UX Project Lead Transition Plan – Project XYZ

This plan will outline how the UX Project Lead role will be transferred to the appropriate persons. Next week, an announcement will be made to notify the project team of the changes so they know their UX POC going forward.

# Knowledge transfer sessions:

|  |  |
| --- | --- |
| Date | Topics |
| 10/15/16 | -Important People to Know  -Current Project Status (general and UX)  -Administrative Tasking |
| 10/16/16 | -User Group Explanations  -Process Flow and Conceptual Frameworks  -Review of Structure of OC Document Set  -Review of Current Product in Development |
| 10/19/16 | -Legacy System Overview and UX Proposal Comparison  -Review Upcoming Features |
| 10/21/16 | -User Sessions Past and Future  -Discovery Session Expectations |

## Meeting Transfer

All regularly scheduled meetings will be transferred to the appropriate person and deleted from prior owner’s calendar.

## Locating Files

All files will be located on the shared drive. During knowledge transfer sessions, files will be accessed from the shared drive so the appropriate people know where to find necessary documents.

## Rally Management

The current state of Rally will be explained and the process of managing this for the project will be communicated to the appropriate persons.

## User Centered Design Council Requests

All UCDC requests will be turned over to the appropriate persons. A full explanation of the upcoming sessions will be provided. Assistance with writing protocols and plans will also be provided.