

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 Transition Communication Approach  Anne Frank Transition Manager Validation  CPLE/HUM**Initiate Pre-Study Phase on Ramos** Anne Frank Transition Manager**Experts Confirmation** 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

mm/dd/yy

End Date

mm/dd/yy

CANCEL**SUBMIT**

T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale

Approval Workflow

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Project Details & Requirements

 Anne Frank Transition Manager

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CPLE/HUM

Decision

HRCO/SSA

Transition Communication Approach

 Anne Frank Transition Manager

Validation

CPLE/HUM

Initiate Pre-Study Phase on Ramos

 Anne Frank Transition Manager

Experts Confirmation

 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

Add Transition Manager Offshore

Member 1

Placeholder text

ADD ANOTHER USER

CANCEL

SUBMIT

T2P001

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ITECEntity
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Anne Frank Transition Manager

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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

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

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Rafale**Approval Workflow**

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

Project Details & Requirements

Anne Frank Transition Manager

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Transition Communication Approach Anne Frank Transition Manager

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Initiate Study Phase on Ramos

Anne Frank Transition Manager

Initiate NPC

Anne Frank Transition Manager

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

Tools

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



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Anne Frank Transition Manager

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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

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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Context & Motivation

Economic, Regulatory, Operational Efficiency, Security etc.

Context

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Motivations & Objectives

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Governance

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Consequences

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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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HRCO Template

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Initiate Pre-Study Phase on Ramos Anne Frank Transition Manager **Experts Confirmation** 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

HRCO/SSA 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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CPLE/HUM **Initiate Pre-Study Phase on Ramos** Anne Frank Transition Manager **Experts Confirmation** Anne Frank Transition Manager **Initiate Study Phase on Ramos** Anne Frank Transition Manager **Initiate NPC** Anne Frank Transition Manager**Location Strategy**

Recommend Location Strategy

Transition Communication approach following HRCO/SSA Feedback

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, entities CEO, BL Head according to the case

Content

Communication objective

Topics covered in the communication

Stakeholders to be informed

Date to be sent on

mm/dd/yy

**Workshop** Needed Not needed

Start Date

mm/dd/yy



End Date

mm/dd/yy



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Anne Frank Transition Manager

Initiate NPC

Anne Frank Transition Manager

Location Strategy

Recommend Location Strategy Network BD

Transition Communication approach following HRCO/SSA Feedback

ADD ATTACHMENT

DECLINE

APPROVE

*Define the communication strategy around the process transition***Email Content**

- Email to be co-signed by CPLE supervisor of concerned business line and other parties- COO, CCO, JUR representatives, entities CEO, BL Head 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

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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

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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

T2P001

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Recommend Location Strategy

Network BD

Pre-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](#)

Confirmation from Ramos received for the Pre-Study phase.

Transition Pre-Study Overview

- ✓ Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod
- ✓ Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod
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ADD ATTACHMENT

CANCEL

SUBMIT

T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale**Approval Workflow****Project Details & Requirements**

Anne Frank Transition Manager

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Initiate Study Phase on Ramos

Anne Frank Transition Manager

Initiate NPC

Anne Frank Transition Manager

Location Strategy

Recommend Location Strategy

Network BD

Experts Confirmation**GDPR Confirmation****Experts Confirmation and 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

Additional Requirements

SEGL/JUR/RBF Communicate high level information about the transition

Additional Requirements

LSO Communicate high level information about the transition

Additional Requirements

T2P001

Onshore Business Unit
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Rafale**Approval Workflow**

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Project Details & Requirements

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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

Experts Confirmation

GDPR Confirmation**GDPR Confirmation**

ADD ATTACHMENT

CANCEL

SUBMIT

Attach email confirmation stating the below

CPL/E/DTO

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

Additional Requirements

T2P001

Onshore Business Unit
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Initiate Study Phase on Ramos

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Initiate NPC

 Anne Frank Transition Manager**Location Strategy**

Recommend Location Strategy Network BD

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

T2P001

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SG GSCProcess
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Location Strategy

Recommend Location Strategy

Network BD

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](#)

Confirmation from Ramos received for the Study phase.

Transition Pre-Study Overview

- ✓ Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod
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- ✓ Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod
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 [ADD ATTACHMENT](#)[CANCEL](#)[SUBMIT](#)

T2P001

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Recommend Location Strategy

Network BD

Assign New Product Committee

NPC TEMPLATE

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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Initiate Study Phase on Ramos

Anne Frank Transition Manager

Initiate NPC

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
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Rafale**Approval Workflow**

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 HRCO/SSA
- ✓ Transition Communication Approach
 Anne Frank Transition Manager
- ✓ Validation
 CPLE/HUM

✓ Initiate Pre-Study Phase on Ramos Anne Frank Transition Manager✓ Experts Confirmation 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
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Rafale**Approval Workflow**

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- Validation
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Initiate Pre-Study Phase on Ramos

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Experts Confirmation

Anne Frank

Initiate Study Phase on Ramos

Anne Frank

Initiate NPC

Anne Frank

Location Strategy

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

Offshore Risk Analysis

Anne Frank

Transition Requirements

Anne Frank

Transition Approval

Dan Brown

Inform Reception Committee

ADD ATTACHMENT

CANCEL

SUBMIT

 Yes No**Comments**

T2P001

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

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Initiate Pre-Study Phase on Ramos

- Anne Frank

Experts Confirmation

- Anne Frank

Initiate Study Phase on Ramos

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Initiate NPC

- Anne Frank

Location Strategy

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

Offshore Risk Analysis

- Anne Frank

Transition Requirements

- Anne Frank

Transition Approval

- Dan Brown

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

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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 Pre Go-Live Legal Documentation
 Anne Frank Transition Manager

Pre Go-Live Legal Document Signed

Project Governance

Change Management

Business Case

Project Charter

Additional Requirements

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

Program Sponsor

John IVE

Offshoring Project Governance

Business /Country Sponsor

John IVE

Offshoring Project Governance

Operations & Governance

John IVE

Risk

John IVE

Program Director (Europe/SGGSC)

John IVE

Project Sponsor

John IVE

Offshore Recruitment & Training

John IVE

Legal & Compliance

John IVE

Onshore Project Sponsor

John IVE

Change Management

John IVE

Finance

John IVE

Offshore Project Sponsor

John IVE

HR

John IVE

Transition Manager

John IVE

IT & Infrastructure

John IVE

T2P001

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 Anne Frank Transition Manager

Pre Go-Live Legal Document 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

John IVE

Offshore Project Sponsor

John IVE

John IVE

John IVE

John IVE

John IVE

HR

John IVE

John IVE

IT & Infrastructure

John IVE

T2P001

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Anne Frank Transition Manager

● Transition Requirements

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Transition Approval

Dan Brown Global Manager

Initiate Pre Go-Live Legal Documentation

Anne Frank Transition Manager

Pre Go-Live Legal Document 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

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

Onboarding Teams
 Anne Frank

Initiate Study Phase on Ramos
 Anne Frank

Initiate NPC
 Anne Frank

Location Strategy

Recommend Location Strategy
 Network BD

Reception Committee Approval
 Anne Frank

Offshore Risk Analysis
 Anne Frank

Transition Requirements
 Anne Frank

Transition Approval
 Dan Brown

Initiate Pre Go-Live Legal Documentation
 Anne Frank

Pre Go-Live Legal Document Signed

Transition Details

Project Governance

Change Management

Business Case

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
- ✓ **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 Pre Go-Live Legal Documentation**
 Anne Frank Transition Manager
- **Pre Go-Live Legal Document Signed**

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

+ Add Additional Requirements

ADD

T2P001

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Rafale**Approval Workflow**

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Pre Go-Live Legal Document Signed

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

Additional Documents

Search

TransitionDocument DELETE

TransitionDocument DELETE

ADD DOCUMENT

T2P001

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SG GSCProcess
Rafale**Approval Workflow**

- 1 Pre Design
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 Anne Frank Transition Manager
- Pre Go-Live Legal Document Signed**

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

Specify the steps that need rework

Select Steps

HRCO

Comments

T2P001

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Rafale**Approval Workflow**

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Pre Go-Live Legal Document Signed**Create Pre Go-Live Legal Documentation****CANCEL****SUBMIT**

Agreement Type

LOI

Offshore Entity

SG GSC

Onshore Entity

SG London

Onshore Business Unit

ITEC

Service

Computer Applications

Country

India

T2P001

Onshore Business Unit
ITECEntity
SG GSCProcess
Rafale

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Pre Go-Live Legal Document Signed

Pre Go-Live Signed Document

[LOI_Transition_BSC.pdf](#)

Last Updated on 03/04/2109





