|  |  |  |
| --- | --- | --- |
|  |  | PMLC  Project Management Life Cycle |

**The George Washington University**

**[Project Name]**

**Project Transition Document**

|  |  |
| --- | --- |
| **Prepared By:** | [Name(s) of Preparer(s)] |
| **Version:** | [Version Number #.#] |
| **Date:** | [Date] |
| **Project Owner:** | [Name & Title of Project Owner] [Department] |
| **Project Manager:** | [Name of Project Manager] [Department] [Contact Information] |

|  |  |
| --- | --- |
| **Status:** | **Draft** |
|  | **Routing for Document Approval** |
|  | **Approved** |
|  | **Unapproved** |

Table of Contents

[Revision History 2](#_Toc267045045)

[1 Project Acceptance 3](#_Toc267045046)

[2 Operational Organization Description 3](#_Toc267045047)

[3 Service Level Agreement 3](#_Toc267045048)

[3.1 Primary Support Contact 3](#_Toc267045049)

[3.2 Performance Agreements 3](#_Toc267045050)

[3.3 Disaster Recovery Plan 3](#_Toc267045051)

[4 Actions & Issues Transfer 3](#_Toc267045052)

[5 Project Transition Schedule 4](#_Toc267045053)

[6 Approval 5](#_Toc267045054)

[Appendix A – Related Documents 6](#_Toc267045055)

[Appendix B – Glossary 7](#_Toc267045056)

# Revision History

| **Version Number** | **Date** | **Author** | **Notes** |
| --- | --- | --- | --- |
| \* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Purpose / Instructions:*** *The purpose of this document serves as the final project acceptance document and also to document how the project will be transitioned to the support organization. The sections in this document can be modified as necessary to fit each individual project. The instructions in this document are the italicized paragraphs and are meant to be deleted once they are no longer needed.*

# Project Acceptance

<Describe the state of the project upon approval to close.>

|  |
| --- |
| **Project Met Success Criteria and/or Objectives** |
| **Project Met Modified Success Criteria and/or Objectives** |
| **Project Did Not Meet Success Criteria and/or Objectives** |

Explanation:

# Operational Organization

*<Describe the organization who will take ownership for the process, products and/or services initiated as a result of this project once the project is closed.>*

# Service Level Agreement

*<If no SLA exists, detailed the expectations for operational support once the project is closed. If an SLA exists, refer to the document and provide a link.>*

## Primary Support Contact

*<List the department or group who will be providing first-line support to end users (i.e. IT help desk, 3rd party vendors, HR FSSC for benefits type projects, etc).>*

## Performance Agreements

*<Describe the agreed-upon levels of performance for any support personnel, hardware or software involved in the project (i.e. 24x7 phone support, hardware / software availability levels, etc).>*

## Disaster Recovery Plan

*<List or refer to the plan for disaster recovery for the process, hardware or software implemented through this project.>*

# Actions & Issues Transfer

*<Describe who will take ownership of the existing open action items and issues. Provide a list of those or provide a link to the document in which they are stored. Indicate that the receiving party has agreed to owning these actions and issues. >*

# Project Transition Schedule

*<If the support items will not be immediately transitioned upon approval of this document, list the specific time, date or determined interval at which the project will be transferred to operational support.>*

# Approval

By signing, the individuals listed below have approved this project for closing, including the transfer of any remaining actions, issues and support requirements to the organization described in section 2.

|  |  |  |
| --- | --- | --- |
| Name: |  | Name: |
| Title:  Role: Project Owner |  | Title:  Role: Manager, Operational Support |
| Date: |  | Date |

|  |  |  |
| --- | --- | --- |
| Name: |  | Name: |
| Title:  Role: Project Executive Sponsor |  | Title:  Role: Project Executive Sponsor |
| Date |  | Date: |

*<For an approval received via electronic means, such as email, please indicate by placing “Electronic Approval” on the approval line. Please then place a copy of the electronic approval in the same project file folder where the approved version of this document is stored.>*

# Appendix A – Related Documents

*<Link or referenced location of the Project Charter, Project Definition Document, Business Requirements, Project Schedule, Requirements Traceability Matrix and any other related documentation.>*

| **File Name** | **Document Owner** | **Document Location or Link** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Appendix B – Glossary

*<List any acronyms or terms which were used in the document and their meaning / definition.>*

| **Term / Acronym** | **Definition** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |