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| --- |
| [PROJECT NAME] Employee Transition Plan Template |
| Prepared by: [Project Manager] |

# Approvers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Role  | Name  | Title/Role  | Email  | Approval  | Approved Date  | Comments  |
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# Outstanding Items

The following are outstanding items that the project will transition to the Service Group, instead of completing:

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| --- | --- | --- | --- | --- |
| Transition Item  | Details  | Who To Complete?  | Date To Complete  | Comments/Status  |
|   |   |   |   |   |
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# Service Application Information

Information for the Service Group about the servers and applications that have been installed/deployed/updated.  This could include server names, application names, server types, server locations, application file locations, and etc.

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| --- | --- | --- | --- |
| Transition Item  | Detail Information  | Group To Receive Information  | Comments/Status  |
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# Service Maintenance Information

Service maintenance information for the Service Group about the servers and applications that have been installed/deployed/updated.  This could include reboot instructions, daily/weekly/monthly/annual maintenance, troubleshooting information, and etc.

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| Transition Item  | When  | Actions / Instructions  | Group To Perform  | Comments/Status  |
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