior Responsible Owner:Date: |  |

# Review

*Insert date when this Transition Plan will next be reviewed and updated*

Next Review Date:

# APPENDIX: Programme Plan (Schedule)