**IT PROJECT MANAGEMENT
TRANSITION PLAN TEMPLATE**

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| PROJECT TITLE |
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| PROJECT SPONSOR | PROJECT MANAGER | PLAN CREATED BY | DATE |
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1. Project Overview / Goals and Objectives
2. Current State Analysis / Summary
3. Technical Details
4. System Documentation
5. Software Development Methodologies
6. Maintenance and Support Procedures
7. Transition Plan
8. Communication Plan
9. Resource Plan
10. Risk Management Plan
11. Quality Assurance Plan
12. Training Plan
13. Notes

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| 1 | PROJECT OVERVIEW / GOALS AND OBJECTIVES |
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| 2 | CURRENT STATE ANALYSIS / SUMMARY |
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| 3 | TECHNICAL DETAILS |
| HARDWARE AND SOFTWARE CONFIGURATIONS |
|   |
| NETWORK INFRASTRUCTURE |
|   |
| SECURITY PROTOCOLS |
|   |
| DATA MANAGEMENT |
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| 4 | SYSTEM DOCUMENTATION |
| SYSTEM ARCHITECTURE |
|   |
| SYSTEM DESIGN |
|   |
| DEVELOPMENT PLANS |
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| 5 | SOFTWARE DEVELOPMENT METHODOLOGIES e.g., Agile, Waterfall, or DevOps |
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| 6 | MAINTENANCE AND SUPPORT PROCEDURES |
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| 7 | TRANSITION PLAN |
| TIMELINES | START DATE | END DATE |
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| KEY MILESTONES | START DATE | END DATE |
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| SPECIFIC TASKS | ASSIGNED TO | START DATE | END DATE |
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| 8 | COMMUNICATION PLAN |
| FREQUENCY AND FORMAT OF COMMUNICATION |
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| COMMUNICATION CHANNELS TO BE USED |
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| 9 | RESOURCE PLAN |
| STAFF |
|   |
| EQUIPMENT |
|   |
| SOFTWARE |
|   |
| BUDGET |
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| 10 | RISK MANAGEMENT PLAN |
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| 11 | QUALITY ASSURANCE PLAN |
| TESTING PROCEDURES |
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| REVIEW PROCESSES |
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| 12 | TRAINING PLAN |
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| 13 | NOTES |
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