**PROJECT MANAGEMENT PLAN**

**IMPLEMENTATION PLAN**

**6.11.1 Executive Summary**

**6.11.2 Transition Approach**

**Overall Approach: (NEED HELP)**

The Villamin Wood and Iron Works System addressed the Transition Plan, in which there will be a phase or transition that should be followed for continuity and to reduce any operational challenges or interruptions that they encounter. This precise and systematic approach enables the transfer of knowledge, resources, and responsibility to the business company, thereby reducing all possible technical interruptions. The transition approach will include the following steps:

1. **Communication Plan** – the stakeholders will be able to familiarize themselves with the transition plan as a result, resulting in a better comprehension of project timelines and transition expectations.
2. **Staffing** - As the transition takes place, the project team will minimize their staff to the necessary level needed for supporting knowledge transfer and transition activities.
3. **Transition Planning** – A transition plan can be completed by interacting with the company, the team followed the timeline in which all requirements and process is required to be completed for the time of transition.
4. **Knowledge Transfer** - A variety of approaches, including documentation and hands-on demonstrations, will be used to facilitate knowledge transfer. These initiatives seek to provide Villamin Wood and Iron Works with the skills and knowledge they need to provide effective system support.

**Assumptions**

The following assumptions will be made for the transition approach:

1. If any difficulties arise during the deployment process, the team will maintain communication with the company.
2. To make it easier for the client to learn, the project team will provide them with all the necessary documentation, training, and instruction manuals.
3. Once the transition is finalized, the team will engage in a discussion with the client and continue to assist the owner, aiming to gain a deeper comprehension of any concerns related to the system.

**6.11.3. Transition Team Organization**

**Roles and Responsibilities**

1. **Project Manager** -The responsibility of the project manager leads this project to its completion. The project manager guarantees to meet all the requirements, setting a plan for the deadline of deliverables, and speaking with the client is effective to ensure progress.
2. **Project Stakeholder** - responsible for allocating the required resources to guarantee the success of the project. Assuming responsibility for the relevant tasks and objectives. Staying updated on the project's advancements and sharing relevant information with the necessary individuals. Taking proactive steps to identify and fulfill training and development needs.
3. **Project Sponsor** - the project sponsor has the authority for the system's overall development process, including approval before changes, budget, project scope, and schedule.
4. **Project Developers** – is responsible for the project's design and development into action. Also, the developer is most likely to collaborate with the new owner for general comprehension of the process before the transition of technical knowledge.
5. **Project Team** - responsible for all deliverables such as documentation, planning, and implementing project schedules.

**6.11.4 Workforce Transition**

The workforce transition is part of the transition plan for the Villamin Wood and Iron Works System. To establish the transition, and run efficiently, the team planned to test to determine if there are issues that may arise.

To determine whether the transition will be carried out appropriately for the workforce, the Transition Project Manager will work closely with the store manager and the business owner.

In general, effective communication is generally essential for fostering teamwork and informing the client of any changes. The group will provide user-manual and conduct demonstrations to ensure smooth operation and showcase how this system will be beneficial to the company. The workforce transition will be evaluated on a regular basis to guarantee that the project is moving forward in a timely and cost-effective manner.

**6.11.5 Workforce Execution During Transition**

While the change time of the Villamin Wood and Iron Works system is in progress, certain undertakings will, in any case, should be completed, including the following:

* **User Training** - The team will provide instructions or materials to follow to make sure the customer understands how the system works. The training environment can include online and face-to-face interactions to achieve a more comprehensive comprehension.
* **Minutes of the Meeting -** During this phase, online meetings will be held to discuss any remaining project concerns. All team recordings will be included in the transition, and prior to the actual meeting, meetings between the team and the company will be scheduled.
* **Update Files/Records -** The team will make any necessary adjustments to all relevant records and files to show that the project is finished. This could mean storing documents or updating agreements and contracts with new information.
* **Gain Formal Acceptance -** In this phase, the team is responsible for ensuring all requirements have been fulfilled with the newly implemented system. Also, the objective of this phase is to get the client to officially acknowledge that the transition went well.
* **Archive Files/Documents -** The process includes storing all project-related documents and files during this stage. Contracts, agreements, project plans, and other relevant documents might all fall under this category.
* **Project Close-Out Meeting -** The last phase of the change will involve directing an undertaking conclusion meeting with all participants. This gathering will be an opportunity to talk about the project, look at its overall presentation, highlight its successes, point out areas that need improvement, and confirm the purpose of any work that hasn't been completed.

**6.11.8. Knowledge Transfer**

Documentation/Manuals:

* The project team will provide documentation and manuals for the Viilamin Wood and Iron Works company for better understanding regarding the operation of the system.
* The team will provide manual that contains step-by-step instructions on how to perform operation regards to the system. This will allow the store owner or manager easy to operate the system.
* The team will provide documentation and other relevant documentation for the company for better understanding to the system and on how it works.

As part of the Knowledge Transfer Plan, the project team and the store owner/manager will be scheduling for a meeting to ensure that knowledge transfer is successful, and any questions or concerns will be address urgently. Any changes regard to the system, the company will inform to ensure that they are updated.

**6.11.10 Handover and Acceptance**

The process of handover and acceptance will start if the transition plan is completed. The team will set a schedule for the formal handover and meeting with the new owner and employees to discuss about the transition plan. This will include all the deliverables and documents.

During the handover meeting, all required documents and deliverables must be completed wherein the team will present the transition plan accordingly to the company then they will further review the materials that was provided and discuss if there are any concerns regarding to the requirements. The formal acceptance document will be only sign if the company owner resolved all the issues. This will serve as an agreement and evidence that the handover has been successful alongside with the signatures of the stakeholders.

Overall, the handover and acceptance of section of the contract transition out plan contains detailed roadmap for the successful handover and ensure that all the stakeholders contented to the process or the outcome of the project.

**7.Sponsor Acceptance**

The project acceptance document contains all the deliverables and the formal acceptance signed by the new owner of this project for the Villamin Wood and Iron Works System. All the acceptance criteria and it was defined in the project scope statement.