**PMO Project Transition Form**

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| **Project Number:** | N/A |
| **Project Name:** | LatAm A2G |
| **Newly Assigned Project Manager:** |  |
| **Previous Project Manager:** | Felix Reta |
| **Prior Project Manager(s), if applicable:** |  |
|  | |
| **BU Executive Sponsor:** | Renata Bertegz (Brazil)  Miguel Angel Vedani (Argentina) |
| **CS Executive Sponsor:** |  |
| **BU Project Sponsor:** | Hernan Spira (Argentina)  Gustavo Morales Gabriel (Brazil) |
| **CS Project Sponsor:** |  |
| **BU Relationship Manager:**  **CS Project Manager:** |  |
|  | |
| **Project Charter:** | |
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| **1.** | **PROJECT STATUS** | |
|  | **PDLC Methodology:** | Choose an item. |
|  |  | |
|  | **Project Progress in Clarity:** | Not Started |
|  | If On Hold, explain: |  |
|  |  | |
|  | **Project Health Status:** | Green |
|  | If Hot List, Yellow or Red, how trending? | Choose an item. |
|  | If Yellow or Red, Reason for Status: |  |
|  | Go-to-Green Plan: |  |
|  | Go-to-Green Date: |  |
|  |  | |
|  | PROJECT STATUS HOUSEKEEPING: | |
|  | The most recent status report has been forwarded to the newly assigned PM | |
|  | All relevant project fields in Clarity are populated and / or up-to-date | |
|  | Old resources no longer supporting the project are deactivated for time entry in Clarity | |

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| **2.** | **QUICK LINKS to SHAREPOINT** | |
|  | **Root Project Folder:** | <https://fiservcorp.sharepoint.com/:f:/r/sites/CSPMOOpsReadiness/subsite/Shared%20Documents/International/LatAm/Argentina?csf=1&web=1&e=yswZfD> |
|  | **Scope Document:** | <https://fiservcorp.sharepoint.com/:w:/s/CSPMOOpsReadiness/subsite/EeYMmE0EixZEiFNw_i2DMVwBhR50jLAjONqcrmPmPApcYg?email=Tonya.Brunson%40Fiserv.com&e=jnKZIR> |
|  | **Most Current Project Schedule:** | <https://fiservcorp.sharepoint.com/:u:/s/CSPMOOpsReadiness/subsite/EY_XVjyPI5dBqcdcvkPQ-GMB2Qx1jiSU5ItupgabW8e7sA?email=Lynda.Abney%40Fiserv.com&e=Wn5tV8> |
|  | **Most Current Risk Log:** |  |
|  | **Design Documentation:** | <https://fiservcorp.sharepoint.com/:x:/s/CSPMOOpsReadiness/subsite/EU3xcI-bGBBJu1VVKgiQ-pIBmNQ0vAz_w3X-PfGC9U_VkQ?email=Tonya.Brunson%40Fiserv.com&e=9inwrN> |
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|  | SHAREPOINT HOUSEKEEPING: | |
|  | All relevant & current project documentation is posted to the project SharePoint folder for team reference | |

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| 🌶 | **HOT ITEMS** | | | |
|  | General project issues and risks are assumed to be accurately documented and accounted for in the Risk Management Log. Meanwhile, the following items require *immediate* attention: | | | |
|  | DESCRIPTION & MITIGATION PLAN | OPENED | DUE | OWNER |
|  | * Finalize BC, obtain local approvals and commitment to obtain an extraordinary approval for 2022 (CapEx not included in budget) | 11/1/2021 |  | Hernan |
|  |  |  |  |  |
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| **4.** | **PROJECTS WITH TECHNOLOGY TRACK** | |
|  | **Lead Engineer:** |  |
|  | **Preliminary EEP Completed?** | Choose an item. |
|  | **Final EEP Completed?** | Choose an item. |
|  | If EEP is waived for this project, summarize exception circumstance at right: |  |
|  | **SCR Approved?** | Choose an item. |
|  | If No, identify next steps: |  |
|  | If Yes, outstanding procurement? | Choose an item. |
|  | If Yes, list items still requiring procurement: |  |
|  | **ER&R Exceptions Approved for this Project?** | Choose an item. |
|  | If Pending or Yes, list exceptions at right: |  |
|  |  | |
|  | PROJECT DELIVERY HOUSEKEEPING: | |
|  | PMO project team member information (names and roles) is current and accessible | |
|  | EEP waiver is posted on project SharePoint site, if applicable | |
|  | ER&R exception approval artifacts are posted on project SharePoint site, if approved | |
|  | All available project documentation is posted on the project SharePoint site | |
|  | A copy of the approved SCR, if applicable, is posted on the project SharePoint site | |

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| **5.** | **PHASE GATE INFORMATION** | | | |
|  | **Most Recent Phase Gate Completed:** | Choose an item. | | |
|  | Date Phase Gate completed on: |  | | |
|  | **Status of Artifacts for Next Phase Gate:** | Choose an item. | | |
|  | If Partially Complete, list artifacts outstanding for next Phase Gate: |  | | |
|  | **If beyond Phase Gate 2 (Design), What is the Go-Live Date:** |  | | |
|  |  |  | | |
|  | **Phased Project?** | Choose an item. | | |
|  | If Yes, identify the phases and dates: | Phase Names | Go-Live Dates | Committed? |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  | Phase project is in: |  | | |
|  |  | | | |

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| **6.** | **CHANGE CONTROLS** | |
|  | Pending Project Change Control(s)? | Choose an item. |
|  | If Yes, list change control number(s), its purpose, and next steps toward approval(s): |  |
|  |  | |
|  | CHANGE CONTROL HOUSEKEEPING: | |
|  | All change control supporting documentation is posted on the project SharePoint site and Clarity. | |
|  | All hours approved via change control have been captured within the Hours Analysis Report used for the Weekly Status Reports (i.e., dashboards) | |

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| **7.** | **MEETING INFORMATION** | | | | |
|  | MEETING NAME | FACILITATOR | FREQUENCY | DAY @ TIME | TIME ZONE |
|  | * **Weekly** | **Felix Reta** | Weekly | Thu 14:00 | Eastern |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  | | | | |
|  | MEETING HOUSEKEEPING: | | | | |
|  | Replacement meeting notices have been set up & distributed by the newly assigned PM | | | | |
|  | Pre-existing meeting notices have been cancelled by the previous PM | | | | |

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| **8.** | **SPECIAL CONSIDERATIONS** |
|  | Summary of any other information that would be useful and relevant to the turnover of this project: |
|  | * Included Panama and Uruguay * Brazil was detached * BC is being redone, CapEx were never included, 5 year plan:   https://fiservcorp.sharepoint.com/:x:/r/sites/CSPMOOpsReadiness/subsite/Shared Documents/International/LatAm/Argentina/1 - Discovery/LATAM Argentina\_Initiatives Costing NO LINKS - 10-07.xlsx |