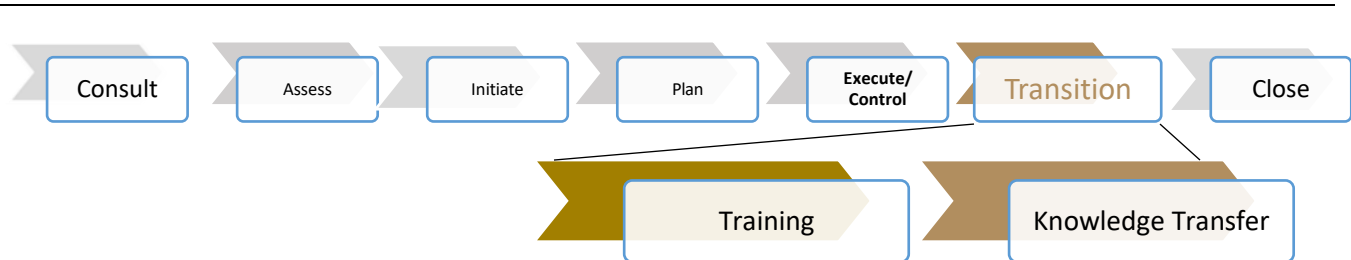


PM Methodology Overview

- Transition Phase



Goal	<ul style="list-style-type: none"> Complete the execution of the Training Plan Fully trained users, train-the-trainers, and support staff. 	<ul style="list-style-type: none"> Transfer knowledge to system administrators and support staff. Clear definition of roles and responsibilities for support and maintenance of system after project close.
Key End of Phase Deliverable	<ul style="list-style-type: none"> Training Plan Training documentation and job aids supporting delivered product. 	<ul style="list-style-type: none"> System Admin Guide Post Project Roles & Responsibilities Doc

Phase Overview

Transition:

The Transition Phase focuses on delivering the system into production and any system documentation should be completed and delivered to the system owner. Training staff and transferring knowledge to allow the end users to be fully functional is critical to the success of project closure.

Training:

Training should be documented and performed as described in the Training Plan. Take into consideration any train-the-trainer types of needs along with any special needs required by key stakeholders. It is important that the stakeholders involved clearly understand their system before it is turned over to them.

Knowledge Transfer:

Knowledge transfer is organizing, creating, capturing and distributing knowledge from the project to the appropriate owning resource. This may include project management, technical or functional documentation which may be around policies, practices, procedures, etc. Setting the direction with clear definitions of the post project roles and responsibilities is the key element in defining that line between what ITS and the system owner are responsible for. Most often success is measured strictly

by on time, on budget, and meets scope, but only if you transition a project properly, with appropriate knowledge transfer, the value lives on beyond the project.