



## STEP: Create and Approve Project Transition Plan

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### Process:

The Transition Team will collaborate to create a high-level schedule of the project implementation. This schedule will include all activities, duration, dependencies, and resources required for the launch or transition of the contract to ensure that all necessary actions have been completed by the project 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 transpire at least 60 days prior to the awarding of the contract.

### Participants:

*CMS COR*

*New Contractor*

*Outgoing Contractor*