**Transition Out Plan**

**Shrine of the Five Wounds: A web-based**

**Church Request Management System**

**ASIA PACIFIC COLLEGE**

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# Executive Summary

The Project team has created a transition out plan as part of the project. Through collaborative efforts between our team and the client, the Shrine of the Five Wounds: A Web-Based Church Request Management System was developed, achieving project objectives, and delivering enhanced reporting processes. As per the contractual agreement, ownership of the system has transitioned to the client. Presently, the system operates efficiently and reliably, with comprehensive user training completed and all functionalities thoroughly tested and validated.

To ensure the new stakeholders possess a comprehensive understanding of the system, all project deliverables, including technical documentation, user manuals, and source code, will be transferred to them. Additionally, knowledge transfer sessions will be conducted, covering system operations, maintenance, and troubleshooting. The transition out plan features a detailed schedule, prioritizing a seamless handover to the next contractor. User education will commence during the implementation phase, scheduled to begin in mid-April 2024. Crucial tasks in the plan's closeout phase include documenting lessons learned, updating records, obtaining official acceptance, archiving files, and convening a project closeout meeting by the end of June 2024. Throughout this process, the transition team, comprising project team members, developers, and the transition project manager, will collaborate closely to ensure minimal disruptions to project operations and a successful handover.

Ultimately, the transition out plan aims to ensure the client receives a fully functional and sustainable system while our team effectively concludes the project, maintaining the quality of deliverables throughout the transition process.

# Transition Team Organization

Transition Project Manager (TPM): Responsible for overseeing the overall success of the transition process. The TPM manages the transition team, ensures timely completion of tasks, maintains open communication with the client, and ensures adherence to the transition strategy.

Developers/Technical Lead (DTL): Provides technical expertise throughout the transition. Collaborating closely with the project team, the DTL understands the system and develops a transition strategy. Additionally, the DTL facilitates communication with the new contractor to ensure a seamless transfer of technical knowledge.

Software Tester Lead (STL): Manages testing efforts, develops test plans, and upholds software quality standards. Working closely with project managers, developers, and stakeholders, the STL ensures a successful and efficient software testing process.

Quality Assurance (QA) Lead: Ensures that all deliverables meet the quality requirements outlined in the transition plan. The QA Lead collaborates closely with the TPM to establish quality measures and ensure that all transition tasks are executed to a high standard.

Project Team Members: Provide assistance, information, and knowledge about the system. They play a crucial role in facilitating a smooth transfer of knowledge and expertise to the new stakeholders.

The Shrine of the Five Wounds: A Web-Based Church Request Management System project’s transition strategy place a lot of attention on the workspace transfer. A thorough workforce plan must be established and successfully communicated to guarantee a smooth and effective transition.

The Transition Project Manager leads the process of transitioning employees to the new organizational structure. The WTM collaborates with department heads and managers to assess staffing needs and identify employees who will be affected by the transition. They develop a comprehensive transition plan that outlines the steps and timelines for employee realignment, job reassignments, or workforce reductions. In the process, timely and clear communication is essential because it is important to respectfully inform the workforce of any changes. It will make sure that all the members are educated about their task and receive required support throughout the transition with the client’s management. The employees will also receive any necessary training to ensure they fully understand and prepared to provide great services.

# Workforce Transition

The workforce transition is a key component of the Shrine of the Five Wounds project's transition strategy. To guarantee a seamless successful transition requires the development of a comprehensive workforce plan.

In order to accurately notify the workforce of any changes, quick and open communication will be essential throughout this process. Throughout the transition, the Transition Project Manager will ensure that all staff members receive the necessary support and are informed about their alternatives. In order to guarantee that the staff members are completely equipped to deliver quality services both during and after the transition phase, they are going to receive the required training. The workforce transition plan will be continuously assessed and adjusted as needed, with the main objective being the successful completion of the project within the allotted schedule and budget.

# Work Execution During Transition

A number of important tasks will still need to be finished during the Shrine of the Five Wounds project's transition period. These tasks are as follows:

* User Training: It is necessary to develop and distribute training materials in order to familiarize users with the new system. The two-week training sessions will include both lectures and hands-on training.
* System Testing: This represents the new system's official deployment. Before releasing it to users, the team must ensure that all required parts are present and functioning as intended. To achieve this, it will be necessary to verify the accuracy of the data migration and run final system tests.
* Lessons Learned Documentation: This step involves documenting the project-related insights. It involves evaluating the group's strengths and weaknesses in order to make adjustments. The document will promote the application of best practices and be a helpful resource for upcoming projects.
* Complete Project Deliverables: The group is in charge of making sure that the project is fully documented upon completion. This includes revising important documents like contracts, user manuals, test cases, backups, memoranda of agreement (MOA), and other relevant documents. It also involves keeping copies of these records to maintain a complete project history and make future references easier.
* Formal Acceptance: This stage of the process confirms that the transfer was completed by obtaining the formal approval of the client. The project team is in charge of making sure the client is satisfied with the new system and that all deliverables have been completed.
* Document Archiving: During this phase, all project-related documents and files will be archived. It may contain project plans, contracts, agreements, and other important documents.
* Project Closure Meeting: The last stage of the transition includes a meeting with all stakeholders to close out the project. The purpose of this meeting is to go over the project, identify areas that need work and improvement, and make sure that any remaining issues are addressed.

# Property Transition

The Shrine of the Five Wounds project's transition plan needs to address the transfer of property like user accounts and passwords. For this specific phase of transition, the following includes the concerns and proposed actions:

* User Account Inventory: Firstly, all user accounts and their related privileges need to be properly listed in an inventory. It should also list the accounts that are no longer needed by the system or that are not active.
* Password Security: All user passwords need to be reset during the transition process in order to keep security as the primary priority. During the transfer, the system owner must require that every user create a new and secure password.
* User Database: Any user accounts that need to be moved or disabled should have a database included in the transition plan. This table needs to include the login credentials, the associated email address, and the proper user privileges.

# Knowledge Transfer

The project team and senior developer will provide comprehensive documentation and guides to the Shrine of the Five Wounds staff. The documentation will include a project outline, system structure, operational requirements, technical specifications, and other important documents in order to expand the Shrine of the Five Wound Staff's understanding of the system's operation. The project team and senior developer will provide customized training to the Shrine of the Five Wounds Staff so they are completely familiar with the system and how it works.

As part of the knowledge transfer plan, regular check-ins and meetings will be organized between the project team, senior developer, and the management of the Shrine of the Five Wounds to guarantee successful knowledge transfer and immediate resolution on any questions or issues.

# Schedule

The Gantt chart below serves as a visual representation of a project schedule, displaying the project’s tasks and durations. It provides a comprehensive overview of project progress, highlighting key milestones and deadlines.

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# Handover and Acceptance

The handover and acceptance process will start after the implementation phase is finished and all necessary deliverables and documentation have been completed. After that, the project team will organize a formal meeting to go over the transition plan and make sure all requirements have been met with the project sponsor and other significant stakeholders.

During the handover meeting, the project team will provide the project sponsor and pertinent stakeholders with the completed transition plan, along with all required documentation and deliverables.

Once all issues have been resolved, the formal acceptance document will be signed by the project sponsor and other stakeholders as proof of the successful completion of the handover. And lastly, the handover and acceptance will also include guidelines on how to handle any issues or challenges that remain unsolved following the handover.