

T2P Wireframes V 3.0

Pre Design Phase



WELCOME JOANNE,

My Action Items

03 Pending Actions

03 New Approval Items

03 Anne mentioned you in a comment

[SEE ALL](#)

Transition Repository

Search Agreement

03 New Transition Created

[SEE ALL](#)

Create New Transition

Process Name

T2P001

Business Unit

ITEC

Entity

SG GSC

Process

Rafale

[CREATE NEW TRANSITION](#)

T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale**Approval Workflow**

- 1 Pre Design
- 2 Design
- 3 Execution
- 4 Stabilisation

Project Details & Requirements

Anne Frank Transition Manager

RSO Validation HRCO Template
 Anne Frank Transition Manager

HRCO Template Validation

CPLE/HUM

Decision

HRCO/SSA/IDS

Communication Details

Anne Frank Transition Manager

Validation

CPLE/HUM

Initiate Pre-Study Phase on Ramos

Anne Frank Transition Manager

Onboarding Teams

Anne Frank Transition Manager

Initiate Study Phase on Ramos

Anne Frank Transition Manager

Initiate NPC

Anne Frank Transition Manager

Location Strategy

Recommend Location Strategy

Network BD

Details

Stakeholders

Process Transition Requirements

Project Details**Project Objectives****Context/ Triggering Factors****Project Description****Business Plan Synthesis****Other Projects/Actors impacted & Nature of Impact****Service Provider & Project of Contract****Project Timelines**

Start Date

End Date

CANCEL**SUBMIT**

T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale

Approval Workflow

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Project Details & Requirements

 Anne Frank Transition Manager

RSO Validation

 HRCO Template  Anne Frank Transition Manager HRCO Template Validation  CPLE/HUM Decision  HRCO/SSA/IDS Communication Details  Anne Frank Transition Manager Validation  CPLE/HUM

Initiate Pre-Study Phase on Ramos

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 Anne Frank Transition Manager

Initiate Study Phase on Ramos

 Anne Frank Transition Manager

Initiate NPC

 Anne Frank Transition Manager

Location Strategy

 Recommend Location Strategy Network BD

Details

Stakeholders

Process Transition Requirements

Add Global Manager

Member 1

Placeholder text



ADD ANOTHER USER

CANCEL

SUBMIT

T2P001

Onshore Business Unit
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Anne Frank Transition Manager

Initiate NPC

Anne Frank Transition Manager

Location Strategy

Recommend Location Strategy

Network BD

Details

Stakeholders

Process Transition Requirements

Add Users

Role

Placeholder text

User

Placeholder text

CANCEL

SAVE

CANCEL

SUBMIT

T2P001

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Details

Stakeholders

Process Transition Requirements

Process Transition Requirements

ADD ATTACHMENT

CANCEL

SUBMIT

FTE Count

Competencies

150

JavaScript

English

ADD LINE ITEM

T2P001

Onshore Business Unit
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Location Strategy

Recommend Location Strategy Network BD

Project Summary**ADD ATTACHMENT****CANCEL****SUBMIT****Contact**

Program Sponsor

John Ive

Project Manager

John Ive

HR

John Ive

Other

John Ive

Perimeter

Direction, Service, Business Unit/ Entity concerned

Perimeter

Description

Context & Motivation

Economic, Regulatory, Operational Efficiency, Security etc.

Context

Motivations & Objectives

Governance

Consequences

Forecasted Timeline

Operational/waves planning

Employment Impact

Operational/waves planning

Job Suppression (Entities/Business Profiles impacted)

Job Creation (Entities/Business Profiles impacted)

Evolution of Functions (Nature and impact of the evolution)

Salaries Ratio/ Providers by entities concerned

Accompanying measures envisaged
(Training, Change Management, Workshop, Internal/External Mobility)**Working Hours**

Current working hours

Targeted working hours

Geographical Locations

Current working hours (Building/Floor)

Targeted working hours (Building/Floor)

Identified Brakes

Mandate holders concerned by this project

Individual disputes opened with an employee concerned and impact on the project

Annexes

Organisation chart before/after headcount included

Transition matrix (Summary of movements via a summary table)

T2P001

Onshore Business Unit
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Approval Workflow



Project Details & Requirements

Anne Frank Transition Manager

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Anne Frank Transition Manager

Initiate NPC

Anne Frank Transition Manager

Location Strategy

Recommend Location Strategy Network BD

Project Summary

ADD ATTACHMENT

DECLINE

APPROVE

Contact

Program Sponsor

John Ive

Program Manager

John Ive

HR

John Ive

Other

John Ive

Perimeter

Direction, Service, Business Unit/ Entity concerned

Perimeter

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Description

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Economic, Regulatory, Operational Efficiency, Security etc.

Context

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Motivations & Objectives

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Governance

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Consequences

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Tools

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

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Location Strategy

Recommend Location Strategy

Network BD

RSO Validation

ADD ATTACHMENT

CANCEL

SUBMIT

The Project details provided by the HRCO team

 Approved Declined Approved with additional requirements/ conditions

Comments

T2P001

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 Network BD

Communication Strategy

Define the communication strategy around the process transition **COMMUNICATION GUIDELINES** **ADD ATTACHMENT****CANCEL****SUBMIT****Email Content**

Email to be co-signed by CPLE supervisor of concerned business line and other parties- COO, CCO, JUR representatives according to the case

Content**Communication objective****Topics covered in the communication****Stakeholders to be informed****Date to be sent on** **Workshop** Needed Not needed**Start Date** **End Date**

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Network BD

Communication Strategy

Define the communication strategy around the process transition

ADD ATTACHMENT

DECLINE

APPROVE

Email Content

Email to be co-signed by CPLE supervisor of concerned business line and other parties- COO, CCO, JUR representatives according to the case

Context

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Communication Objective

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Topic covered in the communication

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Stakeholders to be informed

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Date to be sent on

23 Jun 2019

Workshop

Workshop to be conducted from

23 Jun 2019 To 23 Jun 2019

T2P001

Onshore Business Unit
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Rafale**Approval Workflow**

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 Network BD

Pre-Study on Ramos

Assess operational risks in Ramos

ADD ATTACHMENT

CANCEL

SUBMIT

GO TO RAMOS

Project may be cancelled in case Ramos risk assessment is not considered favourable for the transition by the experts consulted in Ramos

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Onshore Business Unit
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Rafale**Approval Workflow**

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Pre-Study on Ramos

Assess operational risks in Ramos

ADD ATTACHMENT

CANCEL

SUBMIT

Project may be cancelled in case Ramos risk assessment is not considered favourable for the transition by the experts consulted in Ramos

[GO TO RAMOS](#)

Confirmation from Ramos received for the Pre-Study phase.

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Rafale**Approval Workflow**

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 Network BD

Onboarding and Communication Checklist

ADD ATTACHMENT

CANCEL

SUBMIT

Onboard and communicate high level information to the following teams

SEGL/JUR/CIT

-
- Communicate high level information about the transition

SEGL/JUR/RBF

-
- Communicate high level information about the transition

Additional Requirements

CPL/E/DTO

-
- Communicate high level information about the transition
-
-
- Process id recorded in DPR
-
-
- Data processing is carried out as per GDPR principles

T2P001

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Location Strategy

 Recommend Location Strategy
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Study on Ramos

Assess operational risks in Ramos



Project may be cancelled in case Ramos risk assessment is not considered favourable for the transition by the experts consulted in Ramos

[GO TO RAMOS](#) [ADD ATTACHMENT](#)[CANCEL](#)[SUBMIT](#)

T2P001

Onshore Business Unit
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Approval Workflow

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 Network BD

Study on Ramos

Assess operational risks in Ramos

ADD ATTACHMENT

CANCEL

SUBMIT

Project may be cancelled in case Ramos risk assessment is not considered favourable for the transition by the experts consulted in Ramos

[GO TO RAMOS](#)

Confirmation from Ramos received for the Pre-Study and Study phase.

T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale**Approval Workflow**

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Location Strategy Recommend Location Strategy
 Network BD

Assign New Product Committee

ADD ATTACHMENT

CANCEL

SUBMIT

 NPC Assessment Required NPC Assessment Not Required

Upload written confirmation from Onshore BL/ NPC

Assign NPC

Project Head

Placeholder text



Project Sponsor

Placeholder text



Project ORM

Placeholder text



Project CISO

Placeholder text



ADD ANOTHER USER

T2P001

Onshore Business Unit
ITECEntity
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Rafale

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Anne Frank Transition Manager

Assign New Product Committee

ADD ATTACHMENT

CANCEL

SAVE

Add Users



New Product Committee

Role

Placeholder text



User

Placeholder text

CANCEL

SAVE

T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale**Approval Workflow**

- 1 Pre Design
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- ✓ Decision
 HRCO/SSA/IDS
- ✓ Communication Details
 Anne Frank Transition Manager
- ✓ Validation
 CPLE/HUM

✓ **Initiate Pre-Study Phase on Ramos** Anne Frank Transition Manager✓ **Onboarding Teams** Anne Frank Transition Manager✓ **Initiate Study Phase on Ramos** Anne Frank Transition Manager✓ **Initiate NPC** Anne Frank Transition Manager**Location Strategy**

- Recommend Location Strategy
 Network BD
- Reception Committee Approval
 Anne Frank Transition Manager

● **Offshore Risk Analysis** Anne Frank Transition Manager● **Transition Requirements** Anne Frank Transition Manager● **Transition Approval** Dan Brown Global Manager**Location Strategy**

ADD ATTACHMENT

CANCEL

SUBMIT

Offshore Location

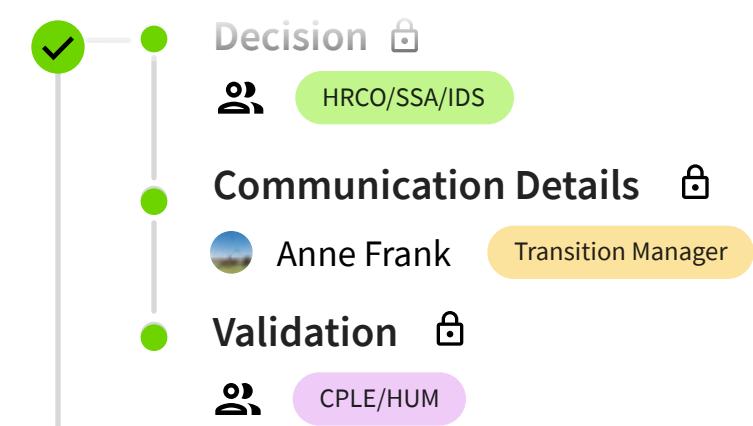
Placeholder text

Comments

T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale**Approval Workflow**

- 1 Pre Design
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**Reception Committee Approval**

ADD ATTACHMENT

CANCEL

SUBMIT

 Received Not Received**Comments**

T2P001

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Rafale**Approval Workflow**

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- Anne Frank Transition Manager

Location Strategy

- Recommend Location Strategy Network BD
- Reception Committee Approval Anne Frank Transition Manager

Offshore Risk Analysis

- Anne Frank Transition Manager

Transition Requirements

- Anne Frank Transition Manager

Transition Approval

- Dan Brown Global Manager

Offshore Risk Analysis

Download the Transition Risk Assessment template to undertake the Risk assessment

Transition Risk Assessment Template.xlsx

DOWNLOAD

The template to be filled before Tranistion Go-Live

ADD ATTACHMENT

CANCEL

SUBMIT

T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale**Approval Workflow**

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Offshore Risk Analysis
 Anne Frank Transition Manager

Transition Requirements
 Anne Frank Transition Manager

Transition Approval
 Dan Brown Global Manager

Initiate Letter of Intent
 Anne Frank Transition Manager

LOI Signed

Project Governance

Change Management

Business Case

Project Charter

Additional Requirements

Project Governance - Assign Stakeholders

GOVERNANCE GUIDELINES

ADD ATTACHMENT

CANCEL

SUBMIT

Onshore Program Governance**Offshoring Project Governance****Offshoring Project Governance**

Program Sponsor

Business /Country Sponsor

Operations & Governance

John IVE

John IVE

John IVE

Program Director (Europe/SGGSC)

Project Sponsor

Offshore Recruitment & Training

John IVE

John IVE

John IVE

John IVE

John IVE

John IVE

Onshore Project Sponsor**Change Management****Finance**

John IVE

John IVE

John IVE

Offshore Project Sponsor**HR****IT & Infrastructure**

John IVE

John IVE

John IVE

Transition Manager**IT & Infrastructure****IT & Infrastructure**

John IVE

John IVE

John IVE

T2P001

Onshore Business Unit
ITECEntity
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Transition Requirements
 Anne Frank Transition Manager

Transition Approval
 Dan Brown Global Manager

Initiate Letter of Intent
 Anne Frank Transition Manager

LOI Signed

Project Governance

Change Management

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 [GOVERNANCE GUIDELINES](#) [ADD ATTACHMENT](#)[CANCEL](#)[SUBMIT](#)**Project Governance - Assign Stakeholders****Onshore Program Governance****Offshoring Project Governance****Offshoring Project Governance**

Program Sponsor

Business /Country Sponsor

Operations & Governance

John IVE

John IVE

John IVE

Program Director (Europe/SGGSC)

Project Sponsor

Offshore Recruitment & Training

John IVE

John IVE

John IVE

Location Strategy

Onshore Project Sponsor

Change Management

Finance

John IVE

John IVE

John IVE

Recommend Location Strategy
 Network BD

Offshore Project Sponsor

HR

Reception Committee Approval
 Anne Frank Transition Manager

John IVE

John IVE

Offshore Risk Analysis
 Anne Frank Transition Manager

Transition Manager

IT & Infrastructure

Transition Requirements
 Anne Frank Transition Manager

John IVE

John IVE

Transition Approval
 Dan Brown Global Manager **Initiate Letter of Intent**
 Anne Frank Transition Manager **LOI Signed**

T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale**Approval Workflow**

- 1** Pre Design **2** Design **3** Execution **4** Stabilisation

✓ Initiate Pre-Study Phase on Ramos

(Anne Frank Transition Manager)

✓ Onboarding Teams

(Anne Frank Transition Manager)

✓ Initiate Study Phase on Ramos

(Anne Frank Transition Manager)

✓ Initiate NPC

(Anne Frank Transition Manager)

Location Strategy

✓ Recommend Location Strategy

(Network BD)

✓ Reception Committee Approval

(Anne Frank Transition Manager)

✓ Offshore Risk Analysis

(Anne Frank Transition Manager)

✗ Transition Requirements

(Anne Frank Transition Manager)

Transition Approval

(Dan Brown Global Manager)

Initiate Letter of Intent

(Anne Frank Transition Manager)

LOI Signed

Transition Details Project Governance Change Management Business Case **Project Charter** Additional Requirements**Project Charter**

ADD ATTACHMENT

CANCEL

SUBMIT

Context/ Problem Statement**Stakes/ Benefits****Objectives (SMART)****Constraints & Risks****KPI****Scope****Potential Collateral Impacts****Methodology****Project Costs****Milestone Planning**

	Total				
Initial					
Realised					
Variation					

Pre Design Phase	End Date	Design	End Date
Execution	End Date	Stabilisation	End Date
Closure Committee	End Date		

Stakeholder

Stakeholder 1 End Date

+ ADD ANOTHER USER

T2P001

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Rafale**Approval Workflow**

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 Anne Frank

Offshore Risk Analysis
 Anne Frank

Transition Requirements
 Anne Frank

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 Dan Brown

Initiate Letter of Intent
 Anne Frank

LOI Signed

Transition Details

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Project Charter

Additional Requirements

Change Management

CHANGE MANAGEMENT GUIDELINES **ADD ATTACHMENT****CANCEL****SUBMIT**

Change Management Plan initiated with Local Corporate Functions and Global Managers for the following

- Communication
- Training

T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale

Approval Workflow



Initiate Pre-Study Phase on Ramos

Anne Frank Transition Manager

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Anne Frank Transition Manager

Transition Approval

Dan Brown Global Manager

Initiate Letter of Intent

Anne Frank Transition Manager

LOI Signed

Transition Details

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Additional Requirements

Add Additional Requirements

ADD

T2P001

Onshore Business Unit
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Rafale**Approval Workflow**

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 Anne Frank

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 Anne Frank

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 Anne Frank

Offshore Risk Analysis
 Anne Frank

Transition Requirements
 Anne Frank

Transition Approval
 Dan Brown

Initiate Letter of Intent
 Anne Frank

LOI Signed

Transition Details Project Governance Change Management Business Case Project Charter **Additional Requirements**

Additional Documents

Search

TransitionDocument

TransitionDocument

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T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale**Approval Workflow**

- 1 Pre Design
- 2 Design
- 3 Execution
- 4 Stabilisation

- Initiate Pre-Study Phase on Ramos**
 Anne Frank Transition Manager
- Onboarding Teams**
 Anne Frank Transition Manager
- Initiate Study Phase on Ramos**
 Anne Frank Transition Manager
- Initiate NPC**
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- Location Strategy**
 - Recommend Location Strategy**
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 Anne Frank Transition Manager
- Transition Requirements**
 Anne Frank Transition Manager
- Transition Approval**
 Dan Brown Global Manager
- Initiate Letter of Intent**
 Anne Frank Transition Manager
- LOI Signed**

Pre-Design Phase Approval**CANCEL****SUBMIT** Approved Declined

Specify the steps that need rework

Select Steps

HRCO

Comments

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LOI Signed

Create Letter of Intent

CANCEL**SUBMIT**

Agreement Type

LOI

Offshore Entity

SG GSC

Onshore Entity

SG London

Onshore Business Unit

ITEC

Service

Computer Applications

Country

India

T2P001

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Letter of Intent

LOI_Transition_BSC.pdf

Last Updated on 03/04/2109

