**Transition Out Plan**

**COVID-19 Contact Tracing System**

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Executive Summary

This plan formally documents the process for the transition of the powers, duties, activities, and functions of tasks and tools for the Covid-19 Contact Tracing System. The Covid-19 Contact Tracing System is for the creation and implementation of a new contact tracing database for Department of Health (DOH). This system will allow DOH to integrate all contact tracing tracking and reporting into a consolidated database

# Transition Approach

For this transition, Department of Health will maintain its existing staff on-site throughout the transition period. No additional staffing requirements are anticipated to complete the transition to the Covid-19 Contact Tracing System. The transition is expected to take 60 days to complete. Immediately prior to the transition, DOH will stand up its transition team in order to facilitate the activities necessary for successful transition. It is assumed that Covid-19 Contact Tracing System team will have its staff on site at the beginning of the 60 day transition period and will establish a similar team to work with DOH to coordinate the contract’s transition.

# Transition Team Organization

|  |  |
| --- | --- |
| **Title** | **Roles/Responsibilities** |
| Transition Project Manager | Coordinate activities between contractors throughout transition; provide workspace for all transition staff; facilitate transition meetings as required |
| Contracting Officer | Responsible for overseeing all contract actions and deliverables; responsible for ensuring accountability on all funding and budget items pertaining to the contract |
| Transition Project Manager | Work with SCG and XYZ PMs to coordinate and schedule all transition activities; provide weekly reporting on transition progress; ensure all applicable property and tools are included as part of transition |
| IT Transition Lead | Ensure all IT activities are completed during transition; document all IT processes, tasks, and activities for transition to XYZ |
| Configuration Manager | Ensure all training documentation is complete; ensure completion of user and technical manuals; ensure all documentation is in accordance with SCG standards; ensure proprietary materials are not part of transition |
| Transition Project Manager | Work with SCG and ABC PMs; ensure all transition deliverables are received and understood; identify any gaps in transition activities |
| IT Transition Lead | Ensure continuity of all IT activities throughout transition; ensure receipt of adequate IT documentation of all processes, tasks, and activities |
| Configuration Manager | Ensure all training documentation received addresses all planned training items; ensure standardization of all transitioned documentation |

# Workforce Transition

For this contract transition, all workforce members will remain with their current organization. This will allow adequate time to perform all transition activities

# Work Execution During Transition

Throughout the transition of this contract, work will continue to be performed by DOH in accordance with the approved project schedule and work breakdown structure (WBS) in place. The transition management team will ensure that employees work alongside their DOH counterparts; however, DOHwill maintain all responsibility for tasks and deliverables. At the end of the 60 day transition period, and upon transition approval, DOH will assume full responsibility for all tasks and deliverables.

# Subcontracts

This section documents all the existing contracts and if/how they will be transitioned. It should contain this information in a table format (subcontract agreements, software/hardware maintenance contracts, etc.).

The following chart illustrates the subcontracts in place which are in support of SCG’s PayBase activity. These subcontracts apply to third party tasks to ensure all required cabling and facilities functionality is in place to support the PayBase project.

|  |  |  |
| --- | --- | --- |
| **Subcontract #** | **Awarded to** | **Tasks** |
| 11-10010 | CableQuest | Perform cabling work within datacenter to support PayBase database functionality |
| 11-10020 | BuildTech | Build out existing data center facility to house additional servers to ensure PayBase database functionality |

# Property Transition

## Government Furnished Equipment (GFE)

As part of this transition, all GFE provided to DOH under the PayBase contract will be turned in to the government upon completion and approval of the transition phase. GFE includes laptop computers, all PEDs, flash and external hard drives, and employee ID badges. All electronic devices will be re-imaged by government IT personnel and re-issued to appropriate DOH employees.

## Incumbent Owned Equipment

All incumbent owned equipment will remain with the incumbent upon completion and approval of the transition. This equipment includes incumbent-issues laptops and PEDs, organizational tools, organizational process maps, and company ID badges. If it is determined that any incumbent owned equipment is required to stay with the customer to ensure successful completion of the contract, the customer and incumbent contracting officer representatives will coordinate procurement of the equipment through the customer’s established procurement management process.

## Intellectual Property

Per the project contract, all intellectual property which is a direct result of work on the contract deliverables will be transitioned to the new contractor in order to ensure the successful completion of the project. The contract pricing takes intellectual property into consideration and as such, any resulting intellectual property will be owned by the customer.

## User Accounts and Passwords

As part of the contract transition, various user account accesses and authorizations must be created and disabled. Currently DOH personnel listed in the chart below possess the user accounts and access necessary for contract deliverables. The listed DOH employees will be granted access on the first day of the contract transition phase. Once transition is complete and approved, all DOH personnel’s user accounts will be disabled.

|  |  |  |
| --- | --- | --- |
| **User Account** | **ABC Corp.** | **XYZ Inc.** |
| SAP Master User | IT Transition Lead and Configuration Manager | IT Transition Lead and Configuration Manager |
| Database Administrator | IT Transition Lead | IT Transition Lead |
| Customer Intranet Master User | Transition PM and IT Transition Lead | Transition PM and IT Transition Lead |

# Knowledge Transfer

For this transition, knowledge transfer will occur over the entirety of the 60 day transition period. The knowledge transfer will take place via various methods. The incumbent PM will coordinate two formal classroom training sessions to be conducted by the incumbent IT Transition Lead. These sessions will focus on the specific IT concerns related to the database tasks and activities. The incumbent PM will also coordinate two formal classroom sessions to be conducted by the incumbent Configuration Manager. These sessions will cover documentation requirements and organizational processes and assets. These sessions will be completed no later than 15 days prior to the end of the 60 day transition period. Additionally, all DOH staff will work alongside their DOH counterparts throughout the 60 day period in order to gain familiarity with the database, tools, processes, and organizational assets. The PMs from DOH and the customer will meet no later than 10 days prior to transition completion in order to determine if any further training or knowledge transfer is required.

# Schedule

The following GANTT chart illustrates the schedule for transition of the project contract Any changes to this schedule will require review and approval from the customer and all other parties.



# Handover and Acceptance

The customer will make the determination of when transition is completed and will provide formal acceptance indicating such. To do this, the customer’s transition PM will utilize the established transition checklist in order to determine that all activities associated with the transition have been completed. The customer’s transition PM will also meet with the transition PMs from each contractor to ensure that all concerns and issues have been met and addressed appropriately. Once the customer’s transition PM has formally accepted the transition, the checklist and supporting documentation will be signed and accepted by the customer’s project sponsor and the company’s human resources director. The last step is the formal acceptance and signature of the customer’s contracting officer representative. It is only after all of these approvals and signatures are in place that the transition will be considered complete.