Transition Plan

1. Overview of Project
   1. Name of Project and Description
   2. Major Stakeholders and their roles
   3. Status of requirements
   4. Suggested next steps
   5. Contact info
2. Technical information
   1. Source Code Repository Information
   2. Assets that may not be in the repositories
      1. Digital assets
      2. Design documents, mockups, etc.
   3. Dev-ops
      1. Backups
         1. physical backup on USB stick or other media
         2. backup plan
      2. Hosting information
      3. Deploying information
      4. Test suites
   4. Third party integrations
      1. Services (e.g. Stripe, AWS)
      2. Credentials for said services
   5. Technology stack and hardware requirements
      1. Analysis of dependencies on third party libraries (e.g. what would break if you had to stop using this dependency, say, due to a security flaw)
      2. Detailed instructions to install all components necessary to develop and operate (with version numbers used)
   6. Design Documents
   7. Analysis of technical debt
   8. Security considerations
      1. Privacy of data
      2. vulnerability to hacking
         1. monitoring plan
         2. disaster recovery plans
3. Considerations in a professional environment
   1. NDAs
   2. Ownership of data and accounts
   3. Transition timeline
   4. Risk factor analysis