U.S. Department of Energy

Project Name

Transition Plan

September 2002

TEMPLATE

U. S. DEPARTMENT OF ENERGY

Organizational Title 1
Organizational Title 2
Change Control Page

The following information is being used to control and track modifications made to this document.

1) Revision Date:
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*Project Name* Transition Plan 

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Preface

**Document Version Control:** It is the reader's responsibility to ensure they have the latest version of this document. Questions should be directed to the owner of this document, or the project manager.

This document was generated by the *Project Name* project team. *System/Project Name* will be developed for the *Organizational Name* of the U.S. Department of Energy.

**Lifecycle Stage:** *Project Name* is in the programming stage of the project lifecycle.

**Approval:** *A completed stage exit will constitute approval of this document.*

**Document Owner:** The primary contact for questions regarding this document is:

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**Privacy Information**

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the *Project Name* project or who will become involved during the lifecycle.
1. Overview

1.1 Project Objectives

Briefly describe the business objectives of the system to which this document applies.

1.2 System Description

Briefly describe the system and the functions it is intended to perform. Identify the intended users and the planned operating sites.

1.3 Plan Objectives

Briefly describe the objectives of this plan, e.g., scheduling the transition from acceptance testing to full operational status, identifying staffing and training needs for system operation and maintenance, planning for data migration, etc.

1.4 References

Identify any sources of information used to develop this plan. Include other project documents, such as the Requirements Specification or the Project Plan.

1.5 Outstanding Issues

State any project planning issues or problems relevant to transition planning which are known as of this plan revision.
2. System Support Resources

2.1 Facilities

Describe the facilities needed to support the deliverable system. This description may include safety and security requirements, special power needs, cabling, room construction, etc.

2.2 Hardware

Describe the hardware and associated documentation needed to support the deliverable system. Include a description of any network or data communication requirements.

2.3 Software

Describe any software and associated documentation needed to support the deliverable system. This may include database platforms, compilers, operating systems, utilities, etc.

2.4 Documentation

List any additional documentation needed to support the deliverable system.

2.5 Personnel

Describe the personnel needed to accomplish the transition, maintenance, and support of the deliverable system, including the anticipated number of personnel, the types and levels of skills and expertise, and any necessary security clearances. Define the project team's role during the transition period.

2.6 Training

Estimate the training requirements for users, operational staff, and support staff.
3. Operational Scenarios

Develop and describe detailed operational scenarios to be performed by the operational support staff, maintenance staff, and users. Explain how each scenario will impact transition planning, and describe any specific transition procedures that result from these scenarios.
4. Transition Planning

4.1 Release Process

Document the release process for the deliverable system. Refer to any Configuration Management standards that define an acceptable release, and indicate how Configuration Management will be applied to the operational system product.

4.2 Data Migration

Describe any data that must be migrated into the deliverable system product. List any special issues with regard to data reconstruction or the migration of historical data.

4.3 Problem Resolution

Specify the procedure for identifying, tracking, and resolving problems with the operational system product.

4.4 Transition Schedule

Develop a detailed schedule for transition. Include a breakdown of roles and responsibilities. Address transition through the development, operation, maintenance, and support phases of the system product. Note critical time dependencies on the system support products listed in this document.