**[](https://www.smartsheet.com/try-it?trp=11756&utm_source=integrated-content&utm_campaign=/content/project-transition-template&utm_medium=Project+Management+Transition+Plan+doc+11756&lpa=Project+Management+Transition+Plan+doc+11756)PROJECT MANAGEMENT   
TRANSITION PLAN TEMPLATE**

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| PROJECT TITLE | | | | | |
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|  |  |  |  |  |  |
| PROJECT SPONSOR | | PROJECT MANAGER | PLAN CREATED BY | DATE | |
|  | |  |  |  | |

1. Project Overview / Goals and Objectives

2. Current State Analysis / Summary

3. Transition Plan

4. Communication Plan

5. Resource Plan

6. Risk Management Plan

7. Quality Assurance Plan

8. Training Plan

9. Notes

|  |  |
| --- | --- |
| 1 | PROJECT OVERVIEW / GOALS AND OBJECTIVES |
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| 2 | CURRENT STATE ANALYSIS / SUMMARY |
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| 3 | 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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| 4 | COMMUNICATION PLAN |
| FREQUENCY AND FORMAT OF COMMUNICATION | |
|  | |
| COMMUNICATION CHANNELS TO BE USED | |
|  | |

|  |  |
| --- | --- |
| 5 | RESOURCE PLAN |
| STAFF | |
|  | |
| EQUIPMENT | |
|  | |
| SOFTWARE | |
|  | |
| BUDGET | |
|  | |

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| --- | --- |
| 6 | RISK MANAGEMENT PLAN |
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| 7 | QUALITY ASSURANCE PLAN |
| TESTING PROCEDURES | |
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| REVIEW PROCESSES | |
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| 8 | TRAINING PLAN |
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| 9 | NOTES |
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