



STEP: Create and Approve Project Plan

Process:

The Contract Engagement Team collaborates to create a high-level schedule of the project implementation. This schedule includes all activities, duration, dependencies, and resources required for the launch or transition of the contract to ensure that all necessary actions are completed by the project's end date.

TimeLine:

Once the Solicitation (Statement of Work (SOW), Statement of Objectives (SOO), etc.) is issued, the schedule should be created. Ideally, this should occur at least sixty (60) days prior to the awarding of the contract.

Participants:

CMS COR

New Contractor

Outgoing Contractor